

Action-Reason *Action-Reason Effective Date

*The effective date of ALL terminations, regardless of whether the next day is on a weekend or a holiday, is the day *after* the last day **PAID**.

JOB DATA (Hire, Transfer, Termination, etc.)

Full Name

Employee ID Employee Record

Position # Job Req #

New Job Title

Employee Class

Pay Group

Compensation Rate If 1.0 FTE, rate must be annual.
If less than 1.0 FTE, rate must be hourly.

POSITION NUMBER CHANGES

Changes for Position #

Job Title Job Code

Reg/Temp Full/Part Time

Department # Location

Reports to Position #

Grade Step FTE

[Forms Attached](#), if needed: Time-Limited Contract Acting-In Contract New Hire Sheet (Temp to Merit, Merit to Temp, etc.)

Form completed by

First Approval

HR Consultant Apprv.

Send **draft** workflows to workflow@slco.org for Consultant review.
Send **approved** workflows to HRData@slco.org.

Final Approval

HR Approval

Save workflows using the file name convention of **Division-Action Reason-Employee Name**