

Date Received In  
Personnel Office

# Madison County Schools Personnel Action

<i>Personnel Office Use Only</i>		
<input type="checkbox"/> BC	<input type="checkbox"/> PRTD	<input type="checkbox"/> CLRD
<input type="checkbox"/> HQ	<input type="checkbox"/> TB	<input type="checkbox"/> I-9
<input type="checkbox"/> COMP TIME AGREEMENT		
<input type="checkbox"/> CHECK SYS PERSONNEL DATA		
<input type="checkbox"/> ADD VACANCY		
<input type="checkbox"/> DELETE VACANCY		
<input type="checkbox"/> STAFFING		
<input type="checkbox"/> NEW HIRE CARD		

## I. PERSONAL INFORMATION

EMPLOYEE:	_____ LAST	_____ FIRST	_____ MI	_____ RACE	_____ SEX
ADDRESS:	_____ City, State, Zip				
TELEPHONE: (    )	_____	S.S. NUMBER: _____	BIRTH DATE: _____		

## II. TERMS OF EMPLOYMENT

Position: _____
New: <input type="checkbox"/> Yes <input type="checkbox"/> No    Announcement # _____
<input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Part Time
Days Per Year: _____    Hours Per Day: _____
School/Work Location: _____
Grade(s) _____
Subject(s) _____
Replacing: _____

## III. ACTION

<input type="checkbox"/> Employed: _____
<input type="checkbox"/> Re-Employed: _____
<input type="checkbox"/> Transfer From (Site/Position): _____ Effective Date: _____
Comments: _____ _____ _____

## IV. SUPPORTING AUTHORIZATION

Recommended By: _____	Date: _____
Director/Coordinator: _____	Date: _____
Personnel Director: _____	Date: _____

## V. FUNDING INFORMATION

FUND	AT	FUNCTION	OBJECT	COST CENTER	FUNDING SOURCE	APP YR	PROGRAM	SPECIAL USE	%
___	___	___	___	___	___	___	___	___	___
___	___	___	___	___	___	___	___	___	___
___	___	___	___	___	___	___	___	___	___
___	___	___	___	___	___	___	___	___	___

<i>FOR CENTRAL OFFICE USE ONLY</i>			Days Remaining in Contract _____
Rank	Step	<i>RATE OF PAY</i>	Beginning Date for Payroll _____
BASE:	ANNUAL _____	MONTHLY _____	DAILY _____
SUPPLEMENT:	ANNUAL _____	MONTHLY _____	DAILY _____
_____ SUPERINTENDENT			_____ DATE

After completion, print, sign section IV, and submit ORIGINAL to Personnel Office.