

SCHOOL OF ENVIRONMENTAL & BIOLOGICAL SCIENCES
PERSONNEL ACTION FORM
For Type 4's, 5's and Work Study ONLY

Department Name: _____

Location Code: _____ (Required)

1. **Employee Type:** _____ T-4 Hourly
 _____ T-5 Rutgers Full Time Students
 _____ T-5 Work Study

2. Name: _____ Date of Birth _____

Social Sec. # _____

Citizenship _____ Visa Type _____ Visa # _____

Sex _____ ** Affirmative Action Code _____ (Required)

Previous Rutgers Appointment ____ (Y/N) If Yes, Department _____

Employment Information:

Date of Employment _____

**Job Title _____ **Job Class _____

3. **Budgeted Accounts** (Optional – Not Required by Payroll Dept.)

Acct. # _____ Supervisor: _____ Hourly Rate: _____

4. Prepared By: _____ Ext: _____ Date: _____

5. Comments/Other Action: _____
 Department Chair/Authorized Signer _____

FOR TYPE 4'S ONLY

<i>**Affirmation Codes</i>	<i>**Job Class Title/Codes</i>	<i>**Attachment Req.</i>
1. American Indian/Alaskan	04100-Clerical/Office/Library	W-4
2. Asian/Pacific Islander	04200-Laboratory/Technical	ADR
3. Black	04300-Service/Maintenance	Photo of S.S Card
4. Hispanic	04400-Non exempt Admin.	Photo of 2 nd ID
5. White	07100-Exempt Admin.	**If PA resident
	07200-Exempt Professional	tax certificate
		I-9 form
		**If on Visa need photo copy

CC: Joanne Brangan
 EFNEP – Georgia Horvath