

St. Andrew Methodist Church

PERSONNEL ACTION FORM

Staff Member _____ Effective Date _____

| | From | To |
|---------------------------|----------|----------|
| Status | | |
| Manager | | |
| Department | | |
| Account Code | | |
| Title | | |
| Rate | \$ _____ | \$ _____ |
| Hours Per Week | | |
| General Job Duties | | |

| | | Reason for Change | |
|---|--|---|--|
| New Hire | <input type="checkbox"/> Employee | <input type="checkbox"/> Contractor | |
| Legal Name First: | Legal Name Last: | Phone: | Email: |
| <input type="checkbox"/> Voluntary Resignation Eligible for Rehire | <input type="checkbox"/> Merit Increase | <input type="checkbox"/> Exempt to Non-Exempt | <input type="checkbox"/> Regular Status to Temp or O/C |
| Yes No | <input type="checkbox"/> Transfer | <input type="checkbox"/> Non-Exempt to Exempt | <input type="checkbox"/> Temp or O/C to Regular Status |
| | <input type="checkbox"/> Adjustment in Pay | <input type="checkbox"/> Full-time to Part-time | <input type="checkbox"/> Probation Period Completed |
| | <input type="checkbox"/> Extra Pay | <input type="checkbox"/> Part-time to Full-time | |
| <input type="checkbox"/> Termination Eligible for Rehire | | | |
| Yes No | | | |

Other, please explain: _____

| | Current Year? | Up-Coming Year? |
|----------------|--|--|
| Budgeted | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Which account? | | |

If pay will be split, indicate departments and percentages.

If not in the budget, how will it be paid for?

Hiring Manager Date

Department Director Date

For HR office Use

Associate Pastor Date

Dir of Operations Date

Human Resources Date