



Personnel Action Report

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

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 Effective REQUIRED	% FTE REQUIRED
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.*

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>
---	--	--

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 | | OTHER (HR USE ONLY) | |
| 25 / 25p - OC – 5% out of class | oc / oc-p - Childcare Out of Class | mft / mfto - \$ Furlough | mto3 / mtor3 - 3% Furlough |
| bima / bimp - \$150 Bilingual | mp5 / mp5p - 5% Merit Pay | mto5 / mtor5 - 5% Furlough | auto/autp - \$300 Auto Allowance |
| bima\$ / bimp\$ - \$200 Local 1 Bilingual | | life50 - Mgmt Life Ins Non-Cash | |

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 Administrative Services 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 Manager	Date	Administrative Services Director	Date