



Personnel Action Report - SRPA/SRPMM

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

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

Employee Name	Employee Number	
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 (Current Grade Code)	To (New Grade Code)
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*

- | | | | |
|---|---|--|--|
| POLICE
pd hol - PD Holiday Non-Cash
flu1 / flu1p - \$12.50 Conv Fluency
flu2 / flu2p - 2.5% Conv Fluency
pbil / ppbil - 5% Police Bilingual
bexp / bxpp - 10% Exp Bilingual | det / detp - 5% Detective Pay
ed1 / ed1p - 3% Int Certificate
ed2 / ed2p - 5% Adv Cert
ed3 / ed3p - 3% Dispatch Cert
ed4 / ed4p - 5% Rcds Supv Cert
edmm / edmmp - \$264.50 Mgmt Ed
fet / fetp - 1% Field Evid Tech
fto / ftop - 2.5% Field Training | haza / hazap - 5% Hazard Pay
hnt / hntp - 1% Hostage Negot
k9 / k9p - 5% Canine Hndlr Prog
mait / maitp - 1% Maj Accdnt Inv
sdat / sdatp - 2.5% Self-Def & Tact
swat / swatp - 2.5% SWAT
25 / 25p - OC - 5% out of class | 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 <i>(include %)</i>

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