



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			
Current Status		New Status	
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	
Reason for Action:		Authorization:	
		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.*