

EFFECTIVE DATE:

PERSONNEL/PAYROLL ACTION

/ /

NAME:

POSITION:

ADDRESS: <input type="radio"/> change <input type="radio"/> 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			
<input type="radio"/> HIRE	<input type="radio"/> RESIGNATION	<input type="radio"/> ADVANCED DEGREE/CREDITS EARNED	
<input type="radio"/> REHIRE	<input type="radio"/> RETIREMENT	<input type="radio"/> APPROVED FOR SUB LIST	
<input type="radio"/> PROMOTION	<input type="radio"/> LAYOFF	<input type="radio"/> EMAIL	<input type="radio"/> ADD TO <input type="radio"/> DELETE
<input type="radio"/> TRANSFER	<input type="radio"/> RECALL	<input type="radio"/> EMAIL GROUP(S):	
<input type="radio"/> DISCHARGED			
EMPLOYMENT STATUS	<input type="radio"/> REGULAR	<input type="radio"/> SHORT TERM	<input type="radio"/> TEMPORARY
<input type="radio"/> SUBSTITUTE			
FUND:			
COMMENTS:			

AUTHORIZED BY: **APPROVED BY:**
 DATE: **DATE:**

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