

# PERSONNEL ACTION REPORT

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Employee Name: \_\_\_\_\_

**ACTION TAKEN:**

- |  |  |
|--|--|
| <input type="checkbox"/> New Hire      | <input type="checkbox"/> Transfer        |
| <input type="checkbox"/> Rehire        | <input type="checkbox"/> Promotion       |
| <input type="checkbox"/> Separation    | <input type="checkbox"/> Pay Rate Change |
| <input type="checkbox"/> Status Change |  |

**EMPLOYMENT DATA:**

	FROM	TO
Effective Date		
Location		
Department/Section		
Position		
Status		
Pay Rate		
Other		

REASON FOR ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
COO's Signature

\_\_\_\_\_  
Date