

The College of William and Mary/Vims **Personnel Action Form**

Chart of Accounts :	Banner ID	Date
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WM VM	Last Name	First Name	Middle Name
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Effective Date	Position Number	Select Type of Action	
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Role Title/ Internal Title	Banner Home Org#	New Appointment	Separation
		Reappointment	Transfer

Division	Location	Promotion	Fac Salary Rate Adj
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Supervisor's Name	Supervisor's Position #	Funding Chg	Leave of Absence
		Chg Rank/Title	Other Data Chg

Time Sheet Approver's Name	Time Sheet Approver's Position #	Chg Tenure Status	Temp Pay
		Chg Contract Term	Begins:

Time Sheet Org #			Ends:
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Assignment Information

Position Type:	Faculty Pos Type:	Faculty Status:	Term of Contr or Emp:	Employee % Time:
FT Classified	Administrative	FT Continuing	9 Month	Percentage
FT University	Professional		12 Month	
PT Classified	FT Instructional		Fall	
PT University	Research		Spring	
Wage		FT Restricted	Other	Salary
			Begin:	
			End:	

Faculty Information

Faculty Rank	Tenure Status	Leave Type	Effective	FTE%
	Ineligible	Education w/Pay	Begin	
	Eligible	Education w/o Pay		
	Tenured	Extended Sick w/Pay	End:	
	Year	Other		

Separation Information

Last Day of Work	Separation Reason
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Labor Distribution

Compensation Labor Distribution			PMIS Data		
Index	Account	Percent	Program/Sub Program	Fund	Percentage

PMIS Salary Information

State Salary	Non-State Salary	Special Rate	Total Salary
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WM Approvals **VM Approvals**

Dept. Head	Date	Dept. Head/PI	Date
Dean/VicePresident	Date	Sponsored Programs	Date
Provost	Date	Director, Planning & Budget	Date
Manager of Finance	Date	Manager Planning & Budget	Date
VP Administration	Date	Dean/Director	Date

I-9	Compensation	Banner	PMIS
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