



Personnel Action Report

For New Hires:
Previously employed by the City?
Yes No

1. General Information: Complete this section for all actions

Employee Name	Employee Number	Supervisor Name
Job Title	Date Effective REQUIRED	% FTE REQUIRED
Department/Division Routing Number (select from dropdown)	Payroll Approval Queue (select from dropdown)	

2. Select an Action: Select the action you want to take and write a detailed description.
Then, complete any other required sections for that action.

HR Use Only: Employee is:
PEPRA Non-PEPRA

2A. Change in Employment Status Requires Section 3	2B. Change in Appointment of Pay Requires Section 3	2C. Other Requires details only
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Details (describe the reason for the change) **REQUIRED**

3. Salary: This section is required for Actions 2A and 2B above.
Please use the most [recent salary schedule from the Employee Website](#).

From (Current Grade Code)	To (New Grade Code)
Current Step	New Step
Current Salary (Hourly Rate for part-time)	New Salary (Hourly rate for part-time)

Additional Pay (Premium, etc.) Select Additional Pay types

CITYWIDE 25 / 25p - OC – 5% out of class bima / bimp - \$150 Bilingual bima\$ / bimp\$ - \$200 Local 1 Bilingual	oc / oc-p - Childcare Out of Class mp5 / mp5p - 5% Merit Pay	OTHER (HR USE ONLY) mfte / mtfo - \$ Furlough mto5 / mtor5 - 5% Furlough life50 - Mgmt Life Ins Non-Cash	mto3 / mtor3 - 3% Furlough auto/autp - \$300 Auto Allowance
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4. Cost Codes: If you selected New Hire, Reclass/Promo/Transfer or Add/Change in Cost Code in Section 2, complete this section. Enter the cost codes for this employee, a percentage for each, and, if available, a program name.

Cost Codes (include %)

5. Signature: The department and HR Director must sign all PARs. The City Manager must sign PARs for the following actions:
New Hire above step C, double step increase, Demotions/Suspensions and Leave with Pay.

Department Director	Date	City Manager	Date
HR	Date	HR Director	Date