

# TULARE JOINT UNION HIGH SCHOOL DISTRICT

## Personnel Action Form

### **Instructions:**

#### **School Sites/Hiring Managers**

Please complete the top shaded portion of the Personnel Action Form. Sign as the Director/Principal by typing your name and date in the boxes provided. Forward completed forms via e-mail to Human Resources for completion.

# TULARE JOINT UNION HIGH SCHOOL DISTRICT

## Personnel Action Form

<b>Type of Action:</b>			
<b>Employee Type:</b>			
<b>Employee's Name:</b>			
<b>Position Title:</b>			
<b>Assigned Work Location:</b>			
<b>Supervisor:</b>			
<b>Hours per week:</b>		<small>If Other, number of hours:</small>	

<b>Director/Principal Signature</b>	<b>Date:</b>
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<b>PERSONNEL/BUSINESS OFFICE USE ONLY</b>
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<b>Position Control #:</b>		<b>D.O.B.:</b>	
<b>Effective Date:</b>		<b>Units:</b>	
<b>Social Security #:</b>		<b>Job Code:</b>	
<b>Fingerprint Approval:</b>		<b>Date:</b>	
<b>Salary Range:</b>		<b>Step:</b>	
<b>Salary:</b>	<b>Yearly:</b>		<b>Hourly:</b>
<b>Benefits:</b>			
<b>Work Days per Year:</b>		<b>Retirement Plan:</b>	
<b>Funding:</b>			

<b>W-4 Information:</b>		<b># of Dependents:</b>		<b>Date Signed:</b>	
<b>Previous Experience (Years):</b>		<b>Sick Leave Transfer Hours:</b>			

<b>Employee Signature</b>	<b>Date:</b>
<b>Assistant Superintendent for Human Resources</b>	<b>Date:</b>

**COPY COMPLETED FORMS TO BUSINESS MANAGER/PAYROLL**