



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	Supervisor Name
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>
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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*

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 bima\$ / bimp\$ - \$200 Bilingual Flat	OTHER (HR USE ONLY) life50 - Mgmt Life Ins Non-Cash mp5 / mp5p - 5% Merit Pay
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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 Manager	Date	HR Director	Date