

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

LH FORM 8 (pers)  
REV. 2/97

1. UH NUMBER		2. NAME (CAPS) LAST, FIRST, MIDDLE				3. ADDRESS STREET CITY STATE ZIP CODE					
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
18. NATURE OF ACTION							17. EFFECTIVE DATE		18. APPOINTMENT PERIOD FROM TO		
19. FROM: POSITION TITLE					20. CURRENT FTE		27. TO: POSITION TITLE				
21. POSITION NUMBER	22. OCC GRP CD	23. SALARY RANGE STEP	24. PAY RATE Hourly Rate Monthly Rate		25. ISLAND	26. SALARY RANGE STEP	28. PAY RATE Hourly Rate Monthly Rate		30. TOTAL OVERLOAD FUNDS		
26. NAME OF EMPLOYING AGENCY DEPT UNIVERSITY OF HAWAII DIVISION BRANCH OFFICE SECTION MANOA CAMPUS UNIT						27. NAME OF EMPLOYING AGENCY DEPT DIVISION BRANCH OFFICE SECTION UNIT					
32. ACCOUNT CODE							35. REMARKS				
F	YR	APPRN	D	MAJOR	C	MINOR					
33. User Block 1			34. 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>											
36A. CHAIRPERSON, DEPARTMENT HEAD OR PRINCIPAL INVESTIGATOR						DATE					
36B. DEAN, DIRECTOR OR PROVOST						DATE					
36C. DEAN OF GRADUATE DIVISION (For Overload Only)						DATE					
36D. SR VICE PRESIDENT/CHANCELLOR OR VICE PRESIDENT						DATE					
36E. FISCAL OFFICER						DATE					
36F. APPOINTING OFFICER						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.					
SIGNATURE						DATE					