

# PERSONNEL ACTION NOTIFICATION

|          |        |          |
|----------|--------|----------|
| EMPLOYEE | S.S.N. | LOCATION |
|----------|--------|----------|

## TYPE OF ACTION

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> PROMOTION          | <input type="checkbox"/> LEAVE OF ABSENCE (LOA) | <input type="checkbox"/> TERMINATION |
| <input type="checkbox"/> TRANSFER           | <input type="checkbox"/> RETURN FROM LOA        | <input type="checkbox"/> RETIREMENT  |
| <input type="checkbox"/> RECLASSIFICATION   | <input type="checkbox"/> LAYOFF                 | <input type="checkbox"/> REHIRE      |
| <input type="checkbox"/> SALARY/WAGE CHANGE | <input type="checkbox"/> RETURN FROM LAYOFF     | <input type="checkbox"/> NEW HIRE    |

REASON(S) FOR ACTION

EFFECTIVE DATE

## PROMOTIONS/TRANSFERS/RECLASSIFICATIONS

|            | CURRENT  | NEW  |
|------------|--|--|
| LOCATION   |  |  |
| DEPARTMENT |  |  |
| JOB TITLE  |  |  |
| JOB GRADE  |  |  |
| SUPERVISOR |  |  |
| SHIFT      |  |  |
| STATUS     | <input type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT SALARIED <input type="checkbox"/> HOURLY | <input type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT SALARIED <input type="checkbox"/> HOURLY |

## SALARY/WAGE CHANGE

|                     | PER HOUR | ANNUALLY | ACCOUNTING USE |
|---------------------|----------|----------|----------------|
| CURRENT WAGE        |          |          |                |
| AMOUNT OF CHANGE    |          |          |                |
| NEW WAGE            |          |          |                |
| % INCREASE/DECREASE |          |          |                |
| NEXT REVIEW DATE    |          |          |                |

|                  |                   |  |                          |
|------------------|-------------------|--|--------------------------|
| LEAVE OF ABSENCE | DATE PAID THROUGH | EXPECTED RETURN DATE   |                          |
| TERMINATION      | LAST DATE WORKED  | ELIGIBLE FOR REHIRE? <input type="checkbox"/> Y <input type="checkbox"/> N | VACATION DAYS TO BE PAID |
| REMARKS          |                   |  |                          |

## REQUIRED SIGNATURES

|                 |      |                           |
|-----------------|------|---------------------------|
|                 |      |                           |
| HUMAN RESOURCES | DATE | SUPERVISOR/MANAGER        |
|                 | DATE | OTHER APPROVING AUTHORITY |
|                 |      | DATE                      |