



City of Petaluma Human Resources

Personnel Action Form - PAF

Use this form for all new hires, step increases, change of status including promotions and transfers, separations, and re-hires.

1. **Complete this form in full** and include the Department Director's signature.
2. Attach back-up documentation, if applicable.
3. For promotions and transfers, make the effective date the first day of a pay period cycle. For new hires or separations, make the effective date the first day of work or last day on payroll.

NAME:		EMPLOYEE NUMBER:	
JOB TITLE:		EFFECTIVE DATE:	
DEPARTMENT:		DIRECT SUPERVISOR:	
WORK WEEK SCHEDULE:		TIME SHEET APPROVER:	
REASON FOR ACTION: <input type="checkbox"/> NEW HIRE <input type="checkbox"/> REHIRE <input type="checkbox"/> SEPARATION <input type="checkbox"/> STEP INCREASE <input type="checkbox"/> OTHER _____			
TYPE OF APPOINTMENT: <input type="checkbox"/> REGULAR FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SEASONAL PART TIME <input type="checkbox"/> ADDITIONAL CLASS <input type="checkbox"/> PROVISIONAL			
FROM		TO	
JOB TITLE		JOB TITLE	
JOB CLASS		JOB CLASS	
GRADE CODE STEP & PAY RATE		GRADE CODE STEP & PAY RATE	
BUDGET CODE		BUDGET CODE	
PROJECT CODE		PROJECT CODE	
OTHER/SPECIAL PAY		OTHER/SPECIAL PAY	
REMARKS/REASON FOR ACTION:		DEPARTMENT DIRECTOR	DATE
		DIRECTOR OF HUMAN RESOURCES	DATE
		DIRECTOR OF FINANCE	DATE
		CITY MANAGER	DATE