

**UNIVERSITY OF HAWAII  
OVERLOAD & CASUAL  
NOTIFICATION OF PERSONNEL ACTION**

UH FORM 6 (PERS) REV. 8/12

1. UH ID NUMBER		2. NAME (CAPS) LAST, FIRST, MIDDLE					3. ADDRESS STREET CITY					ZIP CODE		STATE	
4. Date of Birth	5. SEX	6. US Citizen	7. VISA Type	8. Visa NTE	9. HI RES	10. VET	11. MARITAL STATUS	12. PHYSICAL HANDICAP	13. TAX EXEMPT FED   STATE	14. Payroll Num   DIST CODE	15. Fica				
16. Retirement	17. Ethnicity	18. NATURE OF ACTION				19. EFFECTIVE DATE		20. APPOINTMENT PERIOD FROM   TO							
21. FROM: POSITION TITLE				22. CURRENT FTE		29. TO: POSITION TITLE				30. NEW FTE					
23. POSITION NUMBER	24. OCC GRP CD	25. SALARY RANGE STEP	26. PAY RATE Hourly Rate   Monthly Rate		27. ISLAND	31. SALARY RANGE STEP	32. PAY RATE Hourly Rate   Monthly Rate		33. TOTAL OVERLOAD FUNDS						
28. NAME OF EMPLOYING AGENCY DEPT DIVISION BRANCH OFFICE SECTION UNIT						34. NAME OF EMPLOYING AGENCY DEPT DIVISION BRANCH OFFICE SECTION UNIT SUPERVISOR UH ID NO.									
35. ACCOUNT CODE					36. REMARKS										
37. User Block 1		38. User Block 2			Primary Approval Site				DOCUMENT NUMBER						
<p><b>This Notification of Personnel Action Form does not in any way constitute a contract for employment. Terms and conditions of employment are specified in applicable policies, procedures, statutes, rules, regulations, laws and collective bargaining agreements, as appropriate. Appointments effected via this form are temporary in nature and may be discontinued as appropriate. In the event service does not continue throughout the term, if any be specified, the salary due shall be based upon the period of actual service.</b></p>															
39A. CHAIRPERSON, DEPARTMENT HEAD OR PRINCIPAL INVESTIGATOR						39E. FISCAL AUTHORITY									
DATE						DATE									
39B. DEAN, DIRECTOR OR PROVOST						39F. APPOINTING OFFICER									
DATE						I certify that to the best of my knowledge the appointment or personnel transaction shown above has been made in compliance with all applicable laws and statutes of the State of Hawai'i.									
39C. DEAN OF GRADUATE DIVISION (For Overload Only)						SIGNATURE									
DATE						DATE									
39D. SR VICE PRESIDENT/CHANCELLOR OR VICE PRESIDENT						DATE									