



# City of Villa Rica

## Personnel Action Request

<b>Action</b>		<b>Employee Type</b>	
<input type="checkbox"/> Hire/Rehire	<input type="checkbox"/> Leave of Absence	<input type="checkbox"/> Full Time	
<input type="checkbox"/> Status Change	<input type="checkbox"/> Separation	<input type="checkbox"/> Part Time	
<input type="checkbox"/> Promotion	<input type="checkbox"/> Change Account/ Dept.	<input type="checkbox"/> Seasonal	
<b>Effective Date of Action</b> _____			
<b>Complete the following section for hire, change in status or change of current information.</b>			
<b>Hire:</b> <input type="checkbox"/> Initial Hire at City of Villa Rica <input type="checkbox"/> Rehire			
<b>Change:</b> <input type="checkbox"/> Salary <input type="checkbox"/> Title <input type="checkbox"/> Supervisor <input type="checkbox"/> Department <input type="checkbox"/> Account Number			
Last Name		First Name	MI                      Social Security#/Employee ID
Department	Dept. #	Job Title	Position Number                      Supervisor
Account Number			
<b>Date of Hire</b>	<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	<b>Rate of Pay</b> _____ Hourly    _____ Annually
<b>Separation</b> <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Discharge <input type="checkbox"/> Lack of Work <input type="checkbox"/> Death			
Termination Date		Ending Rate	
<b>Leave of Absence</b> <input type="checkbox"/> Paid Leave <input type="checkbox"/> Unpaid Leave <input type="checkbox"/> Personal Leave <input type="checkbox"/> Military Leave <input type="checkbox"/> FMLA			
Date Leave Begins		Approximate Return Date	
Explanation			
<b>Employee Signature</b> _____			Date _____

**Department Manager** \_\_\_\_\_ Date \_\_\_\_\_

**Finance** \_\_\_\_\_ Date \_\_\_\_\_

**City Manager** \_\_\_\_\_ Date \_\_\_\_\_

NOTE: This form must be completed and reviewed with the employee and City Manager. Forward all forms to the City Manager for the employee personnel file. All separation notices will be completed and mailed from City Hall. Revised 10-01-14