

**FLORIDA A&M UNIVERSITY
OPS PERSONNEL ACTION REQUEST**

New Employee

Continuing Employee

*** Submit the Personnel Action Request form to the President/Provost/Vice President at least 14 days prior to the beginning of the employment appointment.**

1. OPS EMPLOYMENT CATEGORY (Check ALL that apply)

<input type="checkbox"/> Faculty	<input type="checkbox"/> OPS Student	<input type="checkbox"/> OPS Staff
<input type="checkbox"/> Adjunct	<input type="checkbox"/> Federal	
<input type="checkbox"/> Other _____	<input type="checkbox"/> Non-Faculty	
	<input type="checkbox"/> Other _____	

2. Candidate Information: (To be completed by the Hiring Department)

Name (Last, First M): _____ Employee ID: _____

Local/Campus Address (street, city, state zip code): _____ Home Phone: _____

Division: _____ College/School/Dept.: _____

Location: _____ Office Phone: _____

3. Will this employment constitute outside employment or additional compensation? Yes No
If yes, please submit approved Additional Employment Form.

4. Salary Information

Rate of Pay: Biweekly: _____ Hourly: _____ Total for Appt. Period: _____ Biweekly Hours: _____

Funding Period: Beginning Date: _____ Ending Date: _____

Budgeted Weeks: _____ **FTE: _____ OPS Class Code/Title: _____

Working Title: _____ Source of Funds: _____

Account Number: _____ Working Department Number, if different from Account #: _____

Chart Field: Dept.: _____ Fund: _____ PCS _____ Project: _____

Note: ** Divide hours to be worked by 80 to determine FTE.

5. Justification/Remarks: (Explain employment action. Please use additional sheets if necessary.)

6. Approvals:

Supervisor:			
Print name	Position #	Signature	Date
Dean/Director	Date	Principal Investigator	
President/Provost/Vice President	Date		

7. Approval

Division of Sponsored Research	Budget Office	Office of the Controller
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HR USE ONLY
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
EFFECTIVE DATE



General Instructions

New employee is an employee who has not been employed with Florida A & M University.

Continuing employee is an employee who has been employed with Florida A & M University.

Section 1 – Select the appropriate appointment type.

Section 2 – Complete all requested information.

Section 3 – Check the appropriate box indicating whether this action will constitute outside employment (employment outside of FAMU/SUS entities) or additional compensation (employment within FAMU/SUS entities).

Section 4 – Complete all requested information. Other Personnel Services (OPS) employment category definitions are listed below:

Faculty:

AJ9001 - AJ9004 are OPS funded (teaching) personnel and have no other appointment within the University.

OL9001 - OL9004 are OPS funded (teaching) personnel who has another appointment within the University.

Student (9190):

Graduate or undergraduate students who have not been granted a Graduate Assistantship.

Enrollment required and hours/FTE are subject to limitations.

OPS Staff Class Codes:

0012 Executive, ADM and Managerial

0013 Other Professionals

0014 Clerical and Secretarial

0015 Technical and Paraprofessional

0016 Skilled Craft

0017 Services/Maintenance

Section 5 – Provide justification for employment action.

Sections 6 & 7 – Secure all appropriate signatures and route accordingly.



Terms and Conditions for Other Personal Services (OPS) Employment

Other Personal Service (OPS) means the compensation for services rendered by a person who is not a regular or full-time employee filling an established position. This includes, but is not limited to, services of temporary employees, students, persons on fellowships and part-time academic employees specifically budgeted by the University, in this category.

Other Personal Service employees do not have reinstatement or retention rights. These employees may be terminated from employment at any time at the discretion of the University.

Other Personal Service employees are not eligible for the following: Membership in the State of Florida Retirement System; Participation in the State and University group insurance programs (unless covered by the provisions of the Affordable Care Act, which includes an intent upon hire to work 30 hours per week for an extend period of time); Tuition Waiver and Reimbursement Programs; or the accrual and use of annual, sick or special compensatory leave. Other Personal employees are; however, eligible for social security coverage; participation in the State Deferred Compensation Program; and may request other miscellaneous general deductions as appropriate. The payment of Federal Withholding Taxes are required of all employees unless the employee is claiming a tax exempt under the Internal Revenue Services' guidelines.

Other Personal Service employees are designated as non-exempt and will be paid for hours worked each biweekly pay period and paid time and a half (1.5) for hours worked over 40 hours in a workweek. All hours worked must be certified by the employee's immediate supervisor or designated delegate.

Employee Acknowledgement

I understand and accept the above terms and conditions for the OPS appointment.

Employee's Name (Print)

Position Title

Employee's Signature

Date