



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: _____