



PERSONNEL TRANSACTION REQUEST

REQUESTOR		
Name	Business Title	
Location	Date	Log Number

PROSECUTOR		
Name	Business Title	
Employee ID Number	Current Position Number	New Position Number (Used for 1,3,4,5, and 9 below)

TRANSACTION REQUESTED
<input type="checkbox"/> 1. New Hire – Attach signed appointment letter and verify pay rate with SPO before sending to prosecutor <input type="checkbox"/> 2. Termination – Attach signed termination letter <input type="checkbox"/> 3. Change FTE (From _____ % to _____ %) <input type="checkbox"/> 4. Change from ADA to DDA – Attach signed Supervisory Exclusion Analysis form <input type="checkbox"/> 5. Change from DDA to ADA <input type="checkbox"/> 6. Start Leave without Pay – Attach signed Leave without Pay Request/Authorization form <input type="checkbox"/> 7. Extend Leave without Pay <input type="checkbox"/> 8. End Leave without Pay – Attach signed return from leave letter <input type="checkbox"/> 9. Transfer from one work unit to another <input type="checkbox"/> 10. Other, Explain:

PROPOSED EFFECTIVE DATE	
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Note: All transactions must be effective the beginning of a pay period except terminations and leaves.

FUNDING – to be sent to Finance							
DISTR %	FUND CODE	APPROPRIATION	DEPT	ACCOUNT	PROG CODE	PROJECT	ACTIVITY

DESCRIPTION OF TRANSACTION