

**OFFICE OF SECRETARY OF STATE / PERSONNEL OFFICE
REQUEST FOR PERSONNEL ACTION**

This form must be finalized by the Division Director in order for any personnel action to be processed. If information requested does not apply, insert n/a (not applicable) in the blank.

I. COMPLETE FOR ALL ACTIONS

Employee Name: **BRIAN P. HESS** Employee Identification Number: **00862696**

Effective Date of Action: **11/15/2009** Position Number: **00177397**

Check Location Code: _____ Organization Number: **478C12**

II. WORK LOCATION (Enter for all new employees placed on payroll and to report a change).

Address: **200 Piedmont Avenue** Room Number: **1402 West Tower** Phone: **(404) 463-7732**

III. CHANGE IN EMPLOYEE RECORD

From _____ To _____

Check Location

Organization Number

IV. PAYROLL ENTRY OR RETURN

Appointment Transfer from another state agency (specify agency) _____

To: Position Number: _____ Class Title: _____

Salary: _____ Grade: _____ Increment: _____ Amount: \$ _____

V. PAYROLL/POSITION DATA CHANGE

Promotion _____ Transfer Within SOS Office _____ Demotion _____ Salary Change _____ Position Number _____
From _____ to _____

Class Title _____

Grade/Increment _____

Salary _____

VI. PAYROLL EXIT

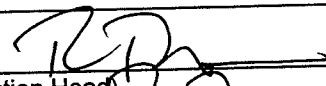
- Resignation
- Death
- Retirement
- Transfer to Another State Agency (specify agency) _____
- Other (specify) _____

Is employee recommended for re-employment? yes no (attach explanation) last work day _____

REMARKS:

Employee exit effective November 15, 2009.

VII. INITIAL APPROVAL

Initiator (Supervisor): 

Date: **10/14/09**

Approved by: (Unit/Section Head) 

Date: **10/14/09**

Signature: (Division Director) 

Date: **10/14/09**

VIII. Fiscal Information: Already Budgeted? yes no if not, Funds Available? yes no

Signature: (Budget Officer) _____

Date: _____

IX. Final Approval Process Action _____ Do Not Process Action _____

Signature: (Director of Administration) _____

Date: _____

Signature: (Assistant Secretary of State) _____

Date: _____

X. Personnel Office Review

Signature: (Personnel Manager) _____

Date: _____