STATE OF TENNESSEE

DEPARTMENT OF PERSONNEL
REQUEST FOR PERSONNEL ACTION

1 DEPARTMENT	2 DIVISION	3 CO
HEALTH	HEALTH SRV ADMN	

01	4 SOCIAL SECURITY NUMBER	5 EMPLOYEE NAME (LAST / FIRST / INITIAL)	6 EMPLOYEE STATUS	7 TRNC TYPE	8 FULL PART TIME	9 PRI TRAN CODE	10 SEC TRAN CODE	11 OVLP CODE	12 EFFECTIVE DATE
FROM									
TO									

02	13 POSITION NUMBER (DEPT / DIV / BU / WK DIV / SEC / S-SEC / UNIT / S-UNIT / INOV)	14 POSITION CLASS	15 PERSON CLASS	CLASS NUMBER AND SALARY CODE: 16 CLASS CODE	17 GRADE	18 STEP	19 RATE (MONTHLY OR HOURLY)
FROM	343						
TO							

03	20 OVT.	21 PAY DIFF	22 CSS YES NO	23 PROB YES NO	24 PROBATION EXPIRATION	26 LAST PERIODIC ADJUSTMENT	27 HIRE DATE	28 DATE APPOINTED TO PRESENT CLASS	29 SERVICE ANNIVERSARY DATE	GROUP	LONGEVITY DUE DATE	JOB SHARE POSITION	FLEX	31 INC. CODE	HAND CAP
FROM															
TO															

04	EMPLOYEE MAILING ADDRESS: 32 STREET	33 CITY	34 STATE	35 ZIP CODE	36 LEGAL CO.	37 MARITAL STATUS	38 VETERAN	39 SEX	40 U.S. CITIZEN	41 DATE OF BIRTH	42 ETHNIC GROUP
FROM											
TO											

05	43 HOME PHONE (AREA CODE)	44 OFFICE PHONE (AREA CODE)	45 CERTIFICATION (NUMBER / FER)	46 TOTAL FULL TIME STATE SERVICE (TOT MO. / LAST YR / LONG MONTHS)	LONG ELIG.	47 SEPARATION COMPLETE FOR ALL SEPARATIONS AND RESIGNATIONS (LAST DAY WORKED / RECCMD REHIRE)	48 PREVIOUS TRANSACTION (TYPE / EFF. DATE / PROCESS DATE / DOC. NO.)
	615	615					

MISCELLANEOUS TRANSACTIONS

60 GENERAL CHANGE
61 PERFORMANCE EVALUATION
62 TIME WITHOUT
63 CANCEL TIME WITHOUT
64 PROB./SERV./LONG CHANGE
71 CANCELLATION OF APPOINTMENT
72 CANCELLATION OF SEPARATION

APPOINTMENTS:

01 REGULAR
02 TEMPORARY
03 SEASONAL
04 EMERGENCY
05 TEMP PROV
06 INTERIM
07 LIMITED TERM

CHANGES:

10 ADJUSTMENTS TO ENTRY STEP
12 SALARY ADMIN INCREASE
14 SALARY ADJUSTMENT
15 PROMOTION
16 FLEX RECLASSIFICATION
18 DEMOTION
20 TRANSFER
21 NO-FAULT DEMOTION
22 RECLASSIFICATION
23 REALLOCATION
24 CAREER PATH CHANGE
25 PAY DIFFERENTIAL
26 PART TO FULL TIME
27 ADMIN. ADJUSTMENT
28 CLASS UPGRADE
95 SALARY POLICY INCREASE
99 ACROSS THE BOARD

SEPARATIONS:

30 DISMISSAL-LETTER REQ'D
31 RETIREMENT
32 EXPIRATION OF APPT
33 DEATH
34 LAYOFF-LETTER REQ'D
35 DISABILITY RETIREMENT
36 DISMISSAL-GR. MISCONDUCT
37 RESIGNED-NOT IN GOOD STANDING
38 PERSONAL
39 JOB CHANGE
40 FOR HEALTH
41 TO REMAIN AT HOME
42 FOR BETTER PAY
43 MOVED FROM AREA
44 RETURN TO SCHOOL
45 JOB DISSATISFACTION
46 OTHER-LETTER REQ'D
47 JOB ABANDONMENT
48 MANDATORY RETIRE
49 INCENTIVE RETIREMENT

EXTENDED LEAVE:

50 SUSPENSION-LETTER-REQ'D
51 SPECIAL LEAVE W/O PAY
52 MATERNITY LEAVE W/O PAY
53 EDUCATIONAL
54 BOARD OF CLAIMS
55 MILITARY LEAVE W/O PAY
56 RETURN FROM LEAVE
57 RETURN FROM SUSPENSION
58 SICK LEAVE BANK
59 EDUCATIONAL-PERSONAL W/O PA'

AUDITED AND RECOMMENDED BY:

DIRECTOR/SUPERVISOR — DATE

DEPARTMENTAL PERSONNEL OFFICER — DATE

PR-0019 APPOINTING AUTHORITY — DATE

TO BE COMPLETED BY DEPARTMENT OF PERSONNEL

( ) APPROVED ( ) DISAPPROVED

COMMISSIONER — DATE

REMARKS:

PNF 201 (REV. 05-91)