

JEFFERSON COUNTY COMMISSION PERSONNEL ACTION FORM

Name:
Effective Date:
Employee Number:

STATUS:

A - Active
B - Benefits Only
I - Inactive
P - Pension

Action Type:

Other Information:

Reason:

Section A

Part 1:

From Position or New Hire/ Re-Hire

Part 2:

To Position

Location

Job Class

Position Number

Position Start / End Date

/

Hours Per Day

Hours Per Year

Status FT or PT

Temporary Position

Employee Being Replaced

Grade

Annual Pay

Hourly Rate (4 digits)

Section B

Retirement Program

DSRS Member

PERS Member

EMSRS Member

Leave Status

Started Leave Date:

Ended Leave Date:

Section C

Separation Reason:

Last Date Worked:

Eligible for Rehire:

Vacation/Annual Leave Days Remaining:

Compensatory Leave Days Remaining:

Holiday Leave Days Remaining:

Verify correct address is on file for W-2 purposes:

Elected Official Signature

Date

Commission Approval

Date

Hiring Manager Signature

Date