PERSONNEL ACTION FORM

Socorro County

Version 05/31/2018

EMPLOYEE NAME & ID# _____ TODAY'S DATE: _____

PERSONNEL ACTION (MARK ALL BOXES THAT APPLY)

NEW HIRE/NEW POSITION: FOR THIS ACTION, INCLUDE A POSITION/PROMOTION REQUEST FORM APPROVED BY THE BOCC

☐ APPOINTMENT OR PROMOTION ☐ REINSTATEMENT ☐ NEW HIRE

SEPARATIONS:

- ☐ RESIGNATION (Letter Required)
- ☐ DISMISSAL (Letter/Ruling Required)
- ☐ RETIREMENT (Letter Required)
- ☐ END OF APPOINTMENT/OFFICE
- ☐ REDUCTION IN FORCE/LAYOFF
- ☐ OTHER: _____

SALARY CHANGES:

- ☐ SALARY ADJUSTMENT
- ☐ LONGEVITY INCREASE
- ☐ PRODUCTIVITY INCREASE
- ☐ TRANSFER
- ☐ PROMOTION
- ☐ DEMOTION
- ☐ RECLASSIFICATION
- ☐ EMPLOYEE POSITION STATUS CHANGE WITHOUT PREJUDICE
- ☐ CLASSIFICATION
- ☐ OTHER: _____

LEAVE OF ABSENCE:

- ☐ LEAVE WITHOUT PAY
- ☐ FAMILY MEDICAL LEAVE
- ☐ MILITARY LEAVE
- ☐ COURT AND JURY LEAVE
- ☐ ADMINISTRATIVE LEAVE WITH PAY
- ☐ LEAVE WITH PAY
- ☐ LEAVE OF ABSENCE (FORM REQUIRED)
- ☐ Suspension (LETTER REQUIRED)

EFFECTIVE DATE OF LEAVE: _____

REMARKS: _____

NEW OR CHANGE IN EMPLOYEE INFORMATION

EMPLOYEE NAME	DATE OF HIRE	DATE OF CHANGE	DATE OF SEP/TERMINATION

STREET ADDRESS	EMPLOYEE STATUS		POSITION STATUS
_____	☐ EXEMPT	☐ ELECTED OFFICIAL	☐ FULL-TIME
_____	☐ TERM	☐ PROMOTIONAL	☐ PART-TIME
	☐ PROBATIONARY	☐ SEASONAL	
	☐ NON-PROBATIONARY	☐ TEMPORARY	

EMPLOYEE NUMBER	NEW SALARY	FUND/ACTIVITY/LINE ITEM	POSITION/TITLE

DEPARTMENT/DIVISION	DEPARTMENT/DIVISION (DEPT. HEAD'S SIGNATURE)	

CURRENT EMPLOYEE STATUS OR INFORMATION

MARITAL STATUS	EMPLOYEE STATUS		POSITION STATUS
☐ SINGLE ☐ MARRIED	☐ EXEMPT	☐ ELECTED OFFICIAL	☐ FULL-TIME
POSITION TITLE	☐ TERM	☐ PROMOTIONAL	☐ PART-TIME
	☐ PROBATIONARY	☐ SEASONAL	
	☐ NON-PROBATIONARY	☐ TEMPORARY	

FUND/ACTIVITY/LINE ITEM	SALARY (MONTH/HOUR)	EMPLOYEE NUMBER

AUTHORIZATION

HR DIRECTOR REVIEW & APPROVAL ☐ APPROVED ☐ DISAPPROVED INITIALS: _____

FINANCE DIRECTOR REVIEW & APPROVAL ☐ APPROVED ☐ DISAPPROVED INITIALS: _____

_____ EFFECTIVE DATE ☐ APPROVED ☐ DISAPPROVED

_____ _____

COUNTY MANAGER DATE

AUDIT ENTRY CONFIRMATION

PAF CHANGES/ENTRY CONFIRMED IN TYLER ☐ APPROVED ☐ NOT APPROVED INITIALS: _____