

THE CITY UNIVERSITY OF NEW YORK CITY COLLEGE PERSONNEL ACTION FORM

Date \_\_\_\_\_

NYSHIP ONE SEMESTER

Form section containing appointment types, categories, waivers, separations, leave types, and status options. Includes fields for Name, Home Address, Home Telephone, Social Security #, Date of Birth, Emergency Contact, Relationship, Effective Date (9/1/2014 to 1/31/2015), Salary (38.91), # of Hours (53), and Work Location.

Form section containing personal information: Sex, Married status, Ethnic Background, U.S. Citizen status, Resident Alien status, Veteran Status, and Special Disabled status.

Form section containing education and employment history: Highest Degree, Major, Date, Institution, Currently a matriculated CUNY Student status, Concurrent CUNY employment, and Prior City Service.

Form section containing signatures and dates: Print/Type Name, Signature, Date, PERSONNEL OFFICE/DEAN (MENTOR), SIGNATURE (MENTOR), BUDGET DIRECTOR/DESIGNEE.

Form section for Comments: RF GRANT #: \_\_\_\_\_