

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

## 304-AR-7. PERSONNEL TRANSACTION FORM

Effective Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Name: \_\_\_\_\_ Sex: \_\_\_\_\_ DOB: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Position: \_\_\_\_\_ Building: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Budget Code: \_\_\_\_\_

Schedule: \_\_\_\_\_ Compensation: \_\_\_\_\_

Remarks: \_\_\_\_\_

Insurance registration: \_\_\_\_\_

Retirement eligibility: \_\_\_\_\_

Sick leave allocation: \_\_\_\_\_

Personal leave allocation: \_\_\_\_\_

Vacation leave allocation: \_\_\_\_\_

### Distribution

\_\_\_\_\_ Employee

\_\_\_\_\_ Permanent copy for personnel file

\_\_\_\_\_ Payroll

\_\_\_\_\_ Supervisor

\_\_\_\_\_ Personnel Office