



Personal Action Form

Employee Name	
Hire Date:	
Effective Date:	

☐ Promotion ☐ Merit ☐ Transfer ☐ Market Adjustment

CURRENT

Status:	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Job Title:	
Current Rate:	
Department:	
Reporting To:	

NEW

Status:	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Job Title:	
New Rate:	
Department:	
Reporting To:	

Details:

***Note: Do not sign. HR will review and send out for signatures via DocuSign.**

MANAGER'S SIGNATURE

DATE

HUMAN RESOURCES SIGNATURE

DATE