

Human Resources Unified Government of Wyandotte County/Kansas City, Kansas PERSONNEL ACTION NOTICE

Effective 04-01-05

<input type="checkbox"/> REQUISITION	<input type="checkbox"/> SUSPENSION		
<input type="checkbox"/> APPOINTMENT	<input type="checkbox"/> SEPARATION		
<input type="checkbox"/> TRANSFER	<input type="checkbox"/> INCREASE		
<input type="checkbox"/> RECLASSIFICATION	<input type="checkbox"/> OTHER		
<input type="checkbox"/> LEAVE OF ABSENCE	<input type="checkbox"/> GRANT		

FORM PREPARED BY:		PHONE:		TODAY'S DATE:	
DEPARTMENT/DIVISION/SUBDIVISION:				ACD:	
NAME:		EMP NO:	SSN:	DATE OF HIRE:	
POSITION TITLE:		RG/STP:	SALARY: \$		/MO OR \$ /HR
P.I. #:	OCCUPATIONAL CODE:	DATE OF BIRTH:		UNION:	EMPLOYEE TYPE:

PERSONNEL REQUISITION

POSITION TITLE:			NEW POSITION <input type="checkbox"/>	REPLACEMENT <input type="checkbox"/>
P.I. #:	OCCUPATIONAL CODE:	ACD:	UNION:	EMPLOYEE TYPE:
RANGE:	SALARY: \$	/MO OR \$ /HR	PREDECESSOR:	DESCRIPTION ATTACHED <input type="checkbox"/>
WORK LOCATION:		CONTACT PERSON:		PHONE:

APPOINTMENT/TRANSFER/RECLASSIFICATION/INCREASE/OTHER

TODAY'S DATE:	EFFECTIVE DATE:	PREDECESSOR:		
FORMER DEPARTMENT/DIVISION/SUBDIVISION:			FORMER ACD:	
FORMER PI#:	FORMER OCCUPATIONAL CODE:	FORMER TITLE:		
FORMER EMPLOYEE TYPE:	FORMER UNION:	FORMER RG/STP:	FORMER SALARY: \$	/MO OR \$ /HR
REASON FOR INCREASE:			DATE UPON WHICH INCREASE IS BASED:	

SIGNATURES (FORMER DEPARTMENT/DIVISION)

DIV DIR:	DATE:	DEPT DIR:	DATE:
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SIGNATURES (APPOINTMENT/TRANSFER/RECLASSIFICATION/INCREASE/OTHER)

DIV DIR:	DATE:	DEPT DIR:	DATE:
REVIEWED BY HUMAN RESOURCES:			DATE:

LEAVE OF ABSENCE/WORKERS COMPENSATION (INJURY) LEAVE

DATE LEAVE BEGINS (AT BEGINNING OF WORKDAY):		DATE LEAVE ENDS (AT END OF WORKDAY):	
LEAVE TYPE:	COMMENTS:		

NOTICE OF SUSPENSION WITHOUT PAY

DATE LEAVE BEGINS (AT BEGINNING OF WORKDAY):		DATE LEAVE ENDS (AT END OF WORKDAY):	
REASON (ATTACH DOCUMENTATION):			

SEPARATION

EFFECTIVE DATE:	STATUS:	REASON:	OTHER REASON:	
COMMENTS:				PAYOUT DATE:
LUMP SUM PAYMENT	VACATION (HRS):	PRO-RATED VACATION (HRS):	COMP TIME (HRS):	SICK LEAVE (DAYS):
BONUS DAYS (HRS):	KELLY DAYS (HRS):		HOLIDAYS (HRS):	

SIGNATURES (REQUISITION/LEAVE/SUSPENSION/SEPARATION)

DIV DIR:	DATE:	DEPT DIR:	DATE:			
REVIEWED BY HUMAN RESOURCES:			DATE:			
APPROVED BY ADMINISTRATOR:			DATE:			
LOG:	APPT:	REQ:	REV:	PAC:	PI:	PF: