

New Hire Personnel Action Form

Vanderbilt University Medical Center

Updated: Mar-19-2020

Employee Information: Name: _____ Candidate ID: _____	Department Information: Home Department: _____ PAR Responsible: _____ Location: _____ Initiator: _____ Phone: _____
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Employee - Current Information	Employee - New Information																												
Address: _____ City: _____ State: _____ Country: _____ Zip: _____ Home Phone: _____ Sex: _____ Marital Status: _____ Birth Date: _____ Citizenship Status: _____ Email: _____ SSN: _____	<table style="width: 100%;"> <tr> <td style="width: 30%;">Action:</td> <td style="width: 70%;">Reason:</td> </tr> <tr> <td>Effective Date:</td> <td>_____</td> </tr> <tr> <td>Position Number:</td> <td>_____</td> </tr> <tr> <td>Job Code:</td> <td>_____</td> </tr> <tr> <td>Home Dept ID:</td> <td>_____</td> </tr> <tr> <td>Pay Group:</td> <td>_____</td> </tr> <tr> <td>Standard Hours:</td> <td>_____</td> </tr> <tr> <td>Comp Frequency:</td> <td>_____</td> </tr> <tr> <td>Benefits Salary:</td> <td>_____</td> </tr> </table> <div style="text-align: right; margin-top: 10px;"> <input type="checkbox"/> VMG <input type="checkbox"/> VA/VU </div> <table style="width: 100%; margin-top: 10px;"> <tr> <td>Mail Drop:</td> <td>_____</td> </tr> <tr> <td>Standard Shift:</td> <td>_____</td> </tr> <tr> <td>Comp Rate:</td> <td>_____</td> </tr> <tr> <td>Shift 2:</td> <td>_____</td> </tr> <tr> <td>Shift 3:</td> <td>_____</td> </tr> </table>	Action:	Reason:	Effective Date:	_____	Position Number:	_____	Job Code:	_____	Home Dept ID:	_____	Pay Group:	_____	Standard Hours:	_____	Comp Frequency:	_____	Benefits Salary:	_____	Mail Drop:	_____	Standard Shift:	_____	Comp Rate:	_____	Shift 2:	_____	Shift 3:	_____
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Standard Shift:	_____																												
Comp Rate:	_____																												
Shift 2:	_____																												
Shift 3:	_____																												

Comment:	_____
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Employee Kronos Timekeeping - New Information
Kronos Code: _____

Employee Distribution - Current Information	Employee Distribution - New Information																		
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Center</th> <th style="width: 15%;">Job Code</th> <th style="width: 15%;">Percent</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Center	Job Code	Percent															
Center	Job Code	Percent																	

Cost Sharing:	_____
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Approval Signatures	
Effort Certification:	Signature/Date: _____
	Signature/Date: _____
	Signature/Date: _____
	Signature/Date: _____