

Action-Reason  \*Action-Reason Effective Date

\*The effective date of ALL terminations, regardless of whether the next day is on a weekend or a holiday, is the day *after* the last day **PAID**.

**JOB DATA** (Hire, Transfer, Termination, etc.)

Full Name

Employee ID  Employee Record

Position #  Job Req #

New Job Title

Employee Class

Pay Group

Compensation Rate  If 1.0 FTE, rate must be annual.  
If less than 1.0 FTE, rate must be hourly.

**POSITION NUMBER CHANGES**

Changes for Position #

Job Title  Job Code

Reg/Temp  Full/Part Time

Department #  Location

Reports to Position #

Grade  Step  FTE

[Forms Attached](#), if needed:  Time-Limited Contract  Acting-In Contract  New Hire Sheet (Temp to Merit, Merit to Temp, etc.)

Form completed by

First Approval

HR Consultant Apprv.

Send **draft** workflows to [workflow@slco.org](mailto:workflow@slco.org) for Consultant review.  
Send **approved** workflows to [HRData@slco.org](mailto:HRData@slco.org).

Final Approval

HR Approval

Save workflows using the file name convention of **Division-Action Reason-Employee Name**