



Personnel Action Report

To make any change that affects an employee's pay or employment status, fill out this Personnel Action Report (PAR).

1. Complete Section 1, General Information.
2. Select an action in Section 2, write a detailed description.
3. Complete all required sections for that action.

1. General Information: *Complete this section for all actions*

Employee Name	Employee Number <i>(for active employees only - find it online)</i>	
Job Title	Date	
Home Department <i>(select from dropdown)</i>	Department/Division Routing Number <i>(select from dropdown)</i>	
For New Hires Only: Previously employed by the City?	Yes	No

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.*

2A. Change in Employment Status <i>Requires Section 3</i>	2B. Change in Appointment of Pay <i>Requires Section 3</i>	2C. Other <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 <i>(Premium, etc.)</i> <i>Select Additional Pay type and include details if required</i>	Additional Pay <i>(Premium, etc.)</i> <i>Select Additional Pay type and include details if required</i>

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 (or Designee)

Date

HR Director

Date

City Manager

Date

Human Resources Staff Review: