**REQUEST FOR PERSONNEL ACTION**

## DALLAS COUNTY, TEXAS

|  |  |  |  |
| --- | --- | --- | --- |
| **FULL NAME** |       | **ASSIGNMENT #** |       |
| **SOC SEC #** |       | **DATE OF BIRTH** |       |
| **SEX** | [ ]  M [ ]  F | **MARITAL STATUS** | [ ]  M [ ]  S [ ]  D |

|  |  |
| --- | --- |
| DEPARTMENT NAME:       NO       | DEPARTMENT NAME:       NO       |

|  |  |  |  |
| --- | --- | --- | --- |
| **CURRENT**  | **EFFECTIVE DATE** |  | **PROPOSED**  |
| GRADE |       | GRADE |       |
| JOB CODE |       | JOB CODE |       |
| JOB TITLE |       | JOB TITLE |       |
| POSITION NO. |       | POSITION NO. |       |
| SALARY MONTHLY |       | SALARY MONTHLY |       |
| SALARY HOURLY |       | SALARY HOURLY |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BI-WEEKLY | LONGEVITY |       | BI-WEEKLY | LONGEVITY |       |
| BI-WEEKLY | SITE DIFF |       | BI-WEEKLY | SITE DIFF |       |
| BI-WEEKLY | SDP |       | BI-WEEKLY | SDP |       |
| BI-WEEKLY | OTHER |             | BI-WEEKLY | OTHER |             |

**STATUS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  FULL TIME | [ ]  PART TIME | [ ]  REG | [ ]  TEMP | [ ]  NEW HIRE | [ ]  RE-HIRE |

**ACTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ADJUSTMENT (To start/stop Site DP and SDP) | [ ]  |  | LEAVE OF ABSENCE (LOA) | [ ]  |
| COST OF LIVING INCREASE | [ ]  |  | MERIT INCREASE | [ ]  |
| DEMOTION | [ ]  |  | PROMOTION | [ ]  |
| FMLA – INTERMITTENT | [ ]  |  | STEP INCREASE  | [ ]  |
| FMLA – STANDARD | [ ]  |  | LATERAL TRANSFER  | [ ]  |
| FMLA – ACTIVE DUTY | [ ]  |  | RETURN – FMLA | [ ]  |
| FMLA – INJURED SERVICEMEMBER | [ ]  |  | RETURN – LOA | [ ]  |
| JOB RECLASSIFICATION | [ ]  |  | RETURN – MILITARY | [ ]  |

**RACE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | WHITE | [ ]  | BLACK | [ ]  | HISPANIC | [ ]  | AMERICAN INDIAN | [ ]  | OTHER |

**PERSONAL DATA CHANGES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | ADDRESS | [ ]  | MARITAL STATUS | [ ]  | NAME |  |  |
|  | **OLD** | **NEW** |
| NAME |       |       |
| STREET |       |       |
| CITY |       |       |
| ZIP CODE |       |       |
| TELEPHONE NUMBER – HOME |       |       |
| MARITAL STATUS |       |       |

**OFFICIAL OR DEPARTMENT HEAD:**

**DATE SUBMITTED:**