



University of Missouri
Personnel Action Form
 For Courtesy Appointments and Volunteers

Section 1									
Prefix	Dr.	Miss	Mr.	First Name	Middle Name	Last Name			
		Mrs.	Ms.			Suffix			
						II.	III.	IV.	Date of Birth (MM-DD-YYYY)
						Jr.	Sr.		
Former Names Used (N/A if none)					Last 4 of SSN				
Home address (Local Address)		Street or P.O. Box Number			City		State	Zip Code	County
Mailing Address (Only provide if different than above)		Street or P.O. Box Number			City		State	Zip Code	County
UM Work Address (Required)		Room Number and Building Name							
		Street or P.O. Box Number			City		State	Zip Code	County
Phone/Email		UMKC Telephone Number			Personal Cell/Phone Number (Main)			Personal Email	
Have you ever been a student or employee at any of the following? (UMKC, MU, S&T, UMSL, MU Health) Yes No									

Section 2 - HR Use Only				
Expected Job End Date (If Applicable)	Business Unit	Department	Job Code	Working Title
Comments			<p>Courtesy (9993) & Emeritus (0074) - Email Account, Outlook Calendars, Canvas, Microsoft Office, Pathway, Teams, OneDrive, Cisco Jabber, Precipio, Ticketing Systems</p> <p>Volunteer (9996) - Courtesy Access, UMKC Computers, UMKC Wireless Network, Remote VPN Access, UM Library Databases, Zoom, Panapto, Remote Labs</p> <p>https://www.umkc.edu/is/resources/courtesy-appointments.html</p>	

23. Authorizations:

Signature _____ Department Requester _____ Date _____

4/28/2023

All fields are required. This request will not be processed if the form is incomplete