



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. 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
Mailing Address (Only provide if different than above)	Street or P.O. Box Number			City	State	Zip Code
UM Work Address (Required)	Room Number and Building Name					
	Street or P.O. Box Number			City	State	Zip Code
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 _____ Date _____

4/28/2023

Department Requester

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