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|  | **Employee Action Form**  University of Maryland, Baltimore  Human Resource Services  620 W. Lexington St. 3rd Floor  Baltimore, MD 21201 | | | | | **Please complete, attach supporting documents and forward to:**  Human Resource Services  620 W. Lexington St. 3rd Floor  (410)706-7600 Fax (410) 410-706-8178  <http://www.hr.umaryland.edu> | | | | | Dept Rep**:**  Extension**:**  Campus Address**:** | | | | |
|  | | | | | | | | | | | | | | | |
| Empl ID | Job Indicator | | | Name (First, Middle Initial, Last) | | | | | Action | | | Reason | | | Effective Date: |
|  | | | | | | | | | | | | | | | |
| 9 **Employee Class** | | | | | | | | | | | | | | | |
| 01 Fac Ten  02 FcNT/TT  03 FcN/NT | | 04 GRA  14 Student NWS  14W Student WS | | | 15 Librarian  16 Student NWS Grad  16W Student WS Grad | | | 19 Trainee/PostDoc  20 NEX Regular  22 NEX C2 | | 31T NEX C1  33 EXM Regular  34 EXM C1T | | | | 35 EXM C2  36 FAC C1 T | | |
|  | | | | | | | | | | | | | | | |
| Job Data | | | | | | | | | | | | | | | |
| Department Code | | | Department Name | | | | Job Code | | | | | | Job Title | | |
| Comp Rate Code | | | Comp Rate (Annual Salary) | | | | Comp Rate (Biweekly)  **$ 0.00** | | | | | | Comp Rate (Hourly) | | |
| Comp Rate Code | | | Comp Rate | | | | Comp Rate Code | | | | | | Comp Rate | | |
| Comp Rate Code | | | **Comp Rate** | | | | 77 Total Annual **$ 0.00** | | | | | | 78 Total Biweekly **$ 0.00** | | |
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| **Comments:** | | | |
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| Approvals | | | |
| Department - Name: (Please type or print) | Signature | Date | Phone |
| Department - Name: (Please type or print) | Signature | Date | Phone |
| Dean’s Office, if applicable – Name (Please type or print) | Signature | Date | Phone |

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| **HR Service Center** | | | | |
| Data Entry By | Date |  | Audited by | Date |
| Comments: | | | | |