

PERSONNEL/PAYROLL ACTION	EFFECTIVE DATE: / /
--------------------------	------------------------

NAME: _____ POSITION: _____

ADDRESS: ☐ change ☐ new address	Street:
	City, State, Zip:
	Phone:
	Email:

ADD OR CHANGE	FROM	TO
Job Title		
Building		
Shift/Hours/Days		
Salary/Wage		
Step/Column		
Name Change		

REASON FOR ACTION			
☐ HIRE	☐ RESIGNATION	☐ ADVANCED DEGREE/CREDITS EARNED	
☐ REHIRE	☐ RETIREMENT	☐ APPROVED FOR SUB LIST	
☐ PROMOTION	☐ LAYOFF	☐ EMAIL ☐ ADD TO ☐ DELETE	
☐ TRANSFER	☐ RECALL	☐ EMAIL GROUP(S):	
☐ DISCHARGED			
EMPLOYMENT STATUS	☐ REGULAR	☐ SHORT TERM	☐ TEMPORARY ☐ SUBSTITUTE
FUND:			
COMMENTS:			

AUTHORIZED BY: _____ APPROVED BY: _____

DATE: _____ DATE: _____

PERSONNEL/PAYROLL ACTION	EFFECTIVE DATE: / /
--------------------------	------------------------

NAME: _____ POSITION: _____

ADDRESS: ☐ change ☐ new address	Street:
	City, State, Zip:
	Phone:
	Email:

ADD OR CHANGE	FROM	TO
Job Title		
Building		
Shift/Hours/Days		
Salary/Wage		
Step/Column		
Name Change		

REASON FOR ACTION			
☐ HIRE	☐ RESIGNATION	☐ ADVANCED DEGREE/CREDITS EARNED	
☐ REHIRE	☐ RETIREMENT	☐ APPROVED FOR SUB LIST	
☐ PROMOTION	☐ LAYOFF	☐ EMAIL ☐ ADD TO ☐ DELETE	
☐ TRANSFER	☐ RECALL	☐ EMAIL GROUP(S):	
☐ DISCHARGED			
EMPLOYMENT STATUS	☐ REGULAR	☐ SHORT TERM	☐ TEMPORARY ☐ SUBSTITUTE
FUND:			
COMMENTS:			

AUTHORIZED BY: _____ APPROVED BY: _____

DATE: _____ DATE: _____