

PERSONNEL/PAYROLL ACTION

EFFECTIVE DATE: / /

PERSONNEL/PAYROLL ACTION

EFFECTIVE DATE: / /

NAME: _____ POSITION: _____

NAME: _____ POSITION: _____

ADDRESS:

Street: _____

City, State, Zip: _____

Phone: _____

Email: _____

change

new address

ADDRESS:

Street: _____

City, State, Zip: _____

Phone: _____

Email: _____

change

new address

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

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: _____

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COMMENTS: _____

AUTHORIZED BY: _____ **APPROVED BY:** _____

DATE: _____ **DATE:** _____

AUTHORIZED BY: _____ **APPROVED BY:** _____

DATE: _____ **DATE:** _____