***Important: Failure to submit both forms and/or incomplete forms will be returned to the department.***

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTION** | [ ]  **New Hire** [ ]  **Rehire\*** | **Employee #:** |       |
| **Contributing to City Retirement:** | [ ]  **Y** [ ]  **N** | **Employee Start Date:** |       |
| **Contributing to OBRA:** | [ ]  **Y** [ ]  **N** | **Last 4 Digits SSN:** |       |
| **Name:**  | *Last:* |  | *First:* |  | *M.I.:* |       |
| [ ]  **New Position** [ ]  **Backfill\*\*** | **Prior Incumbent’s Name:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **JOB / SALARY** | **Job Class:** |  | **Job Title:** |  |
| **Location:** |  | **Group Bargaining Unit/Union:** |  |
| **Reports to:** |  | **Standard Hours:** |  |
| **Job Type:** | [ ]  **Full Time**  | [ ]  **Part Time** | **Civil Service:**  | [ ]  **Y** [ ]  **N** |
| [ ]  **Permanent** | [ ]  **Temporary** | [ ]  **Seasonal** | [ ]  **Emergency** | [ ]  **Provisional** | [ ]  **Intermittent** |
| **Employee Type:**  | [ ]  **Hourly/Non Exempt**  | [ ]  **Salaried/Exempt** | **Pay Grade:** |  |
| **Funding:**  |  | [ ]  **General Fund**  | [ ]  **Grant Fund** |
| **Org:** |  | **Object:** |  | **Project:** |       |
| **Start Date:** |  | **End Date:** |       |
| **Pay Rate:** | *Hourly:* |  | *Weekly:* |       | *Annual:* |       |
| **Additional Licenses:**  | [ ]  **725/726 CDL** [ ]  **768/770 Pesticide** [ ]  **727/728 Construction** |
| **Check Location:** |  |
|  |
| **TLM INFO** | **TLM Department:** |  | **Person Type:** |  |
| **Pay Rule:** |  | **Accrual Profile:** |  |
| **Annual Vacation (NB):** |       | **Position Number:** |  |
|  |
| **COMPANY EQUIPMENT** | **Date Assigned:** |       |
| **Description of Items/Type:** |       |
|       |
|       |

|  |  |  |
| --- | --- | --- |
| **APPROVALS** |  |  |
|
| **Manager Signature** | **Date** |
|
| **Manager Print** |