## PERSONNEL ACTION REQUEST

(office use)		

	Southeastern California Conference of Seventh-day Adventists	Emp.#: Base Accrual Date:			
EMPLOYEE INFO	Employee Name: New position (include job description)	Supervisory position: YES NO			
NEW  REHIRE  ADDITIONAL ASSIGNMENT	☐ Full-Time ☐ Regular ☐ On-Call ☐ Biweekly Salary:				
CHANGE  LTD	Current Work Location: Effective Date: Hours/Week or FTE: Bi-Weekly Salary/Hourly Rate: Status Change: ☐ Full-Time ☐ Part-Time ☐ Regular ☐ Temporary ☐ On-Call ☐ LTD (DI 42022)  Comments:				
TERMINATION  SETTLEMENT	Resignation (attach letter) Layoff/Reduction-In Force Dismissal Retirement  Other: Dismissal Retirement  Leave of Absence Begin: End:				
Principal or Des	signee (signature) (print) tion (signature) (print)	Date Date			
	P BY EDUCATION OFFICE: Charge to	Retirement/Paid Leave (50% +) LTD (75% +)			
☐ - Human R		Date:  ent Head			