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: