

PERSONNEL TRANSACTION FORM

TO: Supervisor of Applications & Records DEPT: Personnel & Civil Service Commission

FROM: Director DEPT:

DATE: OMB: REQ #: Analyst Initials:

REQUESTED PERSONNEL TRANSACTION (Check All That Apply)

- __ New Hire __ Transfer __ Full Time
__ Rehire __ Termination __ Part Time
__ Recall __ Promotion __ Temporary
__ Reinstatement __ Demotion __ PJCBC Union Card
__ Salary Increment __ Intern (Unpaid) __ Title Change
__ Security Business Unit (Admin Change)

EMPLOYEE AND JOB INFORMATION

Employee Name: Address: Zip Code:
Job Title: Grade/Step:
Dept: Job Code:
Bur/Div:
Salary: Security Business Unit (Admin No.): Location:

*PCSC USE ONLY

SECTION 1: ALL TRANSACTIONS OTHER THAN TERMINATION

NOTE: This form must be received by the Department of Personnel at least two weeks prior to the effective date, which must be the first day of a pay period. The Department of Personnel will notify persons, when applicable, of a New Employee Orientation Session (first day of employment).

- A. Proposed Effective Date:
B. Org Code: Sub-Ledger:
C. Previously Employed With City: Yes No

SECTION 2: TERMINATION

A. The last day worked is the effective date except for any vacation, personal, comp or sick hours taken (if applicable) between the last day worked and the effective date. The reason for difference (if any) between the effective date and the last day worked must be noted.

1. Effective Date: Last Date Worked:

Reason for Difference:

B. The number of hours owed must be noted and paid LUMP SUM.

Vacation Hrs: 2. Personal Hrs: 3. Comp Hrs.

Reason for Termination:

SECTION 3: DEPARTMENTAL CONTACT PERSON

Name: Extension:

FOR DEPARTMENT OF PERSONNEL & CIVIL SERVICE COMMISSION USE ONLY

Cat 017* - Pay Policy: Union/Subunit Code:
Cat 018* - PSID: Union/Seniority Date:
Orientation Date: Lottery: Yes No
Benefit Code: Union Dues Code: