# PERSONNEL ACTION
**STATE OF OHIO**

AGENCY | DIVISION OR INSTITUTION | UNIT OR OFFICE

FROM:

TO:

DATE STAMP

| NAME | SEX | DATE OF BIRTH MO | DAY | YR | EDUCATION MARITAL STATUS | NO OF YEARS | DEGREE | MAJOR |
|---|---|---|---|---|---|---|---|---|
| FROM: | | | | | | | | |
| LAST FIRST | | | | | | | | |
| TO: | | | | | | | | |

| ADDRESS | STREET | CITY | STATE | ZIP CODE | COUNTY |
|---|---|---|---|---|---|
| FROM: | | | | | |
| TO: | | | | | |

| EFFECTIVE DATE | DEPARTMENT ID | POSITION NO. | UNION CODE | BARG UNIT | BU FLAG | PERM / TEMP | FULL/PART | HQ COUNTY |
|---|---|---|---|---|---|---|---|---|
| | FROM: | | | | | | | |
| | TO: | | | | | | | |

| JOB CODE TITLE | JOB CODE | GRADE | STEP | BASE RATE | LONG | SUPPL. | SUPPL. | TOTAL | STATUS |
|---|---|---|---|---|---|---|---|---|---|
| FROM: | | | | | | | | | |
| TO: | | | | | | | | | |

**NATIONAL ID/ EMPLOYEE ID**

**REC NO**

## HIRE

**Action Reason**

- ☐ HIR ETT TEMP EXT ≤ 120 ENDS _____
- ☐ HIR EXT TEMP EXT > 120 ENDS _____
- ☐ HIR PER PERMANENT
- ☐ HIR SEA SEASONAL
- ☐ HIR INT INTERMITTENT
- ☐ HIR FTS FIXED TERM SALARIED
- ☐ HIR DIM FIXED TERM PER DIEM
- ☐ HIR EXI INTERIM EXTERNAL
- ☐ HIR ETR ESTAB TERM REG
- ☐ HIR ETI ESTAB TERM IRREG
- ☐ HIR PRJ PROJECT EMPLOYEE

## REHIRE

Action Reason

- ☐ REH REH REHIRE
- ☐ REH REL REEMPLOY LAYOFF APPT TYPE_____
- ☐ REH RCL RECALL LAYOFF APPT. TYPE _____
- ☐ REH RSP REINST SEP
- ☐ REH RTP REINST 3RD PARTY
- ☐ REH RET RETURN FROM RETIREMENT

## CHANGE (DATA-POSITION-TRANSFER-PROMO-DEMOTION)

**Action Reason**

- ☐ DEM DEM DEMOTION
- ☐ DTA SCS CIVIL SERV STATUS
- ☐ DTA APC APPT CHNG TO ____
- ☐ DTA XLV EXTEND LEAVE DATE
- ☐ DTA RNP REASSIGN NO PAY IN
- ☐ DTA RPI REASSIGN PAY INCR
- ☐ DTA RPT REASSIGN 3RD PTY
- ☐ DTA TWL TEMP WORK LVL ENDS _____ JOB CODE _____ RATE _____ STEP _____
- ☐ DTA SVC SERVICE CHANGE
- ☐ DTA SSN SSN CORRECTION
- ☐ DTA DCP DAS CLASS PLAN
- ☐ DTA ETW END TWL
- ☐ DTA HQC HQ LOCATN CHNG
- ☐ DTA LAT LATERAL CLASS CHG
- ☐ DTA NAM NAME CHANGE
- ☐ DTA DPL DISPLACEMENT
- ☐ DTA RCD RECALL DISPLACE
- ☐ DTA PNC POS NUM CHANGE
- ☐ DTA TMP INTERIM INTERNAL
- ☐ DTA TIA TEMP INT > 120 ENDS _____
- ☐ DTA CIM CANCEL INTERIM
- ☐ DTA EIT END INT TEMP
- ☐ PAY RTC RATE
- ☐ PRO PRO PROMOTION
- ☐ XFR TRW TRAN W/IN AGCY
- ☐ XFR TRB TRAN BTWN AGCY

## TERMINATION

**Action Reason**

- ☐ RET DIR DISABILITY RET
- ☐ RET RET RETIRED
- ☐ TER RES RESIGNED – REG _____ WRITTEN _____ ORAL
- ☐ TER DEA DECEASED
- ☐ TER REM REMOVED
- ☐ TER PRB PROB REMOVAL
- ☐ TER LOF LAID OFF
- ☐ TER UNR UNCLAS TERM
- ☐ TER ORM OTHER REMOVAL
- ☐ TER CAP CANCEL APPT
- ☐ TER DBS DISABILITY SEP NO INSURANCE REINSTATE BY _____
- ☐ TWP DSI DISABILITY SEP WITH INSURANCE ONLY REINSTATE BY _____
- ☐ TER IMS INTERIM SEP
- ☐ TER TMP END TEMP EXT
- ☐ TER NGS RESIGNED – NOT IN GOOD STANDING
- ☐ TER NRR RES – NOT RECOM FOR REHIRE
- ☐ TER EFT END FIXED TERM

LAST DATE WORKED

## LEAVES

**Action Reason**

- ☐ PLA MLF MILITARY LEAVE – FEDERAL
- ☐ PLA MLS MILITARY LEAVE – STATE
- ☐ PLA PLB PERSONAL LV – BARG UNIT
- ☐ PLA BEL EDUCATIONAL LV - BARG UNIT
- ☐ PLA ETA ESTABLISHED TERM
- ☐ PLA UNI UNION LEAVE
- ☐ LOA EED EDUCATIONAL LV - EXEMPT
- ☐ LOA PRS PERSONAL LV - EXEMPT
- ☐ LOA SEI SEASONAL INTERUPTION
- ☐ LOA ETA ESTABLISHED TERM
- ☐ LOA VCS VOLUNTARY COST SAVINGS

## DISCIPLINE

**Action Reason**

- ☐ SUS SUS SUSPENSION ENDS _____
- ☐ DTA DVD LEAVE DEBIT DAYS/HOURS _____
- ☐ DTA DFN PENALTY FINE DAYS/HOURS _____
- ☐ DTA DWS WORKING SUSP DAYS/HOURS _____

## RETURN FROM LEAVE

**Action Reason**

- ☐ RFL RFL RETURN FROM LEAVE
- ☐ RFL MIL RETURN FROM MILITARY

## INITIAL PROBATIONARY PERIOD

☐ **YES** ☐ **NO**

| DATE OF LAST PROMOTION | CERTIFICATION NO. | DATE OF CONTINUOUS SERVICE | STANDARD HOURS |
|---|---|---|---|
| | | | |

REMARKS

**ACCOUNTING INFO/BENEFITS**

EMPL CLASS_____ OFFCR CD_____
BENEFIT PGM_____ ACCT INFO_____

☐ ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED

APPROVAL OF APPOINTING AUTHORITY | SIGNATURE | DATE

☐ APPROVED
☐ DISAPPROVED

Certification _____

SIGNATURE OF RELEASING AUTHORITY | DATE | SIGNATURE APPROVER | DATE