

PREPARED BY:	
DATE:	

CITY OF VALLEJO Personnel Action Request (PAR) EMPLOYEE STATUS CHANGE Form

Employee #:
Change Type: Effective Date: Next
Authorized Position: Actual Position: Status: Department/ Division: Class Code: Class Code
Authorized Position: Actual Position: Status: Department/ Division: Class Code: Range/Step: Old Annual Rate: Hourly: Hourly or Salaried: Old Account #: Actual Position: Actual Position: Status: Department/ Division: Class Code: Range/Step: New Annual Rate: Hourly: Hourly or Salaried: New Account #:
Actual Position: Status: Department/ Division: Class Code: Old Annual Rate: Hourly or Salaried: Old Account #: Actual Position: Status: Department/ Division: Class Code: Range/Step: New Annual Rate: Hourly or Salaried: New Account #:
Status: Department/ Division: Class Code: Range/Step: Old Annual Rate: Hourly or Salaried: Old Account #: Status: Department/ Division: Class Code: Range/Step: New Annual Rate: Hourly or Salaried: New Account #:
Department/ Division: Class Code: Range/Step: Old Annual Rate: Hourly or Salaried: Old Account #: Department/ Division: Class Code: Range/Step: New Annual Rate: Hourly or Salaried: New Account #:
Class Code: Range/Step: Class Code: Range/Step: Range/Step: New Annual Rate: Hourly: Hourly: Hourly: Hourly: New Account #: New Account #: </td
Class Code:
Hourly or Salaried: Hourly or Salaried: New Account #:
Hourly or Salaried: Hourly or Salaried: New Account #:
Old Account #: New Account #:
Secondary Account #: Secondary Account #:
Work Schedule: Work Schedule:
Location: Location: Location:
Bargaining Unit: Bargaining Unit:
Supervisor: Supervisor:
HR USE ONLY Requisition #: Under-fill? EEOC Category/Function: Authorization #:
TERMINATION
Termination Type: Last Day on Payroll:
ADDITIONAL COMMENTS
Additional Comments:
ORIGINATING DEPARTMENT
Signature Name Title Date
HUMAN RESOURCES DEPARTMENT
HUMAN RESOURCES DEPARTMENT
Signature Name Title Date
Signature Name Title Date
Signature Name Title Date FINANCE DEPARTMENT Signature Name Title Date
Signature Name Title Date FINANCE DEPARTMENT