**Logo

Description automatically generatedCity of Madison**

**PERSONNEL ACTION FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employee Name:** |  | | **Dept:** |  | | |
| **Address:** |  | | | | | |
| **City:** |  | **State:** |  | | **Zip Code** |  |
| **Phone Number:** |  | **Date of Birth:** |  | |  | |
| **Sex:** | **Male**  **Female** | **Race Code:** |  | |  | |

**TAKE THE FOLLOWING ACTION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **New Hire** | | Start Date: |  | Class Title: |  |
| **Rehire** | | Class #: |  | Position #: |  |
| **FTE** | **HRLY** | Pay Rate: |  | FTE %: |  |
| **LTE** | **PPT** | Payroll Distr. Acct. # |  | | |
|  | | LTE End Date: |  | | |
|  | | Supervisor: |  | | |

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| **Promotion** | Start Date: |  | New Class Title: | | |  |
| **Demotion** | Class #: |  | Position #: | | |  |
| **Lateral Transfer** | Pay Rate: |  | FTE %: |  |  |  |
|  | Payroll Distr. Acct. # |  | | | | |
|  | Supervisor: |  | | | | |

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| **Reinstate** | Start Date: |  | Payroll Dist. Acct #: |  |
|  | Supervisor: |  | | |

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| --- | --- | --- | --- | --- |
| **Leave of Absence** | Effective Date: |  | Leave Code: |  |
| **Return from Leave** |

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| --- | --- | --- | --- | --- |
| **Termination** | End Date: |  | Termination Code: |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Reclass** | Start Date: |  | New Class Title: | | |  |
|  | Class #: |  | Position #: | | |  |
|  | Pay Rate: |  | FTE % |  |  |  |
|  | Payroll Distr. Acct. # |  | | | | |
|  | Previous Class Title: |  | | | | |
|  | Previous Class #: |  | Previous Position #: | | |  |
|  | Previous Pay Rate: |  | FTE % |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recertification** | Effective Date: |  | New Benefit FTE %: |  |