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| Cottonwood, Inc. Personnel Action Request |
|   |
| Date: **11/9/2017** |
| Name: \* | Department: \* |
| Position Title: \* | Work Location: \* |
| [ ]  New Employee – *New employee must visit Human Resources Director on or before start date.* |
|   |
| Position: (Please attach signed job description.) | Supervisor: |
| Start Date: Click here to enter a date. | Average Number of Hours Per Week: |
| Starting Salary: | Temporary Position: [ ]  Yes [ ]  No |
| [ ]  Salary Change – *Please route to CFO* |
|   |
| From: | To: | Effective: Click here to enter a date. |
| [ ]  Vacation |
|   |
| From:  | Thru:   | Total Hours Taken:  |
| Date Return to Work: (Remember to include hours on time sheet.) |
| [ ]  Sick Leave |
|   |
| From:Click here to enter a date. | Thru: Click here to enter a date. | Total Hours Taken:  |
| Date Return to Work: Click here to enter a date. (Remember to include hours on time sheet.) |
| [ ]  Leave of Absence |
|   |
| From:  | Thru:   | Return Date:   |
| Reason: |
| [ ]  With Pay [ ]  Without Pay | [ ]  Military [ ]  Funeral [ ]  Medical [ ]  Family [ ]  Other |
| [ ]  Position Change |
|   |
| From (Title): | To (Title): | Effective: Click here to enter a date. |
| From (Dept): | To (Dept): | Effective: Click here to enter a date. |
| New Eval Date: Click here to enter a date. | New Job Location: | Average Number Hrs/Wk: |

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| [ ]  Personal Data Changes  |
|   |
| From (Name): | To (Name): |
| From (Street Address):  | To (Street Address): |
| From (City, State, Zip): | To (City, State, Zip): |
| From (Home Phone): | To (Home Phone): |
| From (Cell Phone): | To (Cell Phone): |
| From (email): | To (email): |
| *Changes in W-4 Form, Persons to Notify In Case of Emergency, Marital Status, Educational Status, Insurance Plan,* *or Beneficiary Information, etc. must be made in person with the Human Resources Director.* |
| [ ]  Termination |
|   |
| Effective Date: (Last day worked.)Click here to enter a date. | [ ]  Resignation [ ]  Dismissal [ ]  Lay off[ ]  Other  |
| Any performance issues that a perspective future Supervisor should know about? [ ]  Yes [ ]  No |
| Required / Acceptable Notice given? [ ]  Yes [ ]  No | How Much?  |
| *See paragraph on Separations in Cottonwood Personnel Manual regarding quitting without proper notice.* |
| Termination Benefit/Severance Pay, if any? |
| Exit interview conducted by: (if not done, send employee to HR Director.) |
| New or Separated Employee information sheet routed to: IS Manager? [ ]  Yes [ ]  No Office Manager [ ]  Yes [ ]  No Training Coordinator [ ]  Yes [ ]  No |
| Comments:  |
| Signatures |
|   |
| Employee Signature: |
| Coordinator/Supervisor Signature: |
| Director/Administrator: |
| Received/Recorded by Human resources Director on: | By: |