



Human Resources Action Request Personal / Employment Data

HRAR 1

Use this form to report hires, resignations, retirements, separations, leaves of absence, sabbaticals and other status changes; projected tenure date changes, name, address and other personal information, and locator information. Do not use this form to report new assignments or assignment changes.

1. Action Requested			
<input type="checkbox"/> Start Asgmt	<input type="checkbox"/> End Asgmt	<input type="checkbox"/> Other	

1a. Action Requested			
<input type="checkbox"/> Status Change	<input type="checkbox"/> New Hire	<input type="checkbox"/> Re-hire	<input type="checkbox"/> Separation
<input type="checkbox"/> Locator Data Change	<input type="checkbox"/> Personal Data Change	<input type="checkbox"/> Other	

2a. Prefix	2b. Last Name	2c. First Name	2d. Middle Initial	2e. Suffix	2f. Colleague ID Num
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3a. Emplmt Start Dt	3b. Status	3c. Status Start Date	3d. Status Chg Reason
	<input type="checkbox"/> Full-Time <input type="checkbox"/> Sabbatical <input type="checkbox"/> FT Temp <input type="checkbox"/> Wrks Comp <input type="checkbox"/> Part-Time <input type="checkbox"/> No Pay		<input type="checkbox"/> Begin Wrk Comp <input type="checkbox"/> End Sabbatical <input type="checkbox"/> End Wrk Comp <input type="checkbox"/> Begin No Pay <input type="checkbox"/> Begin Sabbatical <input type="checkbox"/> End No Pay

4a. Check Distr				4b. Pri Position Nbr	4c. Projected Tenure Date
<input type="checkbox"/> District	<input type="checkbox"/> Ybor City	<input type="checkbox"/> Brandon	<input type="checkbox"/> So Shore		
<input type="checkbox"/> Dale Mabry	<input type="checkbox"/> Plant City	<input type="checkbox"/> Home	<input type="checkbox"/> Security		

5a. Separation Reason			5b. Separation Date	5c. Soc Sec Num
<input type="checkbox"/> Deceased	<input type="checkbox"/> Nonrenewal Contr	<input type="checkbox"/> Retirement		
<input type="checkbox"/> Exp of Temp Asgmt	<input type="checkbox"/> Reduction in Force	<input type="checkbox"/> Term/Abandonment		
<input type="checkbox"/> Fail to Complete probtn	<input type="checkbox"/> Resignation	<input type="checkbox"/> Terminated for cause		

6a. Date of Birth	6b. Marital Status	6c. Sex	6d. Ethnic	6e. Home Phone
	<input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Companion <input type="checkbox"/> Separated	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian, PI <input type="checkbox"/> Hispanic <input type="checkbox"/> Amer Ind	

7a. Address (Str/POBox)	7b. Address (Street 2)	7c. Address (City)
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8a. Address (State)	8b. Address (Zip Code)	8c.
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9a. Emergency Contact Name	9b. Emergency Contact Phone	9c.
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10a. Location		10b. Building	10d. Office Phone
<input type="checkbox"/> 01 District	<input type="checkbox"/> 30 Plant City	<input type="checkbox"/> 50 South Shore	
<input type="checkbox"/> 10 Dale Mabry	<input type="checkbox"/> 31 MacDill	10c. Room	10e. Office Fax
<input type="checkbox"/> 20 Ybor City	<input type="checkbox"/> 40 Brandon		

11. Justification, explanation, other data not shown above, such as education:

Unit Administrator/Manager/Employee	Human Resources
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12a. Printed Name and Signature	12b. Date	Approved by/Date	Input by/Date
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Distribution: Original – Personnel Record; Copy – Requesting Official, Employee, Payroll

INSTRUCTIONS FOR COMPLETING THE HRAR-1

Use this form to report hires, resignations, retirements, separations, leaves of absence, sabbaticals and other status changes; projected tenure date changes, name, address and other personal information, and locator information. Do not use this form to report new assignments or assignment changes.

Action	Description	Data required in the following blocks
New Hire.	Individual being employed at HCC for the first time.	1a, 2a thru 2f, 3a, 4a, 4b, 5c, 6a, 6b, 6c, 6d, 6e, 7a, 7b, 7c, 8a, 8b, 9a, 9b, 10a, 10b, 10c, 10d, 10, 10e, 11 (if necessary), 12a, 12b.
Rehire.	Individual once employed at HCC, was separated and is being employed again.	1a, 2a thru 2f, 3a, 4a, 4b, 5c, 6a, 6b, 6c, 6d, 6e, 7a, 7b, 7c, 8a, 8b, 9a, 9b, 10a, 10b, 10c, 10d, 10, 10e, 11 (if necessary), 12a, 12b.
Separation.	Individual is leaving employment at HCC.	1a, 2b, 2c, 2f, 5a, 5b, 11 (if necessary), 12a, 12b.
Status Change.	No change in position. (Note: if change is to or from a status not listed on form use HRAR-4 instead.)	1a, 2b, 2c, 2f, 3b, 3c, 3d, 11 (if necessary), 12a, 12b.
Change in projected tenure date	Prior to being tenured, projected tenure date is being changed.	1a, 2b, 2f, 4c, 11 (required).
Personal Data Change		1a, 2b, 2c, 2f. As appropriate: 7a, thru 9b, 11 (if necessary), 12a, 12b.
Locator Data Change.	May be reported by itself or with other data changes. May be provided by employee and may not always coincide with the assigned position location data.	1a, 2b, 2c, 2f. As appropriate: 10a, 10b, 10c, 10d, 10e, 11 (if necessary), 12a, 12b.
Other change		1a, 2b, 2c, 2f. Other blocks as appropriate. 12a, 12b

Changes pertaining to actions other than that marked in block 1a may be reported. However, data for required blocks for each action, as shown above, must be provided.

Authentication: Form must be signed and dated by an authorized person, normally the unit administrator or manager. If only personal information is being reported, the individual may sign and date the form.