

**UNIVERSITY OF HAWAI'I
OVERLOAD & CASUAL
NOTIFICATION OF PERSONNEL ACTION**

UH FORM 6 (PERS) REV. 8/12

1. UH ID NUMBER		2. NAME (CAPS) LAST, FIRST, MIDDLE					3. ADDRESS STREET CITY					STATE		ZIP CODE
4. Date of Birth	5. SEX	6. US Citizen	7. VISA Type	8. Visa NTE	9. HI RES	10. VET	11. MARITAL STATUS	12. PHYSICAL HANDICAP	13. TAX EXEMPT FED STATE	14. Payroll Num DIST CODE	15. Fica			
16. Retirement	17. Ethnicity	18. NATURE OF ACTION				19. EFFECTIVE DATE		20. APPOINTMENT PERIOD FROM TO						
21. FROM: POSITION TITLE				22. CURRENT FTE		29. TO: POSITION TITLE				30. NEW FTE				
23. POSITION NUMBER	24. OCC GRP CD	25. SALARY RANGE STEP	26. PAY RATE Hourly Rate Monthly Rate		27. ISLAND	31. SALARY RANGE STEP	32. PAY RATE Hourly Rate Monthly Rate		33. TOTAL OVERLOAD FUNDS					
28. NAME OF EMPLOYING AGENCY DEPT DIVISION BRANCH OFFICE SECTION UNIT						34. NAME OF EMPLOYING AGENCY DEPT DIVISION BRANCH OFFICE SECTION UNIT SUPERVISOR UH ID NO.								
35. ACCOUNT CODE					36. REMARKS									
37. User Block 1		38. User Block 2			Primary Approval Site				DOCUMENT NUMBER					
<p>This Notification of Personnel Action Form does not in any way constitute a contract for employment. Terms and conditions of employment are specified in applicable policies, procedures, statutes, rules, regulations, laws and collective bargaining agreements, as appropriate. Appointments effected via this form are temporary in nature and may be discontinued as appropriate. In the event service does not continue throughout the term, if any be specified, the salary due shall be based upon the period of actual service.</p>														
39A. CHAIRPERSON, DEPARTMENT HEAD OR PRINCIPAL INVESTIGATOR						39E. FISCAL AUTHORITY								
DATE						DATE								
39B. DEAN, DIRECTOR OR PROVOST						39F. APPOINTING OFFICER								
DATE						<p>I certify that to the best of my knowledge the appointment or personnel transaction shown above has been made in compliance with all applicable laws and statutes of the State of Hawai'i.</p>								
39C. DEAN OF GRADUATE DIVISION (For Overload Only)														
DATE						SIGNATURE								
39D. SR VICE PRESIDENT/CHANCELLOR OR VICE PRESIDENT						DATE								
DATE														