



Personnel Action Form

City of South Padre Island
 4601 Padre Blvd.
 South Padre Island, TX 78597
 Phone: (956) 761-8128
 Fax: (956) 761-3892

Date Submitted

Employee Name

Employee #

Department / Division

Personnel Action

Date Affected

Nature of Action

	Title	Position #	Department / Division	Rate
Former				
New				

Leave Request

Leave Type	Start Date	End Date	Total Hours

Notes / Comments

Employee Signature

Department Director Signature

City Manager's Signature

Items on this Personnel Action Form that effect a person's employment status, title and pay only requires the signature of the City Manager.
 Items related to an employee's leave only require the signature of the Director.
 Please forward all approved Personnel Action forms to the Finance Department no later than the last day of the pay period.
 The Finance Department will forward all Personnel Action forms to the Human Resources Division for filing.