

**Elgin Independent School District
Personnel Action Request**

Original Revised on _____

To be completed by supervisor

Legal Name:		Effective Date:	
Address:		City:	State: Zip:
Telephone:		Marital Status:	Ethnicity:
SSN:	EMP ID #:	DOB:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F
<input type="checkbox"/> Teacher	<input type="checkbox"/> Administrator / Professional	<input type="checkbox"/> Clerical / Paraprofessional	<input type="checkbox"/> Auxiliary <input type="checkbox"/> Substitute

Requested by:	Title:	Date:
Reference Checks:	Added Reference Checks TalentEd: <input type="checkbox"/> Yes <input type="checkbox"/> No	Initials:
<input type="checkbox"/> NEW HIRE <input type="checkbox"/> REHIRE <input type="checkbox"/> NEW POSITION <input type="checkbox"/> CHANGE		

CURRENT ASSIGNMENT (this section only applicable for current Elgin ISD employees)

Campus/Location:	Position:
Subject / Assignment:	
Grade Level:	
# of Days:	Start Date: End Date:
Budget Code: %	Budget Code: %
Budget Code: %	Budget Code: %

NEW ASSIGNMENT (this section must be complete for all new hires and reassignments)

Campus/Location:	Position:
Subject / Assignment:	HQ: <input type="checkbox"/> Yes <input type="checkbox"/> No
Grade Level:	
New Position: <input type="checkbox"/> Yes <input type="checkbox"/> No	Replacing:
Pay Grade:	Assigned Work Hours: # Hours per Day:
# of Days:	Exempt: <input type="checkbox"/> Yes <input type="checkbox"/> No
Start Date: End Date:	
Budget Code: %	Budget Code: %
Budget Code: %	Budget Code: %

STIPEND(S): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Stipend Name:	Amount:	Stipend Name:	Amount:
Stipend Name:	Amount:	Stipend Name:	Amount:
PEIMS ROLE ID:		SERVICE ID:	
Pop Served:	%		%
Pop Served:	%		%

HR Use Only

Prior Hourly Rate:	Prior Daily Rate:	Years of Experience:	Degree:
New Hourly Rate:	New Daily Rate:	Pay Grade:	
Prior Leave Balance:	State Personal:	Local Sick:	
Other: <input type="checkbox"/> AESOP <input type="checkbox"/> VeriTime <input type="checkbox"/> Helpdesk			
Comments/Explanation:			
Reviewed by:	Title:	Date:	