Personnel Action Form

Emp # Name Anniv. Date Effective Date

Access Group Requesting Position Level Range Step Rate FTE

Actions:

- [ ] Resignation
- [ ] Separation
- [ ] Return Fr Leave
- [ ] Place on Leave
- [ ] Retirement
- [ ] Military Leave Paid
- [ ] Return Fr Layoff
- Until
- [ ] Layoff
- [ ] Military Leave Unpaid

Employment:

- [ ] Reg Full Time
- [ ] *Temp Full Time
- [ ] On Call PT
- Barg Unit Chg
- [ ] Reg Part Time
- [ ] *Temp Part Time
- [ ] ProbationUntil
- [ ] *Emrgncy Hire
- [ ] *Contractor
- OT Exempt [ ]
- [ ] *Contract Emp Until
- Benefits Eligible [ ]

Salary:

- Benefits Ineligible [ ]
- [ ] Longevity
- [ ] Promo
- [ ] Lead Worker
- Eval Unsatisfactory [ ]
- [ ] Merit
- [ ] Other
- [ ] Pager Pay
- Eval Satisfactory [ ]
- [ ] Incentive
- [ ] Bilingual

(% or Amt)

Future Event

Comments:

Created On MGR Sig HR Sig PR Date BOC Date BOC #

email to HR

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