PERSONNEL ACTION
STATE OF OHIO

AGENCY	DIVISION OR INSTITUTION	UNIT OR OFFICE	DATE STAMP
FROM: SAMPLE-IT	INFORMATION TECHNOLOGY	PRODUCTION MGT	
TO:			

NAME		SEX	DATE OF BIRTH MO	DAY	YR	EDUCATION MARITAL STATUS	NO OF YEARS	DEGREE	MAJOR
FROM:	SAMPLE (LAST) JAIME (FIRST)								
TO:		U	11	27	XX		14		

ADDRESS	STREET	CITY	STATE	ZIP CODE	COUNTY
FROM:	5555 SAMPLE AVE	SAMPLE CITY	OH	43223	SAMPLE
TO:					

EFFECTIVE DATE	DEPARTMENT ID	POSITION NO.	UNION CODE	BARG UNIT	BU FLAG	PERM / TEMP	FULL/PART	HQ COUNTY
	FROM: SAM000111	00009090	C14	14	9	PERM	FULL	SAMPLE
12 27 2009	TO:							

JOB CODE TITLE	JOB CODE	GRADE	STEP	BASE RATE	LONG	SUPPL.	SUPPL.	TOTAL	STATUS
FROM: PROGRAMMER/ANALYST 3	64113	33	8	33.37	1.61	0.00	0.00	34.98	A
TO: INFORMATION TECHNOLIGST 2	09922	33	8	33.37	1.61			34.98	

NATIONAL ID/ EMPLOYEE ID 555-55-5555 **REC NO** **10000001**

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
1/7/2007		3/12/1995	2080

ACCOUNTING INFO/BENEFITS

EMPL CLASS__PERS___ OFFCR CD_____N_____
BENEFIT PGM_PUP____ ACCT INFO_____

REMARKS
DAS CLASS PLAN CHANGE PER OCSEA CONTRACT 36.05B-4 - ATTACHED

☐ ALL ITEMS ON PRE-HIRE FORM HAVE BEEN COMPLETED

☐ APPROVED
☐ DISAPPROVED

Certification _____

APPROVAL OF APPOINTING AUTHORITY SIGNATURE DATE

SIGNATURE OF RELEASING AUTHORITY DATE SIGNATURE APPROVER DATE