# Virginia State University

## Departmental Request for Personnel Action

### 1. Personnel Data
- **Employee Name:**
- **Identification Number:**

### 2. Department Data
- **Department Name:**
- **Mailing Address:**
- **Contact Name:**
- **Location:**

### 3. Type of Action
- Original Appointment
- Reemployment
- Promotion
- Demotion
- Other (specify below)
- Separation

### 4. Position Type (Check Only One)
- Faculty
- Faculty-Adj.
- Graduate Asst.
- Faculty-Adm.
- Classified
- Hourly
- Student
- Other

### 5. Pay
- **Semi-Monthly**
- **Hourly**
- **Annual Salary or Hourly Rate**
  - 18
  - 20
  - 24

### 6. Assignment Status
- **Full Time**
- **Part Time**
- **Temporary**

### 7a. Source of Funds
- **BUDGET OFFICE USE ONLY**
  - **Funding Available:** $  
  - **Budget Office Approval (signature required)**

### 7b. Proposed or New Position/Action
- **Fund**
- **Org**
- **Account**
- **Program**
- **Exp. Date Mo. / Yr.**
- **% Annual Salary or Hourly Rate**

### 8. HR Office Use Only
- **Process Date**
- **HR Approval Signature**
- **Proposed New Position Number**
- **Proposed New Position/Title**
- **PMIS Date/Initial**
- **BANNER Date/Initial**

### 9. Budget Office Use Only
- **Final Budgeted Amt.** $  
  - **Budget Office Approval (signature required)**

### 10. Signatures (as applicable)
- Department Chairperson / P.I./Supervisor: Date
- Dean / Director: Date
- Vice President: Date
- Title III Coordinator: Date
- Grants and Contracts: Date
- President (as required): Date
- Human Resources: Date

---

VSU Form A-21
MP-84-2 (Rev. 09/1/2009)
A21 Reason Codes

Overload
O1 - On Campus
O2 - Off Campus

Salary Increase
S1 - Role Change
S2 - Position Progression
S3 - Temporary Pay
S4 - Competitive Salary Offer
S5 - New Knowledge, Skills and Abilities
S6 - Retention

Bonus
B1 - In-Band Bonus
B2 - Recognition Bonus
B3 - Sign On Bonus
B4 - Referral Bonus
B6 - Academic Contribution (Faculty Only)