

Personnel Action Form

(to be completed by Manager or Dept. Executive)



SILVER STAR
— PROPERTIES —

When to use this form:

- Employee changes Job Titles, Departments, or Supervisors
- Employee becomes a Supervisor and will have Direct Reports
- Employee has a pay adjustment (outside of the annual Salary Master)
- Employee has resigned or been terminated

Employee Information

Last Name

First Name

Middle Initial

Pay Adjustment (Complete only if there is an applicable adjustment)

\$ _____

\$ _____

Current Pay Rate

Proposed Pay Rate

% Adjustment

Quarterly Bonus Amount

Proposed Effective Date

Comments:

Job Change/Department Transfer (Only fill in the sections that apply)

Supervisor Change:

Direct Reports:

List employee's new Supervisor:

If employee will be a Supervisor, list their new direct reports here:

Comments:

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HARTMAN
EXCEPTIONAL SERVICE + INSPIRED VALUES

Resignation/Termination		
<input type="checkbox"/> Voluntary - Quit but desirable <input type="checkbox"/> Voluntary - Quit but underperforming <input type="checkbox"/> Termination		
Please indicate Resignation or Termination		Effective Date
Supervisor Change:	Direct Reports:	
If employee was a Manager, list new Supervisor for direct reports:	List the former Manager's direct reports here: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Explain circumstances that led to employee leaving the company:		
List equipment collected:	Who collected the equipment?	Date items were collected:

Approvals:	
_____	_____
<i>Manager Approval/Date</i>	<i>Human Resources Signature/Date</i>
_____	_____
<i>Executive Approval Signature (Required for all pay rate adjustments)</i>	<i>Date Submitted to HR</i>

****Submit completed form to the HR Manager (Victoria Griffin) for processing****