PART-TIME INSTRUCTOR PERSONNEL ACTION FORM

PF2B

SECTION A:

Hiring Department _____ Budget Number (9 Digits) _____ Appointment term: _____ ____

(Fall, Spring, Summer, or Maymester) (Year)

SECTION B:

Name (Last, First, M.I.)	Panther # (9 digits)	Speedtype	Title	Total Compensation	Per month compensation	Start Date	End Date	Comments
Example -Doe, John B.	*190608006*	*DJLH5*	*PTI*	*$2,400*	*$600*	*08/23/13*	*12/31/13*	

Authorized Signatures-I certify that all PTI's will teach the number of courses shown. If a change in the course load occurs, I will provide the change notice to the appropriate person.

_____

1. Department Head Date

_____

2. Dean's Office Date

_____

3. Grant's & Contracts Date

_____

4. Other Date

1. **DIRECT ALL NEW PTI'S TO HUMAN RESOURCES, PRIOR TO BEGINNING WORK.**
2. If rehiring a retiree, reproduce on pink paper.
3. For all other PTI's, reproduce on blue paper.

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