

MCCS HENDERSON HALL REQUEST FOR PERSONNEL ACTION

Branch _____ Department _____

RECRUITMENT: New Replacing _____ Cost Center#: _____

Position: _____ Status: RFT RPT FLEX #Hrs/ wk: _____

Grade: _____ Job Code: _____ Seasonal (not to exceed date): _____

PM#: _____ Days/wk: M-F Nights Weekends

First Line Supervisor: _____

Notes: _____ Hiring Range: \$ _____ to \$ _____

Or: Craft & Trade Position: Rate at Step 1: \$ _____

APPROVAL TO RECRUIT:

Manager: _____ Date: _____ HR Director: _____ Date: _____

Finance: _____ Date: _____ MCCS Director: _____ Date: _____

SELECTION FROM RECRUITMENT:

Applicants Name: _____ Starting Rate of Pay: \$ _____

Preferred Start Date: _____ Confirmed Start Date: _____
(HR Use Only)

POC for Selection: _____ POC Phone: _____

APPROVAL TO SELECT:

Director: _____ Date: _____ HR Director: _____ Date: _____

PERSONNEL ACTION: _____ Eff. Date: _____
(i.e. transfer, promotion, merit) (Pay Period Begin Date) (HR Use Only)

Employee's Name: _____ Employee ID: _____

From Position: _____ PM#: _____ To Position: _____ PM#: _____

Grade: _____ Job Code: _____ Grade: _____ Job Code: _____

Hourly Rate: \$ _____ Cost Ctr# _____ RFT RPT FLEX Hourly Rate: \$ _____ Cost Ctr# _____ RFT RPT FLEX

First Line Supervisor: _____ First Line Supervisor: _____

Notes: _____

APPROVAL FOR PERSONNEL ACTION:

Manager: _____ Date: _____ HR Director: _____ Date: _____

Finance: _____ Date: _____ MCCS Director: _____ Date: _____
