

(PPA) Position and Personnel Action Form-HRIS Unit

Employee Separation

Note: Submit PPAs separately instead of in a batch.



<b>SECTION I REASON FOR ACTION</b>	<b>Separation</b>		<b>Effective Date:</b>	<b>Last Day Worked:</b>
<b>SECTION II EMPLOYEE INFORMATION</b>	<b>Banner ID</b>			
	<b>First</b>	<b>Middle</b>	<b>Last</b>	
	<b>Current Position Title/Rank</b>	<b>Banner Position # (6-digits)</b>	<b>Supervisor/Position #</b>	<b>Dept./College/School</b>
	<b>Requested Position Title/Rank</b>	<b>Banner Position # (6-digits)</b>	<b>Supervisor/Position #</b>	<b>Dept./College/School</b>
<b>SECTION III Salary and Source of Funds (FOAP)</b>	<b>Current Amount:</b>		<b>Recommended Amount:</b>	
	<b>Fund</b>	<b>Org</b>	<b>Acct</b>	<b>Prog</b>
				<b>%</b>
<b>SECTION IV COMMENTS</b>				
<b>SECTION V APPROVAL</b>	<b>Approval Routing</b>		<b>Signature/Date</b>	
	<b>Immediate Supervisor or Department Chair</b>			
	<b>Appropriate Vice Chancellor or Dean</b>			
	<b>Provost and Sr. VC for Academic Affairs</b>			
	<b>Title III Office</b>			
	<b>Budget or Contract and Grants Office</b>			
	<b>Chancellor (if applicable)</b>			
	<b>Legal Affairs (if applicable)</b>			
	<b>Classification and Compensation</b>	<b>Sheila Wright Zeigler</b> <i>(Permanent Employees Only)</i>		
	<b>HRIS Specialist</b>	<b>Sharon Soles</b>		