 **PERSONNEL ACTION FORM**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** | **%** |
|  |  |
|  |  |
|  |  |
|  |  |
| **NOTES:** | |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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