

**Nye County School District  
Personnel Action Form**

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

Initials: \_\_\_\_\_

Date Form Completed: \_\_\_\_\_

Control Code: \_\_\_\_\_

Name of Hiring Officer: \_\_\_\_\_

Title of Hiring Officer: \_\_\_\_\_

Site/School: \_\_\_\_\_

Network Access:                      Yes                      No

Start Date: \_\_\_\_\_

Projected End Date: \_\_\_\_\_

Pay Type: \_\_\_\_\_ Add'l Assignment

\_\_\_\_\_ LT Sub Assignment                      \_\_\_\_\_ Loc/Code Change

Name of Employee Hired: \_\_\_\_\_

Replacement:                      Yes                      No

Employee Replaced: \_\_\_\_\_

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

Position Posted:                      Yes                      No

Number of Hours per Day: \_\_\_\_\_

Number of Days per Week: \_\_\_\_\_

Location/Code From: \_\_\_\_\_

Location/Code To: \_\_\_\_\_

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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: \_\_\_\_\_