



# Personnel Action Request

# Marshall University Research Corporation

**Note:** This form must be executed and approved for every employee PRIOR to employee's first day of work. Please forward to MURC. It is the employee's responsibility to contact the MURC Payroll department to arrange an appointment to discuss MURC's policies and complete the necessary paperwork before the employee can be paid.

MURC Fund/ORG: \_\_\_\_\_/\_\_\_\_\_

Project Title: \_\_\_\_\_

### PERSONAL INFORMATION

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

SS#: \_\_\_\_\_

Birth date: \_\_\_\_\_

/ MU ID#: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Location: \_\_\_\_\_

E-Mail: \_\_\_\_\_

MU Undergraduate  MU Graduate  Non-Student

TITLE OF POSITION *(please attach job description – both old & new when changes are being requested)*

New: \_\_\_\_\_

Old: \_\_\_\_\_

Exempt

Non-Exempt

WAGE

*(please circle one)*

New: \_\_\_\_\_

per: period / yearly / hourly / lump sum

Old: \_\_\_\_\_

per: period / yearly / hourly / lump sum

### REMARKS

APPROVAL *(please type name along with signature)*

Department or Unit Supervisor \_\_\_\_\_

Project Director \_\_\_\_\_

Research Corporation \_\_\_\_\_

### EFFECTIVE DATE

From: \_\_\_\_\_

To: \_\_\_\_\_

### Action *(check only one)*

New Hire

Re-employment /extension

Resignation *(include letter)*

Dismissal

Retirement

Death

Suspension

Leave of Absence

Promotion

Other: \_\_\_\_\_

Transfer

### Employment Type *(check only one)*

Regular Full time

Reg. Part time  Part-time

Temporary

Casual / Extra Help

### Miscellaneous Changes

Address Change

Rate Change *(include approval)*

Name Change

Fund Source Change

Other: \_\_\_\_\_

Benefits Eligible

Benefits Ineligible

### NEW EMPLOYEES:

I-9  W-4

### MAIL PAYCHECK

Home Address

OR

Campus Dept:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Department Contact Person: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employment with MURC is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, MURC may terminate the employment relationship at will at any time, with or without cause.

Acceptance of the appointment is signified by signing and dating below. Employment is at the "will and pleasure" of the Marshall University Research Corporation and is subject to the availability of funding.

Employee Signature: *(must have original signature)* \_\_\_\_\_

Date: \_\_\_\_\_