

# Personnel Event Form

Human Resource Services



<b>Banner ID</b> M		<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MIDDLE</b>	<b>PREFIX</b>	<b>SUFFIX</b>	
Department contact name			Department contact no.		Department box no.		
Department contact e-mail		Department Name			Division		
<b>JOB AND PAY INFORMATION</b>							
<b>NBAJOBS</b>	<b>Action:</b>						
	<b>JOB DATES</b>		<b>Position</b>	<b>Suffix</b>	<b>FTE</b>	<b>Hourly Rate (if applicable)</b>	<b>Monthly Salary</b>
	<b>Begin</b>	<b>End</b>					
<b>LABOR DISTRIBUTION: (use only for updating distribution of position)</b>							
	<b>Index #</b>	<b>Amt/Pct</b>	<b>Index #</b>	<b>Amt/Pct</b>	<b>Index #</b>	<b>Amt/Pct</b>	
<b>PEAEEMPL</b>	<b>EMPLOYEE INFORMATION</b>						
	Last Day Worked:			Home Dept Org:			
	Termination Date (last date paid):			Timekeeping Org:			
	Termination Reason (see page 2):						
	<b>FOR HRS USE ONLY</b>						
Adjusted Service Date:		Seniority (Longevity) Date:		Local Experience Date:			
<b>PPAGENL</b>	<b>Tenure Information:</b>		<b>Rank:</b>	<b>Tenure Date:</b>	<b>Tenure Status:</b>	<b>CIP CODE: AA USE ONLY</b>	
	PEAFAC		<b>EEO Rank:</b>	<b>Rank Date:</b>	<b>Rank at Hire:</b>		
	<b>DEGREE INFORMATION: Enter for each degree earned (if required)</b>						
	<b>SBGI Code:</b>		<b>SBGI Code:</b>		<b>SBGI Code:</b>		
	<b>Institution Name:</b>		<b>Institution Name:</b>		<b>Institution Name:</b>		
	<b>Degree:</b>		<b>Degree:</b>		<b>Degree:</b>		
	<b>Major:</b>		<b>Major:</b>		<b>Major:</b>		
<b>Minor:</b>		<b>Minor:</b>		<b>Minor:</b>			
<b>EXPERIENCE INFORMATION</b> PPAEXPR:			<b>Other Higher ED:</b>	<b>Related Exp:</b>	<b>MTSU Exp:</b>		

Remarks

Name \_\_\_\_\_ M# \_\_\_\_\_

**AUTHORIZATION**

Department Head	Date	President	Date
PI	Date	Graduate Dean	Date
Dean	Date	Institutional Equity and Compliance	Date
Vice President	Date	Human Resource Services	Date

<b>EMPLOYEE CLASSIFICATION</b>	
AD	Administrative / Professional
AF	Adjunct Faculty
AP	Part Time Administrative
CH	Coaches
CL	Clerical / Support Staff
CP	Part Time Clerical / SS
EX	Extra Compensation
F9	9/10 Month Faculty
FA	Faculty 12 Month
GA	Graduate Assistant
PF	Part-time Faculty
PR	Post Retirement
PS	Campus School
RA	Resident Assistants
ST	Student Employees
SW	College Work Study
TH	Temporary Hourly Employees
TS	Temporary Flat Rate Employees

<b>TERMINATION REASON</b>	
01	Misrepresented Credentials
02	Better Job/Pay
03	Personal Reasons, Non Work Related
04	Return to School
05	Family Circumstance
06	Health Reasons
07	Health Reasons injured on job
08	Move From Area
09	Job Abandonment
10	Other
11	Contract / Funding Expired
12	Death
13	Early Retirement
14	Transferred to Other State Institution
15	Position Abolished
16	Terminated during Prob Period
17	Reduction in Work Force
18	Dismissed for Cause
19	Gross Misconduct
20	Regular Retirement
21	Resignation
22	End of Contract
23	Disability Retirement
24	Expiration

