**HR/PAYROLL ACTION FORM**

|  |  |  |
| --- | --- | --- |
| Employee Name: | Department: | Date: |

**Instructions**

Complete this form when a new employee has been selected, making a change in an employee status, or when separating from the Library. A minimum of 5 days’ notice allows timely processing of information to the City.

Effective Date of Employee Action \_\_\_\_\_\_\_\_\_\_\_\_

**New Hires/Rehires (Include interview notes)**

|  |  |  |
| --- | --- | --- |
| Start date: | Job Number: (HR only) | |
| Position/Title: | Manager: | |
| Number of Hrs. Weekly: | Hourly Rate: Salary: | |
| Classification: (select) Full-time Part-time Exempt Non-Exempt | | Grade: |

**Change in Pay, Position or other changes**

|  |  |
| --- | --- |
| **From:** | **To:** |
| Current Hours | New Hours |
| Current Classification (select)  FT PT Exempt Non-Exempt | New Classification (select)  FT PT Exempt Non-Exempt |
| Current IMRF Eligibility | New IMRF Eligibility |
| Current Hourly Rate | New Hourly Rate |
| Current Position/Dept | New Position/Dept |

|  |  |  |
| --- | --- | --- |
| □ Pay Adjustment | □ Promotion | □ Benefit Changes |
| □ Leave of Absence | □ Other: |  |

**Separation**

|  |  |  |  |
| --- | --- | --- | --- |
| □ Voluntarily | □ Retirement: | | □ Termination for Cause |
| □ Other reason: | | Eligible for rehire? □ Yes □ No | |

Notes or explanation needed:

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4/23

RESIGNATION CHECKLIST FOR DEPARTMENT HEADS

**Instructions**

Department from which employee separates will notify the appropriate Department Head to complete the following tasks:

□ Collect Employee Resignation Letter/Resignation Form

□ Exit Interview with HR – offered but not required

□ Review and Approve Time Card

**□** GatherDesk/Office/Other Keys

□ Collect Lock

Adult Services

□ Remove employee from Language Accessibility List

IT Department Head

□ ProxCard returned to IT

□ Turn off employee access to email and remove email from groups/lists

□ Take employee off Call-em-All list

□ Password for Voice Mail

Circulation Department Head

□ Update or delete staff Library card

Marketing Manager & Communication Specialist:

□ Remove employee from Hall of Fame

Misc:

□ Beanstack

□ Niche Academy

□ Remove from ALA, ILA, and RAILS

□ Remove from professional journal routing lists