

University of Toledo - Personnel Action Form

Action:

Reason:

Posting:

Last Name:

First Name:

Middle Name:

Rocket ID:

| | |
|-----------------|--|
| Home Dept Org | |
| PEAEMPL E-Class | |

Total Employee FTE

| | |
|--------------------|--|
| | |
| Hourly/Salary Rate | |
| Number of Pays | |
| Prob Period | |
| Start Date | |
| End Date | |
| Report to | |

Comments:

I reviewed and verified the pre-hire/pre -action review based on the information submitted by the employee. I do not believe a relationship exists that creates a conflict of interest, nepotism, or ethics issue.

HR Staff _____

Appointing Authority _____

Date _____

Date _____