# HUMAN RESOURCE ACTION NOTICE
## Maine Maritime Academy, Castine, ME 04420

Print or Type all information

**Part 1 (To be completed by Department/Division Head)**

| | | |
|---|---|---|
| Name | MMA ID # | Date |
| Address | | Phone |
| Employment Type ☐ Full time ☐ Part Time ☐ Temporary Until _____ | Source ☐ Internal ☐ External | Effective Date |
| Explain reason lor action. | | |
| Position | Position Code | |
| Account number(s) | Department | |

**Part 2 (To be completed by Human Resources)**

| | | |
|---|---|---|
| Compensation | Salary Range | Salary Step |

**Comments**

**Routing and approval**

| | |
|---|---|
| Department Head | Date |
| Next Level Department Head | Date |
| Division Head | Date |
| President's Office | Date |
| Human Resources Officer | Date |
| Administrative Officer | Date |
| Payroll Office | Date |

**FOR PAYROLL USE ONLY**

PAID _____

No. of Pay Periods _____