



PERSONNEL ACTION REQUEST

Southeastern California Conference
of Seventh-day Adventists

(office use)

Emp.#: _____

Base Accrual Date: _____

EMPLOYEE INFO

Employee Name: _____

☐ New position (include job description)

Supervisory position: YES ☐ NO ☐

NEW

☐

REHIRE

☐

ADDITIONAL
ASSIGNMENT

☐

☐ Full-Time ☐ Regular ☐ On-Call

☐ Biweekly Salary: _____

☐ Part-Time ☐ Temporary (3 Month Maximum)

☐ Hourly Rate: _____

Job Title: _____ Name of Supervisor: _____

Place of Work: _____ Date Voted by Local Board: _____

Hours/Week or FTE: _____ Starting Date: _____ Ending Date: _____

☐ Part-time/on-call employee expected to work 30 days or more this year

In addition to the wages, there are other employment expenses. HR assumes no responsibility for budget calculations.

Comments: _____

CHANGE

☐

LTD

☐

Current Work Location: _____ Effective Date: _____

☐ New Work Location: _____

☐ Hours/Week or FTE: _____

☐ Job Title: _____

☐ Bi-Weekly Salary/Hourly Rate: _____

☐ Status Change: ☐ Full-Time ☐ Part-Time ☐ Regular ☐ Temporary ☐ On-Call ☐ LTD (DI 42022)

Comments: _____

TERMINATION

☐

SETTLEMENT

☐

Effective Date: _____ Work Location: _____

☐ Resignation (attach letter) ☐ Layoff/Reduction-In Force ☐ Dismissal ☐ Retirement

☐ Other: _____ ☐ Leave of Absence Begin: _____ End: _____

Vacation/Paid Leave Due: _____

Comments: _____

Initiating Supervisor _____ Date _____
(signature) (print)

Department Head _____ Date _____
(signature) (print)

TO BE COMPLETED BY HUMAN RESOURCES:

☐ Approved ☐ Not Approved Date: _____

Remuneration _____ Cost Area _____

EEOC Number _____ Worker's Comp Title/Code _____ Credential _____

Charge to _____

Comments: _____

Qualifies for: ☐ LTD (DI 42022) ☐ Cell Phone _____

☐ Medical ☐ Auto ☐ Retirement ☐ Paid Leave/Vacation ☐ Parsonage

FTE _____ Travel _____

Audited by: _____ Date: _____

FTE Audit by: _____ Date: _____

06/2015

☐ - Human Resources

☐ - Payroll

☐ - Insurance

Human Resources Director (sign)

Date

☐ - Supervisor

☐ - Employee

☐ - Service Records