

Personnel Action Form

Complete ONE form per individual transaction.
Form must be filled in on computer or typed.
Name, Department, & Org and Object must be completed for all transactions.

CHECK ALL THAT APPLY

<input type="checkbox"/>	Employment: <input type="checkbox"/> New <input type="checkbox"/> Rehire
<input type="checkbox"/>	Wage-Salary Adjustment
<input type="checkbox"/>	Termination
<input type="checkbox"/>	Other

Employee Number: # _____

1. EMPLOYMENT/PERSONAL DATA

Name: Last	First	Middle	Social Security #	Date of Birth
Department	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Effective Date	Union /Level / Step	Rate \$ per
Org and Object	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Position Title	Standard # Hours	
Address: Street	City	State	Zip Code	Home Phone #
Department Head:	CORI Completed: Date:	For School use only: Fingerprinting completed <input type="checkbox"/> Contract Attached <input type="checkbox"/>		

2. WAGE/SALARY ADJUSTMENT (Give explanation in Section 4)

Original Date Hired:	Step Date:	New Level/Step	New Rate
Effective Date	Reason		

3. TERMINATION (Give explanation in Section 4)

Last Day Worked	Effective Date	Date Hired	Recommended for re-employment:
Reason:	<input type="checkbox"/> Resigned	<input type="checkbox"/> Fired	<input type="checkbox"/> Laid Off <input type="checkbox"/> Retired <input type="checkbox"/> Other
SIGNED Non- Renewal Letter / Resignation Letter Attached <input type="checkbox"/>			

4. EXPLANATION

Detailed Source of Funds for this transaction: Other:

5. SIGNATURES

1.Department Head	Date	2. Administrator	Date	3. HR	Date
4. Accounting Officer	Date	5. Payroll Admin	Date	IT Director	Date

DO NOT WRITE BELOW THIS LINE – FOR ACCOUNT USE ONLY

Employee #	Job Class	EEOC	Position #	Pay Cycle	Std'd Hrs	Pay Code	FWT Exempt	Add'l FWT
SWT Exempt	Add'l SWT	Tax Stat	Shift Diff	I-9	Def Contr/Ret	Copies of Packet Payroll <input type="checkbox"/> TAO <input type="checkbox"/> School <input type="checkbox"/>		
DOR	Health	Dental	Life	MTRS/NCRS	OBRA	403b		