

**DOUGLAS-CHEROKEE ECONOMIC AUTHORITY
PERSONNEL ACTION FORM**

Effective Date of Action	Name of Employee	Employee #	Date of Hire

Action Being Taken (check all that apply):

New Hire:		Salary Change:		Change in Hours:		This information needed only at time of hire:	
Transfer:		Rehire:		Leave (describe in remarks):		Social Security #:	
Promotion:		Termination:		Other (describe in remarks):		Birth Date:	

CURRENT			
Job Title:			
Current Program:			
Job Level:		Current Cost Center/Distribution Code:	
Scheduled Hours:		Months Per Year:	
Certified Teacher:		Amount of Education:	
Exempt:		Non-Exempt:	
Regular Full-Time:		Temporary:	
Regular Part-Time:		Substitute:	
Emergency Hire:		Lay-Off Option:	
Grades Certified For			
Status:	Regular	Orientation	
<i>Current Salary:</i>			
Hourly Rate:	\$ -	Annual Rate:	\$ -
<i>Reason for Salary Change: (COL, Merit, Promotion, Transfer, Other) indicate below:</i>			
Worksite			
<i>Complete all below that apply for web timesheets. Must have at least MANAGER AND SUPERVISOR :</i>			
Manager:			
Supervisor:			
Secondary Supervisor:			
Time Sheet Approver:			

CHANGE TO			
Job Title:			
New Program:			
Job Level:		Current Cost Center/Distribution Code:	
Scheduled Hours:		Months Per Year:	
Certified Teacher:		Amount of Education:	
Exempt:		Non-Exempt:	
Regular Full-Time:		Temporary:	
Regular Part-Time:		Substitute:	
Emergency Hire:		Lay-Off Option:	
Grades Certified For			
Status:	Regular	Orientation	
<i>New Salary:</i>			
Hourly Rate:	\$ -	Annual Rate:	\$ -
<i>Reason for Salary Change: (COL, Merit, Promotion, Transfer, Other) indicate below:</i>			
Worksite			
<i>Complete all below that apply for web timesheets. Must have at least MANAGER AND SUPERVISOR :</i>			
Manager:			
Supervisor:			
Secondary Supervisor:			
Time Sheet Approver:			

Remarks:

Approvals:

PROJECT DIRECTOR	HUMAN RESOURCES DIRECTOR	EXECUTIVE DIRECTOR

EMPLOYEE SIGNATURE	DATE:
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