

DEARBORN ADMINISTRATIVE GUIDE

Section: Faculty and Staff
Subject: Personnel Forms
Issued by: Human Resources/Affirmative Action
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Service Provided

Receive all personnel action forms, review for accuracy and compliance with University By-laws, policies and procedures and process forms for newly hired faculty and staff.

Primary Contact Person

Renee Moton

Note: If the above individual is not available, additional HR/AA staff will be able to assist you.

General Information

All appointment changes for Faculty, Primary, Professional/Administrative, Office, Technical and bargained for staff members should be processed on the Job Data Salary Distribution (JDSDW) Worksheet.

Questions should be directed to the contact person.