



# Personnel Action Report

<b>For New Hires:</b>	
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 <b>REQUIRED</b>	% FTE <b>REQUIRED</b>
Department/Division Routing Number <i>(select from dropdown)</i>	Payroll Approval Queue <i>(select from dropdown)</i>	

## 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.*

<b>HR Use Only: Employee is:</b>	
PEPRA	Non-PEPRA

<b>2A. Change in Employment Status</b> <i>Requires Section 3</i>	<b>2B. Change in Appointment of Pay</b> <i>Requires Section 3</i>	<b>2C. Other</b> <i>Requires details only</i>
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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 <i>(Current Grade Code)</i>	To <i>(New Grade Code)</i>
Current Step	New Step
Current Salary <i>(Hourly Rate for part-time)</i>	New Salary <i>(Hourly rate for part-time)</i>

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

**CITYWIDE**  
 25 / 25p – 5% out of class  
 bima\$ / bimp\$ - \$200 Bilingual- spoken  
 bima\$\$ / bimp\$\$ - \$50 Bilingual- written

**OTHER (HR USE ONLY)**  
 life50 - Mgmt Life Ins Non-Cash!  
 mp5 / mp5p - 5% Merit Pay

## 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