

**VIRGINIA STATE UNIVERSITY
DEPARTMENTAL REQUEST FOR PERSONNEL ACTION**

HR OFFICE USE ONLY A21 Log # _____

DATE: _____

1. PERSONNEL DATA	2. DEPARTMENT DATA
Employee Name: _____ Identification Number: _____	Department Name: _____ Mailing Address: _____ Contact Name: _____ Location: _____ Phone Ext: _____
HR OFFICE USE ONLY	
Effective Date of Action: _____	

3. TYPE OF ACTION			
<input type="checkbox"/> Original Appointment	<input type="checkbox"/> Separation	<input type="checkbox"/> Supplemental Pay/Overload	<input type="checkbox"/> BONUS (enter reason code)
<input type="checkbox"/> Reemployment	Last day worked: _____	(enter reason code): _____	
<input type="checkbox"/> Promotion	<input type="checkbox"/> Leave Without Pay	<input type="checkbox"/> Disciplinary Action	<input type="checkbox"/> Position Action: _____
<input type="checkbox"/> Demotion	<input type="checkbox"/> Leave With Pay	<input type="checkbox"/> Transfer (Person Transfer)	(enter reason code & attach PARF)
<input type="checkbox"/> Other (specify below)	_____	<input type="checkbox"/> Salary Increase (enter reason code)	<input type="checkbox"/> Request for Recruitment

4. POSITION TYPE (Check Only One)	5. PAY	6. ASSIGNMENT STATUS
<input type="checkbox"/> Faculty	<input type="checkbox"/> Semi-Monthly	<input type="checkbox"/> Full Time
<input type="checkbox"/> Faculty-Adj. End Date _____	<input type="checkbox"/> 18	<input type="checkbox"/> Part Time
<input type="checkbox"/> Graduate Asst.	<input type="checkbox"/> 20	<input type="checkbox"/> Permanent
<input type="checkbox"/> Faculty-Adm.	<input type="checkbox"/> 24	<input type="checkbox"/> Temporary
<input type="checkbox"/> Classified	<input type="checkbox"/> Hourly	
<input type="checkbox"/> Hourly	<input type="checkbox"/> Monthly	
<input type="checkbox"/> Student	<input type="checkbox"/> Single Pay.	
<input type="checkbox"/> Other	<input type="checkbox"/> Student	

7a. SOURCE OF FUNDS	8. HR OFFICE USE ONLY																																																	
BUDGET OFFICE USE ONLY																																																		
Funding Available: \$ _____ - _____	Process Date: _____																																																	
Budget Office Approval (signature required)	HR Approval Signature: _____																																																	
Present Position No.: _____	Proposed New Position Number: _____																																																	
Present Position Title: _____	Proposed New Position/Title: _____																																																	
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7b. PROPOSED or NEW POSITION/ACTION	9. BUDGET OFFICE USE ONLY																																					
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10. SIGNATURES (as applicable)			
_____	_____	_____	_____
Department Chairperson / P.I./Supervisor	Date	Dean / Director	Date
_____	_____	_____	_____
Vice President	Date	Title III Coordinator	Date
_____	_____	_____	_____
Grants and Contracts	Date	President (as required)	Date
_____	_____	_____	_____
		Human Resources	Date

A21 Reason Codes

Overload

- O1 - On Campus Teaching (Full time Faculty teaching during 9 month academic year)
- O2 - Off Campus Teaching (Full time Faculty teaching during 9 month academic year)
- SP1 – Summer School Pay (Full time Faculty)
- SP2 – Summer Research Pay (Full time Faculty)
- SP3 – Additional Miscellaneous Assignment during summer months (Full time Faculty)
- SP4 - Additional Miscellaneous Assignment during 9 month Academic Year (Full time Faculty)
- SP5 – Additional Job Assignment (Classified and Faculty Administrators/Professional Faculty)

Salary Increase

- S1 – Role Change
- S2 – Position Progression
- S3 – Temporary Pay
- S4 – Competitive Salary Offer
- S5 – Acquired New Knowledge, Skills, and Abilities
- S6 – Retention

Cell Phone Stipend

- CP1 – Cell Phone Stipend payment

Bonus

- B1 – In-Band Bonus
- B2 – Recognition Bonus
- B3 – Sign On Bonus
- B4 – Retention Bonus
- B5 - Referral Bonus
- B6 – Academic Contribution (Faculty Only)

Position Action (The Position Activity Request Form (PARF) must accompany the A21)

- PA1 - Establish New Position
- PA2 - Abolish Position
- PA3 - Reallocate Position
- PA4 - Redefine Position Duties
- PA5 - Change Position Funding
- PA6 - Change Position Department Discipline
- PA7 - Transfer with no change in classification (Position transfer)
- PA8 - Other (Explain)

Effective Date: September 1, 2009