

Human Resources Action Form

Employee #: _____

Effective date: _____

Employee name: _____

Department: _____

Actions: (Check all actions that apply. The numbers in parentheses refer to the information needed for each action.)

- | | |
|---|---|
| <input type="checkbox"/> New Hire (1 - 14) [14 = Hrly Rate] | <input type="checkbox"/> Increase/Decrease Hours Worked/Pay Plan Change (2, 6, 7) |
| <input type="checkbox"/> Additional Assignment (1 - 14) [14 = Hrly Rate] | <input type="checkbox"/> Demotion (1 - 13) |
| <input type="checkbox"/> Change Status FT/PT or PT/FT (1 - 14) [14 = Hrly Rate] | <input type="checkbox"/> Extraordinary Step Increase (7) |
| <input type="checkbox"/> Change Location (4 & 8) | <input type="checkbox"/> Suspension (15) |
| <input type="checkbox"/> Change Supervisor (4, 10, 11) | <input type="checkbox"/> Accrual Plan Change (2) |
| <input type="checkbox"/> Acting Pay Appointment (14 - 15) [14 = Pay Rate] | <input type="checkbox"/> Leave/Pay Adjustment (14 & Notes) |
| <input type="checkbox"/> Lateral Transfer (1 - 13) | <input type="checkbox"/> Military Supplement (14 - 15) |
| <input type="checkbox"/> Career Development – EE keeps same Position # (1-13) | <input type="checkbox"/> Shift Change (12) |
| <input type="checkbox"/> Promotion – EE goes to a new Position # (1 -13) | |

Information needed:	Current:	New:
1. Organization/Department		
2. Accrual Plan		
3. Job Number		
4. Employee Position Number		
5. Position Title/Description		
6. Grade		
7. Step		
8. Location		
9. Assignment Category		
10. Supervisor Name		
11. Supervisor Position Number		
12. Rotation		
13. Earnings Policy		
14. Amount		
15. End date (G_Seasonal required)		
Notes:		

Signatures:

Originated by: _____ Date: _____

Agency Representative: _____ Date: _____

HR Division Rep: _____ Date: _____

HR Director: _____ Date: _____

HRMS/STEP entry: _____ Date: _____

Audit: _____ Date: _____

FOR HR OFFICE USE ONLY:

New Hires:

Is this a reinstatement? Please attach authorization.

Is this a rehire? Yes No

Is this an emergency hire? Yes No

Accrual Date Adjustment? Yes No