

**PROPERTY ONE COMPANIES
PERSONNEL ACTION FORM**

TYPE OF ACTION ☐ New Hire ☐ Change **EFFECTIVE DATE** _____

PERSONAL INFORMATION

Employee Name: _____
First Middle Last

Home Address: _____
Street No. City State Zip

Home Phone (____) _____ **Cell Phone** (____) _____

Date of Birth: _____ **SS #:** _____ **Gender:** ☐ M ☐ F

☐ Single Rate
Tax Status: Fed - ☐ Married **#Exemptions:** _____ **State - #Exemptions:** _____

SALARY INFORMATION

Current Pay Rate \$ _____ ☐ per hour ☐ per pay period **New Pay Rate \$** _____ ☐ per hour ☐ per pay period

Reason for Change: ☐ Merit Increase _____ % ☐ Promotion ☐ Other _____

POSITION INFORMATION

Current

Position Title: _____

Property: _____

Supervisor: _____

Office Phone: (____) _____ ☐ Exempt

Status: ☐ FT **FLSA Code:** ☐ Non-Exempt
☐ PT hours/wk: _____

Cost Allocations: Cost Center _____ - _____ %
Cost Center _____ - _____ %
Cost Center _____ - _____ %

New

Position Title: _____

Property: _____

Supervisor: _____

Office Phone: (____) _____ ☐ Exempt

Status: ☐ FT **FLSA Code:** ☐ Non-Exempt
☐ PT hours/wk: _____

Cost Allocations: Cost Center _____ - _____ %
Cost Center _____ - _____ %
Cost Center _____ - _____ %

LEAVE OF ABSENCE

Starting Date: _____ **Return To Work Date:** _____ **Leave Reason:** _____

SEPARATION

Last Day Worked: _____ ☐ Voluntary Resignation ☐ Discharge ☐ Layoff ☐ Other _____

COMMENTS: _____

SIGNATURES

Property Manager

Date

Human Resources

Date