

NORWICH UNIVERSITY  
PERSONNEL/PAYROLL EMPLOYEE ACTION NOTICE

EMPLOYEE: \_\_\_\_\_

EFFECTIVE DATE OF ACTION: \_\_\_\_\_

ID # \_\_\_\_\_

Routing: \_\_\_\_\_ HR \_\_\_\_\_ Payroll

ACTION TO BE TAKEN:

CHECK ALL THAT APPLY

FROM

TO

	FROM	TO
Department		
Position		
Hours		
Rate		
Grade		

REASON FOR THE ACTION:

\_\_\_\_\_ HIRED

\_\_\_\_\_ INITIAL EVALUATION PERIOD COMPLETED

\_\_\_\_\_ RE-HIRED

\_\_\_\_\_ RETURN FROM LEAVE

\_\_\_\_\_ PROMOTION

\_\_\_\_\_ RE-EVALUATION OF POSITION

\_\_\_\_\_ TRANSFER

\_\_\_\_\_ RESIGNATION\*

\_\_\_\_\_ RETIREMENT\*

\_\_\_\_\_ LAYOFF\*

\_\_\_\_\_ PERSONAL STATUS CHANGE  
(Explain under comments)

\_\_\_\_\_ DISCHARGE\* (State reason under Comments and  
attach copies of previous warnings & discharge letter)

\_\_\_\_\_ OTHER PAY ACTION  
(Explain under comments)

\_\_\_\_\_ LEAVE OF ABSENCE FROM \_\_\_\_\_ UNTIL \_\_\_\_\_  
(DATE) (DATE)

\*NOTE: Any termination, severance or accrued vacation pay owed should be noted under Comments.

COMMENTS: \_\_\_\_\_

DEPT. AUTHORIZATION \_\_\_\_\_ DATE \_\_\_\_\_

PERSONNEL APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_