

Submission Requirements

Monthly Report of Delegated Personnel Actions

The following format should be observed when submitting the Monthly Reports of Delegated Personnel Actions via E-mail or diskette

1. **Margins**
Left & Right margins set at 1 inch

2. **Tabs**
Tabs set at every 1/2 inch.
Use the TAB key to move across a line. DO NOT USE THE SPACE BAR, or TABLE FORMAT to move across a line.

3. **Font**
Use Arial, 12 point.

4. **Headings**
All headings are flush left against the left margin.
For Community Colleges only, all headings following the UNIVERSITY OF HAWAII', COMMUNITY COLLEGES headings are indented with a 1/4 inch tab.

5. **Comments**
All indentations in the left column (name, title, department, and dates). are 1/2 inch from the heading line proceeding the relevant data. All comments in the right column are 5 inches from the left edge of the paper.

6. **Retirements & Resignations**
All retirement and resignation information should appear on a page (s) separate from the rest of the report information. Do NOT report the retirement of Civil Service Personnel. This will be reported by The Office of Human Resources (OHR).

7. **Page Numbering**
Do NOT number the pages.

8. **Saving the file**
Microsoft Word: Save your file as a Microsoft Word document

9. **E-mailing the Report**
The completed BOR Report may be transmitted via E-mail to uh-monthlyrpt-1@hawaii.edu by using the Attachment feature of your particular E-mail system. For departments who are unable to send attachments, please continue to send diskettes with your BOR Report in Microsoft Word format to OHR-SSA.

From these submissions, the final Systemwide Consolidated Monthly Report of Delegated Personnel Actions will be assembled for transmittal to the BOR. Additionally, the resignations and retirements section of each college's monthly report will be transferred to the BOR Agenda. Reporting units are responsible for the propriety of actions being reported and for adherence to the University policy on delegation of personnel authority.