**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:**