**Human Resources Action Request**

**Assignment Data**

Use this form to report a new assignment or change of assignment, also to report change in wage/salary and locator data such as building, room, and work phone. Do not use this form to report personal or employment data changes.

### 1. Action Requested

- [ ] Start Asgmt
- [ ] End Asgmt
- [ ] Other
- [ ] Change Locator Data
- [ ] Data Salary/wage Data

### 2. Name

Exact spelling not required if correct Colleague ID entered in 2b. Primary means of identification.

### 3. Asgmt Position Num

Required in all cases

### 4. Asgmt Start Dt

- [ ] New Hire/Re-hire
- [ ] Additional Asgmt
- [ ] Asgnd Other Position

### 5. Asgmt End Dt

- [ ] Employment Ended
- [ ] Expiration of Temp Asgnt

### 6. Asgmt Title

### 7. Asgmt Wage/Salary

Wage/Sal Calc form may be required.

### 8. Locator data provided by employee may not always coincide with the assigned position location data.

- [ ] Location
- [ ] Building
- [ ] Room
- [ ] Office Phone
- [ ] Office Fax

### 9. Justification, explanation, other data not shown above:

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**Unit Administrator/Manager**

**Human Resources**

**Printed Name and Signature**

**Date Approved by**

**Date Input by**

**Date**

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Distribution when processed: 
Original – Personnel Record; Copy – Requesting Official, Employee, Payroll

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HRAR-2

All previous versions are obsolete and should not be used.

2-1-075 (05/10)
INSTRUCTIONS FOR COMPLETING THE HRAR-2

Use this form to report a new assignment or change of assignment, also to report change in wage/salary and locator data such as building, room, and work phone. Do not use this form to report personal or employment data changes.

Do not enter any social security account numbers.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
<th>Data required in the following blocks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Asgmt</td>
<td>Individual being assigned to a position.</td>
<td>1, 2a, 2b, 3a, 3b (if 3a blank), 3c, 4a, 4b, 4c, 7a thru 7e, 7f (if new hire), 8 (if necessary), 9a, 9b.</td>
</tr>
<tr>
<td>End Asgmt</td>
<td>Individual being relieved of a specific assignment. If it is the only asgmt held, then separation (HRAR-1 required.)</td>
<td>1, 2a, 2b, 3a, 3b (optional), 5a, 5b, 8 (if necessary), 9a, 9b.</td>
</tr>
<tr>
<td>Change locator data</td>
<td>Individual’s work location is changing.</td>
<td>1, 2b, 2f, 7a thru 7e (as necessary), 8 (if necessary), 9a, 9b.</td>
</tr>
</tbody>
</table>

Notes: Bldg, room, and work phone data may be entered directly into the system by designated campus personnel. HR does not use data in these fields for any official purposes.

For HR purposes the employee's official work location is defined as the location of the employee's primary position. Position location changes should be made via the HRAR-3 form.

| Other                   |                                                                              | 1, 2a, 2b, 3a, 3b (if 3a blank), 4a thru 8 (as necessary), 9a, 9b. |

Changes pertaining to actions other than that marked in block 1 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.