



**Town of Sherborn**  
**ACCOUNTING – PAYROLL DIVISION**  
**Personnel Action Form**

This form is to be completed for all new or re-hires; salary and other monetary changes; transfers; employment status or position changes, leave of absence, and terminations.

1. Complete this form and send to Accounting – Payroll Division for processing, with the Department Heads signature.
2. Attach back-up documentation and / or candidate materials.\*
3. Make effective date the first day of a pay period cycle.

Name:	Employee Number (Last 4 Digits of SS#):
Position:	Effective Date:
Department:	Supervisor:
Reason for Action: <input type="checkbox"/> New Hire <input type="checkbox"/> Re-Hire <input type="checkbox"/> Promotion <input type="checkbox"/> Termination <input type="checkbox"/> Salary Increase <input type="checkbox"/> Hourly Rate Increase <input type="checkbox"/> Other	
Type of Appointment: <input type="checkbox"/> Regular Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal / Part Time <input type="checkbox"/> Temporary	
Fingerprints Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Current Status</b>	
Job Position / Classification	Job Position / Classification
Job Class	Job Class
Grade / Step	Grade / Step
Pay Rate	Pay Rate
Other / Special Pay	Other / Special Pay
Budgeted Pay	Budgeted Pay
<b>Reason for Action:</b>	
<b>Authorization:</b>	
	Department Head: _____ Date _____
	Finance Director: _____ Date _____
	Town Administrator / HR: _____ Date _____

*\* Note: New Hires - Please attach job posting, where it was advertised, when it was advertised, number of applicants received, number of applicants interviewed, resume of final candidate, draft job offer letter.*