**DEPARTMENT OF COMMERCE**

**PERSONNEL ACTION**

COM FORM HRM-1 (Rev. 07/23)

|  |  |
| --- | --- |
| A. PRESENT PERSONNEL STATUS | B. NEW EMPLOYEE OR CHANGE |
| 1 SOCIAL SECURITY NUMBER | EMPLOYEE ID | SOCIAL SECURITY NUMBER | EMPLOYEE ID |
|       |       |       |       |
| 2 NAME | NAME |
|       |       |
| 3 HR ORGANIZATION NUMBER | FLAIR ORG NUMBER | HR ORGANIZATION NUMBER | FLAIR ORG NUMBER |
|        |       |       |       |
| 4 OFFICE | COUNTY | OFFICE | COUNTY |
|  |  |  |  |
| 5 FLAIR ACCOUNT CODE | FLAIR ACCOUNT CODE |
|       |       |
| 6 BROADBAND CODE  | BROADBAND OCCUPATIONAL TITLE | BROADBAND CODE | BROADBAND OCCUPATIONAL TITLE |
|       |       |       |       |
| 7 CLASS CODE | CLASS TITLE | CLASS CODE | CLASS TITLE |
|       |       |       |       |
| 8 POSITION NO. | SHARED EMP | PAYGRADE/PAYBAND | PAY PLAN | EMP. FTE | POSITION NO. | SHARED EMP | PAYGRADE/PAYBAND | PAY PLAN | EMP FTE |
|       |       |       |       |       |       |       |       |       |       |
| 9 LAST TYPE OF ACTION | TYPE OF ACTION |
|       |       |
| 10 EFFECTIVE DATE | STATUS | EFFECTIVE DATE | STATUS |
|       |       |       |       |
| 11 STATUS EXP. | CONT SVC DATE | AG. HIRE DATE | ST. HIRE DATE | STATUS EXP. | CONT SVC DATE | AG. HIRE DATE | ST. HIRE DATE |
|       |       |       |       |       |       |       |       |
| 12 LOA TYPE | LOA EFF. DATE | LOA RETURN | LOA TYPE | LOA EFF. DATE | LOA RETURN |
|       |       |       |       |       |       |
| 13 PERFORMANCE EVAL | PERF. EFF. DATE | NEXT EVAL DUE | PERFORMANCE EVAL | PERF. EFF. DATE | NEXT EVAL DUE |
|       |       |       |       |       |       |
| 14 BASE PAY RATE (m) | PAY RATE (m) | HR. BASE PAY | HR. PAY RATE | BASE PAY RATE (m) | PAY RATE (m) | HR. BASE PAY | HR. PAY RATE |
|       |       |       |       |       |       |       |       |
| 15 CAD | LEADWORKER | SHIFT % | SHIFT AMT | ON CALL | CAD | LEADWORKER | SHIFT % | SHIFT AMT | ON CALL |
|       |        |       |       |       |       |       |       |       |       |
| 16 BIRTHDATE | RETIREMENT | CITIZENSHIP | RACE | SEX | BIRTHDATE | RETIREMENT | CITIZENSHIP | RACE | SEX |
|       |       |       |       |       |       |       |       |       |  |
| 17PUBLIC REC. EXEMPT | VET PREF | DUAL AGENCY | VOL TRANS/DEMOT. | PUBLIC REC. EXEMPT | VET PREF. | DUAL AGENCY | VOL. TRANS/DEMOT. |
| **[ ]**  **YES** **[ ]**  **NO** |  |       |  **[ ]**  **YES [ ]**  **NO** | **[ ]**  **YES** **[ ]**  **NO** |  |       | **[ ]**  **YES** **[ ]**  **NO** |
| 17 MARITAL STATUS | HOME PHONE | MARITAL STATUS | HOME PHONE |
|       |       |       |       |
| HOME MAILING ADDRESS | HOME MAILING ADDRESS |
|       |       |
|  21 CITY | STATE | ZIP + 4 | CITY | STATE | ZIP + 4 |
|       |       |       |       |       |       |
| 22 OFFICE PHONE (reg.) | ALTERNATE PHONE NUMBER | OFFICE PHONE (reg.) | ALTERNATE PHONE NUMBER |
|       |       |       |       |
| 23 OFFICE EMAIL ADDRESS | SUPERVISOR POSITION NO | OFFICE EMAIL ADDRESS | SUPERVISOR POSITION NO |
|       |       |       |       |
| COMMENTS/JUSTIFICATION:       | OFFICE ADDRESS:        |
| 24 REASON FOR SEPARATION | CODE | RECOMMEND REEMPLOYMENT |
|       |       |       |
| 25 OFFICIAL SIGNATURE | DATE | BUDGET | DATE |
|  |  |  |  |
| 26 OFFICIAL SIGNATURE | DATE | CONTRACTS AND GRANTS | DATE |
|  |  |
| 27 DEPUTY SECRETARY/DIVISION DIRECTOR  SIGNATURE | DATE | HRM | DATE |
|  |  |  |  |