Oregon Research Institute
Advancing science. Enhancing lives.

Employee Action Form
(green sheet)

Employee Information

Name

Position

Today's Date

Supervisor

EE#
(for office use only)

Add an Employee to a Project

Start Date

Pay Rate

Status

Monthly

Hourly

FTE or # Hrs

New Hire

Rehire

Payroll Change for Current Employee

Change From

Comments

Type

Change To

Effective Date

Projects to Charge

Project Name	Project Code	Phase	Project Name	Project Code	Phase

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Employee Separation

Type

Effective Date

From ORI

From Project

Comments

Approval Signature

HR/Payroll Use Only

Approval Signature