

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 for Consultant review.
 Send **approved** workflows to HRData@slco.org.

 Final Approval

 HR Approval

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