## PERSONNEL ACTION FORM

ORIGINATING COMPANY

**SMG** 

	CHECK APPROPRIA	TE DAVE	COMPI		TOTATI	TO ALWAYS CO	MDI ET	TE SEC 1 EAD	WADD TO UD	DEDADTMENT
				ETE SECTION(S) II	DICATI					DETARTMENT
	New Employee (Secti			Position/Title Change (Section 4, 8)						
	Request for Orientation	on (same a	is above)			Leave of Absence (Section 5, 8)				
Salary/Rate Change (Section 3, 8)						Separation (Section 6, 8)				
Transfer (Section 4, 8)						Other (Use "Comments" Section 7, 8)				
1	EMPLOYEE	S	Social Securit	ty #:	Last Nan	ne:		First:		Initial:
1										
2	EMPLOYMENT	F	lire Date:		Locat	ion:		Department:		
	INFORMATION									
					Super	visor:				
	Full - Time	Part - '	Time	Union		Non - Union		Exempt		Non - Exempt
Salary	y (Annual)			(OR) Hourly Rate			Other			
							\$		-	rate
	SALARY OR RATE		Tyma	f Increase:						
3	INCREASE		Me		romotion	Other	·			
Curre	ent Salary:			New Sala	ıry:				Effective Date	e of Change:
Is this	s increase within your Current Fi	iscal Year I	Budget?	I	Yes	No				
4	TRANSFER AND/OR									
4	POSITION CHANGE									
				New Department:				Effective	Date of Change:	
						<u> </u>				
	LEAVE OF ABSENCE									
5	LEAVE OF ABSENCE	F	Reason:			Type:			Duration:	
5	LEAVE OF ABSENCE	F [	Reason:  Disabili	ty Per	sonal	Type: Paid		Unpaid	Duration: Beginning:	
5	LEAVE OF ABSENCE	F [	_	ty Per	sonal			Unpaid		
5	LEAVE OF ABSENCE	[	_	ty Per	sonal			Unpaid	Beginning:	
		[ ]	_			Paid			Beginning: Ending:	Yes No)
6	SEPARATION		Disabilit	Resig	nation	Paid Lay - Off	rod:	Discharge (m (explain in "c	Beginning: Ending:  iisconduct? comments" section	Yes No)
6			Disabili	Resig	nation	Paid	red:	Discharge (m (explain in "c	Beginning: Ending:  insconduct? comments" section Discharge: Attac	
6 Last I	SEPARATION	Length	Disabilit	Resig	nation	Paid Lay - Off	red:	Discharge (m (explain in "c	Beginning: Ending:  insconduct? comments" section Discharge: Attac	h below) ch copies of relevant
6 Last I	SEPARATION Day Worked RA Handled:Yes	LengthN	Reason:	Resig	nation Letter of	Paid Lay - Off		Discharge (m (explain in "c For doo	Beginning: Ending:  inisconduct? comments" section Discharge: Attac cumentation, e.g.,	h below) ch copies of relevant warning notices, etc.  Date:
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6 Last I	SEPARATION  Day Worked  RA Handled: Yes  TYPE Amo	LengthN	Reason:	Resig	nation Letter of	Paid Lay - Off		Discharge (m (explain in "c For doo	Beginning: Ending:  inisconduct? comments" section Discharge: Attac cumentation, e.g.,	h below) ch copies of relevant warning notices, etc.  Date:
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