

						PERSONNEL ACTION FORM					
Part A		EMPLOYEE NAME (Last, First)					Date Prepared				
Part B		POSITION REQUISITION			Regular	Temp	Salary Grade		Salary Grade Range		
Addition to Staff Replacement Position for:	Date Effective							-			
	Div/Dept/Unit					FLSA Exempt Non-Exempt		Status Full-Time Part-Time			
	Job Title										
Part C		NEW HIRE			Regular	Temp	Salary Grade		Salary Grade Range		
New Hire Rehire	Start Date							-			
	Div/Dept/Unit					Pay Rate		Hours Per Week			
	Job Title										
	Supervisor					FLSA Exempt Non-Exempt		Status Full-Time Part-Time			
	Supervisory Positions Only: List All Direct Reports (Leave blank if no changes to existing)										
Part D		EMPLOYMENT CHANGES									
Transfer Promotion Div/Dept/Unit Change Job Title Change Supervisor Change Pay Rate Change Market Adjustment Merit Adjustment Duties Change Other (Specify in Part F)	Date Effective										
		FROM				TO					
	Company										
	Div/Dept/Unit										
	Job Title										
	Supervisor										
	Salary Grade										
	Salary Grade Range	-				-					
	Pay Rate										
	Supervisory Positions Only: List All Direct Reports (Leave blank if no changes to existing)										
Part E		TERMINATION									
Voluntary Involuntary Eligible for Rehire Ineligible for Rehire	Last Day of Work				Eligible Vacation Hours as of Termination Date <i>*Required Field</i>						
	Termination Date										
	Reason										
Part F		OTHER BENEFITS AND COMMENTS									
Recommended by Supervisor		Approved by Division VP				Approved by President			Approved by Chairman		
Date		Date				Date				Date	