

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:

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