



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 | Supervisor Name |
| 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

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

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 | Date | City Manager | Date |
| HR Manager | Date | HR Director | Date |