

**The University of Tennessee  
Personnel Information Form**

<b>Employee Name</b>	<b>Last</b> <input style="width:95%;" type="text"/>	<b>First</b> <input style="width:95%;" type="text"/>	<b>Middle Initial</b> <input style="width:95%;" type="text"/>
<b>Personnel #</b>	<input style="width:95%;" type="text"/>		
	<b>SSN #</b> <input style="width:95%;" type="text"/>		

**EFFECTIVE DATE OF ACTION** \_\_\_\_\_

**SELECT AN ACTION** (enter X in a box)

- |                                                      |                                                   |                                                  |
|------------------------------------------------------|---------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Hire an Employee            | <input type="checkbox"/> Transfer Out of Position | Return from Leave-Must use e-form                |
| <input type="checkbox"/> Rehire an Employee          | <input type="checkbox"/> Position Change/Transfer | Record a Friend-Must use e-form                  |
| <input type="checkbox"/> Transfer Friend to Employee | Percent Fulltime Change-Must use e-form           | <input type="checkbox"/> Promote/Transfer Friend |
| Termination-Must use E-form                          | <input type="checkbox"/> SSN Change               |                                                  |
| Retirement-Must use E-form                           | LOA with Pay-Must use e-form                      | Record a Traveler-Must use e-form                |
| Pay/Funding Change-Must use E-form                   | LOA without Pay-Must use e-form                   | <input type="checkbox"/> Data Change             |

**ACTION (IT0000)** \_\_\_\_\_

Reason for Action:

**ORGANIZATIONAL ASSIGNMENT (IT0001)** *sets up employee relationship to entire University organization*

Payroll Area  Monthly  Biweekly  Non-Pay

Personnel Area:  Personnel SubArea:

Employee Group:  Employee SubGroup:

Total Percentage of Effort for Primary Position: \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Primary Position No.: \_\_\_\_\_ Primary Position Name: \_\_\_\_\_

Primary Organizational Unit No.: \_\_\_\_\_ Primary Organizational Unit Name: \_\_\_\_\_

Total Percentage of Effort for Second Position: \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Second Position No.: \_\_\_\_\_ Second Position Name: \_\_\_\_\_

Second Organizational Unit No.: \_\_\_\_\_ Second Organizational Unit Name: \_\_\_\_\_

Total Percentage of Effort for Third Position: \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Third Position No.: \_\_\_\_\_ Third Position Name: \_\_\_\_\_

Third Organizational Unit No.: \_\_\_\_\_ Third Organizational Unit Name: \_\_\_\_\_

Total Percentage of Effort for Fourth Position: \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Fourth Position No.: \_\_\_\_\_ Fourth Position Name: \_\_\_\_\_

Fourth Organizational Unit No.: \_\_\_\_\_ Fourth Organizational Unit Name: \_\_\_\_\_

CORPORATE FUNCTION:  *To be used for Ag. Extension Appointments Only*

**TENURE (IT9022)** *To be used for Faculty Appointments/Changes (please attach the Recommendation for Faculty Appointment Form)*

- Tenured  On Tenure Track  Not on Tenure Track  Ineligible for Tenure  Emeritus

Personnel Area (Location):

College: \_\_\_\_\_ Department: \_\_\_\_\_

Tenure Date: \_\_\_\_\_ Tenure Review Date: \_\_\_\_\_

Academic Rank:  Academic Rank Date: \_\_\_\_\_

Academic Discipline: \_\_\_\_\_

**PERSONAL DATA (IT0002)** *refer to Personal Data Form*

**ADDRESSES (IT0006)** *refer to Personal Data Form*

Employee Name: \_\_\_\_\_

Personnel #: \_\_\_\_\_

**TIME QUOTA COMPENSATION (IT0416)**

No. of Comp. Hours to be Paid at Retirement/Termination \_\_\_\_\_ No. of Comp. Hours to be Paid at Transfer \_\_\_\_\_  
No. of Annual Leave Hrs. to be Paid at Retirement \_\_\_\_\_ No. of Annual Leave Hrs. to be Paid at Termination \_\_\_\_\_

**PLANNED WORKING TIME (IT0007) sets up employee relationship to the University**

Work schedule rule: <Choose One> ▼ Total Employee Percentage of Effort \_\_\_\_\_

**COST DISTRIBUTION (IT9027)**

Reason for Change: \_\_\_\_\_ ▼

Dates		Position #	Cost Center	WBS Element	Wage Type	\$ Rate <i>hourly or monthly</i>	Effort Percent	9 Mo
Begin	End							
					▼			
					▼			
					▼			
					▼			
					▼			
					▼			
					▼			
					▼			
					▼			
					▼			
					▼			
					▼			
					▼			
<b>Note: Percentage must equal 100% for any given point in time</b>						<b>TOTAL</b>	<b>= 100 %</b>	

**RECURRING PAYMENT (IT0014)-USE AT NEW HIRE ONLY-ALL OTHERS REQUIRE E-TRANSACTION**

Dates		Cost Center	WBS Element	Wage Type	\$ Rate <i>hourly or monthly</i>
Begin	End				
				▼	
				▼	
				▼	
				▼	
				▼	

**ADDITIONAL PERSONAL DATA (IT0077) refer to Personal Data Form**

**EDUCATION (IT0022) refer to Personal Data Form**

**ADDITIONAL COMMENTS OR EXCEPTIONS:**  
\_\_\_\_\_

**APPROVAL SIGNATURES**

\_\_\_\_\_  
Department Head      Date \_\_\_\_\_      \_\_\_\_\_      Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_      \_\_\_\_\_      Date \_\_\_\_\_

**Attachments**

- Form W-4 (required for all new/returning employees) / Form W-5 (optional)
- Form I-9 photocopies of documentation
- Direct Deposit Authorization Form
- Personal Data Form (PDF)
- Correspondence and supporting documentation
- Recommendation for Faculty Appointment Form
- Authorization of Disclosure Form