 **PERSONNEL ACTION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Location:** |  |

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| --- | --- | --- | --- |
| **Position/Committee:** |  | **Posting Number (If Applicable):** |  |

|  |  |  |
| --- | --- | --- |
| **Type of Action** |  | **Type of Position** |
| **[ ]** New Hire[ ] Resignation [ ] Leave of Absence[ ] Return from Leave[ ] Termination  | [ ] Transfer[ ] Committee Position [ ] Change in Funding[ ] Change of Hours[ ] Change of Position/Location |  | [ ] MBEA[ ] PSE[ ] MBAA[ ] Exempt [ ] Advisors | **[ ]** Continuing[ ] Temporary[ ] Leave Replacement[ ] Supplemental/Extended Yr[ ] Coaching  |

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| --- | --- | --- |
| **Present Status Information** |  | **Proposed Status Information** |
| Last Day Present Status: |       |  | Start Date: |       | End Date |       |
| Hours/Day: |       | Days/Week |       |  | Hours/Day: |       | Days/Week: |       |
| If Irregular, Exact Hours/Day: |  | If Irregular, Exact Hours/Day: |
| M      | T      | W      | Th      | F      |  | M      | T      | W      | Th      | F      |
|  |  | [ ] Temporary Change for this School Year Only |
| **Start Time** | **End Time** |  | **Start Time** | **End Time** |

|  |  |
| --- | --- |
| **Account Codes:** | **%** |
|    |       |
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| **NOTES:**       |

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|  |  |
| Building/Program Administrator | Date |
|  |  |
| Director of Finance | Date |
|  |  |
| Superintendent or Designee | Date |

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| **DISTRICT OFFICE USE ONLY** |
| Hire Date: |  | Pay Frequency: |  |
| Probation End Date (PSE) |  | Base: |  |
| Contract Start Date: |  | PRD (MBEA): |  |
| Contract End Date: |  | Vacation Pay (PSE): |  |
| Placement/Step |  | Shift Differential (PSE): |  |
| FTE / Hours per Day: |  | Stipend: |  |
| # Work Days: |  | Sick Leave: |  |
| # Holidays: |  | Personal Leave: |  |
| Total Paid Hours: |  | Vacation Leave: |  |
| Benefit FTE: |  | State ID #: |  |
| Board Approval: |  | Pay Code: |  |
| Email Address: |  |  |  |
| **[ ]  HR** **[ ]  SUB COORDINATOR [ ]  SKYWARD** **[ ]  FINANCE OFFICE [ ]  PAYROLL [ ]  S275** |

Updated 9-22