



Personnel Action -	
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Effective Date	
Employee Number	
Full Name (Last, First MI)	
DOB-If New Hire/Marital Status	
SS#-Last 4 #'s-If New Hire	
Extra Personal Info-If New Hire	
Current Address -If New Hire	

Assignment

	Original Value	New
Organization/Dept		
Position		
Job		
Grade		
Location		
Assignment Category		
Assignment Status		
Probation End Date		
Supervisor		
Comments		

Proposed Salary

	Original Value	New
Effective Date		
Basis		
Pay Amount		
Change %		
Reason		
Comments		

Separation

Termination Date	
Termination Reason	
Comments	

Initiator	
AA Designated Rep Signature	
Director, Civil Service	