



HICKMAN MILLS PERSONNEL ACTION FORM

PERSONNEL TRANSFER REQUEST

PROTOCOL

All Hickman Mills C-1 School District jobs are assigned to specific “job” numbers. In the event that a Hickman Mills employee transfers from one job classification to another, the current job is vacated and the employee is then transferred to the new job classification. Although a staff member may or may not physically transfer to another category or site, the new job assignment may require change(s) due to circumstances such as the following:

- Change from non supervisory position to a supervisory position
- Change from a supervisory position to a non supervisory position
- Change in shift assignment
- Change in site/building assignment

In the event a transfer is made, a completed and signed Personnel Transfer Request form is required for all coding changes. E-mails, spreadsheets, and notes will not be accepted for transfer changes. **All information on the form is required to be completed.** The form shall be signed by the requestor and applicable school or department administrator. All SPED position changes require the signature approval of the Director of Special Services. After completion, the following steps of approvals and implementation are as follows:

1. The signed request is forwarded to the HR Director for approval.
2. The HR Director reviews and approves the request.
3. The approved request form is sent to the Business Department for approval.
4. The Business Manager reviews and approves the request.
5. The Business Manager presents the approved request to the applicable HR staff member (non certified or certified HR administrative secretary) responsible to make the job change.
6. After HR job number changes are complete in SISFIN personnel screens, HR confirms the task is complete by checking off and initialing the appropriate confirmation box.
7. HR forwards the completed request to the applicable PR staff member responsible for the job classification (non certified or certified PR specialist).
8. After Payroll job number changes are complete in SISFIN payroll screens, Payroll confirms the task is complete by checking off and initialing the appropriate confirmation box.
9. Payroll forwards the request to the Budget Analyst for review.
10. Budget Analyst ensures that all three screens are coded consistently, and recommends any journal entries needed as a result of the job change.
11. Budget Analyst prepares any necessary journal entries and presents to the Business Manager for approval.
12. Approved journal entries correcting the general ledger are input into SISFIN by Budget Analyst.
13. After completion, Budget Analyst forwards copies of the completed Personnel Account Code Change Request form to Payroll and HR which are then filed in the applicable employee’s Personnel and Payroll file folders.
14. A completed copy of the Personnel Change Request form is also distributed to Technology for school directory and other updates as applicable.



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Employee Name: _____ (Last) _____ (First) _____ (Middle)

Social Security Number: _____ - _____ - _____ Change Effective Date: _____

Current Position Title: _____ FTE: _____ Job Number: _____

Position Number: _____

School/Department: _____ Supervisor: _____

Current Class/Step _____ / _____ Current Salary: _____

Certified Non Certified

Current Account Code(s) :	Fund	Function	Object	Department	Program	Segment	Percent
<i>Example:</i>	118	2310	6233	801	001	097	100.00%

Grant Name If Applicable	Fund	Function	Object	Department	Program	Segment	Percent
	-	-	-	-	-	-	1-FTE =100%
<i>(i.e. Title I, Reading First, 94-142)</i>	-	-	-	-	-	-	
	-	-	-	-	-	-	

New Position Title: _____ FTE: _____ Job Number: _____

Employee Replaced: _____ Position Number: _____

School/Department: _____ Supervisor: _____

New Class/Step _____ / _____ New Salary: _____

New Account Code(s): (To be completed by Budget Analyst)

	Fund	Function	Object	Department	Program	Segment	Percent
<i>Example:</i>	118	2310	6233	801	001	097	100.00%

Grant Name If Applicable	Fund	Function	Object	Department	Program	Segment	Percent
	-	-	-	-	-	-	1-FTE =100%
<i>(i.e. Title I, Reading First, 94-142)</i>	-	-	-	-	-	-	
	-	-	-	-	-	-	

Requestor (Current Admin./Dir.) _____ Date: _____
(Signature)

Approvals: New Admin./Director _____ Date: _____
(Signature)

Director, Special Services _____ Date: _____
(SPED Positions Only) (Signature)

Human Resources Director _____ Date: _____
(Signature)

Business Manager _____ Date: _____
(Signature)

Confirmations: (check and initial) _____ (Signature)

Personnel Payroll Job List Benefits Technology Core Data

GL Transfer Completed _____ Date: _____
(if applicable) (Budget Analyst Signature)