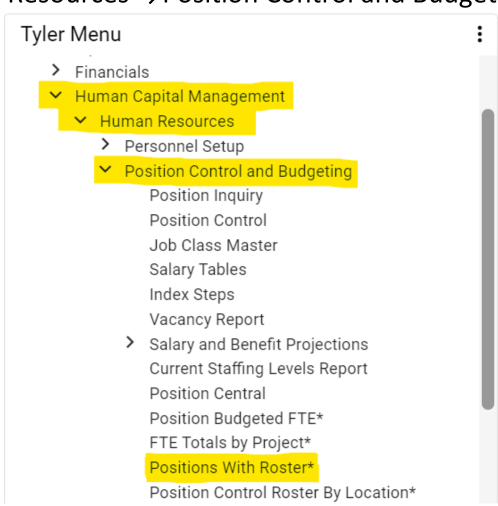
Personnel Action Form Instructions

MIS Form #303

Complete the MIS 303 for ALL personnel actions, including new hires, rehires, promotions, transfers, fund changes, non-reappointments, resignations, retirements, and other terminations. Only the "receiving" or "hiring" administrator needs to complete the form. Complete all sections as indicated. **<u>Important</u>**: check allocations to make sure a position is not being overfilled. You may contact your HREQ Staffing contact for assistance.

Instructions	
Top Section	Identify the type of position – Instructional, Non-Instructional *(SRP and NNB)*, or Administrative (*administrative and professional technical*); Date – date of request; Employee ID (or SSN if a new hire), Last name, First name, Middle initial; Location (cost center) and #; Name and Extension of person completing the form.
Action	Choose the appropriate action and complete the associated section (A or B) as indicated in the right-hand column.
Section A: Complete for new hires, rehires, promotions, transfers, or fund changes *(choose fund changes if the ONLY change in personnel status is position funding.* **Leave the FROM column blank for new hires and rehires.**	
Effective Date	Enter the requested effective date *(the final effective date will be determined by HREQ depending on the Board date and/or fingerprinting date, etc)*.
Location	Specify the associated location(s).
Location #	Specify the associated location number(s).
Job Class Code	Enter the Job Class Code identified for the position.
Position Control #(s)	Enter the associated position control number(s). Split funded positions MAY require one or more position control numbers. You may access the position control number(s) through Positions with Rosters in Munis. To access, log in to Munis, access Human Capital Management → Human Resources →Position Control and Budgeting →Position with Rosters.  • Location type & Location: select from drop down • Position status: select "active" • Job class: select appropriate job title or select all • Select "view report" (right side) • From the save icon, select excel to export date and browse • Check allocation in the "over/under" column (negative represents an overfill)
Title	Enter the associated title (job class description).
Work Days	Enter the number of work days (contract days) specified by the position.
Hours Per Day	Enter the hours per day specified by the position.
Contract Type	Choose the appropriate contract type, if applicable. Specify the end date for Mini contracts (Employee Master → User Defined tab).
Replacing	Specify the employee's name of the employee being replaced, if applicable.

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Section B: Non-Reappointments, Resignations, Retirements, and Terminations	
Last Day Worked	Enter the last date the employed with the district.
Reason for Resignation	Specify the reason for resignation, if known.
Position Control #	Enter the position control number of the position the employee is vacating.
Title	Enter the employee's title (job class description).
Documentation	Submit any applicable documents, including resignation/retirement letter and Separation of Employment & Leave Payout Designation Form.
Authorization	
Authorization	To be completed by the approving administrator or designee. The form will not be complete until signed.