

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**