

**Nye County School District  
Personnel Action Form**

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**Section A: To be completed by Hiring Officer**

Date Form Completed: \_\_\_\_\_ Initials: \_\_\_\_\_  
Name of Hiring Officer: \_\_\_\_\_ Title of Hiring Officer: \_\_\_\_\_  
Site/School: \_\_\_\_\_ Network Access: Yes No  
Start Date: \_\_\_\_\_ Projected End Date: \_\_\_\_\_  
Name of Employee Hired: \_\_\_\_\_  
Replacement: Yes No Employee Replaced: \_\_\_\_\_  
Position: \_\_\_\_\_ Position Posted: Yes No  
Number of Hours per Day: \_\_\_\_\_ Number of Days per Week: \_\_\_\_\_

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**Section B: To be completed by Human Resources**

New Hire Paperwork Complete: \_\_\_\_\_

Human Resources Date Stamp:

\_\_\_\_\_  
Superintendent/Designee

HR Sign Off: \_\_\_\_\_

Column/Step/Rate: \_\_\_\_\_

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**Section C: To be completed by Finance Office**

Grant Dept. Sign Off: \_\_\_\_\_

Payroll Dept. Sign Off: \_\_\_\_\_

Budget Sign Off: \_\_\_\_\_

Coding: \_\_\_\_\_

Original: Human Resources Department

Copy: Retain at Site