



PAF

Personnel Action Form

New Life Community Church
 990 James Way
 Pismo Beach CA 93449
 805-489-3254

Employee Name: _____

Department: _____

Job Title: _____

Supervisor: _____

Type of Action

- | | |
|---|--|
| <input type="checkbox"/> Begin job | <input type="checkbox"/> Position change |
| <input type="checkbox"/> End job | <input type="checkbox"/> Review |
| <input type="checkbox"/> Eliminated job | <input type="checkbox"/> Merit increase |
| <input type="checkbox"/> Suspension | <input type="checkbox"/> Equity adjustment |
| <input type="checkbox"/> Dismissal | <input type="checkbox"/> Reclassification |
| <input type="checkbox"/> Resigned / Retired | <input type="checkbox"/> Change in hours |

Present Status Proposed Status

Job Category		
Job Classification		
Hourly minimum		
Hourly maximum		
Employee's Wage		
Salary minimum		
Salary maximum		
Employee's Salary		
Hours per week		

Reasons for action | Notes

Date action to take effect: _____

Retroactive to: _____

APPROVAL

Signature

Date

Supervisor: _____

Department Head: _____

Ministry Resources Director: _____

Executive Pastor: _____

Church Board: _____
