

## Personnel Action Form Instruction 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. **Important:** check allocations to make sure a position is not being overfilled. You may contact your **HRREQ** 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 (costcenter) 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 (if the ONLY change in personnel status is position fund change) 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 contr/MCID 57QE0nt43.stp48A005 57QE0it(i)4
	

