Reset

Dougherty County School System
Personnel Action Form
(Submit to HRS at least three weeks prior to the Action Effective Date)

ACTION TYPE:					
New Hire ☐	Retirement ☐	Leave of Absence ☐	Termination/ Resignation ☐	Reactivation ☐
CHANGES:	Salary Change ☐	Job Change ☐	Program Change ☐	Transfer ☐

Was Position Advertised? **Yes** ☐ **No** ☐

For New Hires: Please verify that the employee has completed all paperwork in HRS.

ACTION EFFECTIVE DATE:	SSN:	Employee #:	Employee Type: (Payroll Only)
Last Name:	First Name:	Middle:	Suffix:
Address:	City/State:	Zip Code:	Home Phone:
Gender:	Date of Birth:	Ethnicity:	Marital Status:

If New Hire, vacancy created by:	Replacement Person:
If New Hire and employee is transferring from another school system (Name of System):	
If **Action Type** is a **Change**: From:	To:
If **Action Type** is a **Termination**: Verify that sick/vacation leave has been updated on payroll system (Yes or No)	

LEAVE OF ABSENCE

Type of Leave:	Reason for Leave:	Last Day Worked:	Date Returned to Work:

RESIGNATION/TERMINATION/RETIREMENT

Reason for Resignation	Effective Date:	Last Day Worked:	Benefits Effective Date:

LOCATION / PROGRAM / POSITION / SHEDULED HOURS / DESCRIPTION

Location: (Name of School/Department)	Location #:	Program to be Charged: (i.e. Gen Fund/Title I, II, ESP, CNS, etc.)
Position/Job Title:	Hours Per Day/Hours Per Week:	10-11-12 Month:

Account Number-State	Account Number-Local	% Charged
Account Number-Other		
Account Number-Extended Day		

ACTION REQUESTED BY:	**TITLE:**	**DATE:**

HUMAN RESOURCE USE ONLY

Data Items	Post To McAleer	Int.	Data Items	Post To McAleer	Int.
Person/Emp Status:			Contract Days:		
Certificate Type:			Hours Per Day:		
Certificate Expiration Date:			Annual Base Salary: (State)		
Certified or Non-certified:			Annual Base Salary: (Local)		
Years of Experience:			Pay Start/End Dates:		
Pay Check Location			Leave Type:		
Pay Period:(Monthly or Semi-Monthly)			Eligible for Benefits:		
Retirement: (W/H or No W/H)			CPI Updated:	Initial when complete	
Salary Schedule:			AESOP Updated:	Initial when complete	
Rank/Step			ImproNet Updated:	Initial when complete	

SIGNATURE ROUTING INFORMATION

PERSONNEL	Date Rec'd:	Signature:		
ACCOUNTING	Date Rec'd:	Signature:		
PAYROLL	Date Rec'd:	Signature:		
BENEFITS	Date Rec'd:	Signature:		