

Paterson Public Schools PERSONNEL TRANSACTION REQUEST & PERSONNEL ACTION FORM

(Please Type)

Date: _____

1. INITIATOR: _____ Position: _____ Signature: _____

2. EXPLANATION: *Provide a brief written explanation of personnel transaction/request:*

Account #: _____ \$ _____

3. PURPOSE(S) _____ Fill Vacancy _____ Change Date(#6) _____ Create/Delete Position (Approval Required)
 _____ Transfer(s) _____ Promote _____ Request/Return Leave
 _____ Resignation Retirement Suspension Dismissal Death(Circle)
 _____ Other Describe: _____

4. VACANCIES: In PC#: _____ Position: _____ Location: _____
 Vacated by: _____ Empl. #: _____ Reason: _____
 Eff. Date: _____ Comments: _____

5. APPOINTMENT(S): In PC#: _____ Position: _____ Location: _____
 Name of Appointee: _____ New Hire: YES _____ NO _____
 If NO, provide: PC# _____ Position from: _____ Location: _____ Empl. #: _____
 Eff. Date: _____ Comments: _____
 Salary Guide: _____ Salary: _____ Level: _____ Step: _____

6. DATA: Funding, Split Time, Change in Time, Etc.:
 Name: _____ Empl. #: _____ PC#: _____ Location: _____
 Nature and Details of Changes: _____
 Eff. Date: _____

7. STAFF TRANSFERS (i.e., even exchanges among existing positions):

	Name	Empl. #	From			To			EFF. DAT
			Location	PC#	Position/Funding	Location:	PC#	Position/Funding	
A.	_____	_____							
B.	_____	_____							
C.	_____	_____							
D.	_____	_____							

APPROVALS REQUIRED

	Signature	Date	Signature	Date
Principal/Admin.	_____	_____		
Local Inst. Supt.	_____	_____	Bus. Admin.	_____
Assist. Supt.	_____	_____	Deputy Supt.	_____
Personnel Director	_____	_____	Superintendent	_____

Original-To Board Office

Green-Superintendent

Yellow-Personnel

Pink-Payroll

Gold Initiator

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Mr. Pete J. Frankoski

John F. Kennedy High School