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
Requires Section 3

2B. Change in Appointment of Pay
Requires Section 3

2C. Other
Requires details only

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
acls / aclp - 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*
mpay / 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**