



PERSONNEL ACTION NOTICE

Promotion (A,B,C,F)

Transfer (A,B,C,F, Payout)

New Hire (A,B,C)

Salary Change (A,C,F)

Termination (A, D)

Leave of Absence (A,B)

A General Information (Required)					
A	Employee ID	Last Name	First Name	Middle	Effective Date of Action

B Job Information				
B	Current Position Job Code & Title		New Position Job Code & Title	Secondary Job Code* <input type="checkbox"/>
	Current Department Name & Cost Center		New Department Name & Cost Center	
	Current Supervisor		New Supervisor	
	Current Status		New Status	
<input type="checkbox"/> Full-Time (60+ HRS) <input type="checkbox"/> Part-Time (30-59 HRS) <input type="checkbox"/> Part-Time (Less than 30 HRS) <input type="checkbox"/> Per Diem		<input type="checkbox"/> Full-Time (60+ HRS) <input type="checkbox"/> Part-Time (30-59 HRS) <input type="checkbox"/> Part-Time (Less than 30 HRS) <input type="checkbox"/> Per Diem		
Current Shift		New Shift		Reason for Change
<input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD		<input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD		

C Compensation				
C	Current Employee Classification		New Employee Classification	
	<input type="checkbox"/> Non-Exempt/Hourly <input type="checkbox"/> Exempt/Salaried		<input type="checkbox"/> Non-Exempt/Hourly <input type="checkbox"/> Exempt/Salaried	
	Current Annualized Rate	Current Hourly Rate	New Annualized Rate	New Hourly Rate
Reason for Change				

D Separation				
D	Reason for Termination (Please provide detail in comments box below)			<input type="checkbox"/> Eligible for Rehire <input type="checkbox"/> NOT Eligible for Rehire
	<input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary			
	Last Day Worked	When was Notice Provided?	Pay out PTO at:	If Retirement:
		<input type="checkbox"/> 50% <input type="checkbox"/> 100% <input type="checkbox"/> No Payout	<input type="checkbox"/> \$500	

E Leave of Absence				
E	Reason for Leave			
	Start Date	End Date	PTO to supplement salary:	If Supervisor, temporarily assign supervisory rights to:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	Give Supervisory Rights Back: <input type="checkbox"/> Yes <input type="checkbox"/> No

F	
F	Comments/Explanation

G Approval Signatures		
G	Manager Signature	Date
	Next Level/Executive Approval (When applicable)	Date
	HR Approval	Date

HR	Wage/Theft Notice	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Completed	Weekly Update Log	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Completed
	Term Letter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Completed		

* A secondary job code is not needed if there is no change in the hourly rate