



Personnel Action Report - SRFA/SRFCOA

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

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

Employee Name	Employee Number (for active employees only - find it online)	
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 <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 (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*

- | | | | |
|---|--|---|--|
| FIRE
31 - 6.33hrs Fire FLSA Prm
hol - Fire Holiday Non-Cash
acl / acpl - 2.5% Paramedic | emt - 2.5% EMT Cert
fed1 / fe1p - 2.5% Fire Edu
fed2 / fe2p - 5% Fire Edu | lia2 / lia2p - \$100 Fire Liaison
lias / liap - \$50 Fire Ln Asst
5prem / 5incnt - Fire Acad Pm
5sp - Admin BC | 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	%	Cost Codes	%
Cost Codes	%	Cost Codes	%

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 Director	Date	Finance Director	Date