

**GENESEE COUNTY
NOTICE OF APPOINTMENT OR TRANSFER**

DEPARTMENT: _____

FUND/SECTION (DEPT) NO: _____

New Hire, Full Time	Promotion	Part Time/P.I. to Full Time
New Hire, Part Time/P.I.	Promotion-Police Academy	Full Time to Part Time/P.I.
New Hire, P.T./P.I-No Benefits	Demotion	Benefits to No Benefits Position
New Hire, Temporary	Transfer WITHIN Department	No Benefits to Benefits Position
Re-Employment	Transfer BETWEEN Departments	New Position
Return to work from Disability	Return to work from Workers Comp	Return to work from Military Lv
Return to work from Layoff	Return to work from Personal Leave	Fund/Dept. Change ONLY

Name: _____ Effective Date: _____

Position Class: _____ Job Title: _____

Supervisor (for Kronos): _____

If New Position Resolution # _____ Previously fill by: _____

FOR HUMAN RESOURCES USE ONLY

NEW EMPLOYEES

Rate of Pay	VNA	MERS #¹
Union/Employee Class	Wkrs. Comp	Review Date
RDC	DUES	YES/NO
		Eval (s) Sent

TRANSFER/PROMOTED/DEMOTED EMPLOYEE

Current Rate of Pay	DUES	YES/NO	Review Date
New Rate of Pay	Wkrs. Comp		Employment Type /
Union/Employee Class /	MERS #¹		Benefit Class /
Adjust Service Date	Retirement *		Eval (s) Sent

CODES TO ACTIVATE/CHANGE

Earning	%/\$	Begin Check Date	Deduction	%/\$	Begin Check Date	Time Off Codes	Added
RDC			RDC			BUSINESS DAYS	
VNA¹						COMP TIME	
UEM						HOURS EARNED	
						PERSONAL ONGOING (56/64)	
PRB *			VEB *			PERSONAL 1 ST YEAR (56/64)	
						VACATION	

Department Head Signature

Date

Human Resources Approval

Date

ADJUSTMENT OF SERVICE DATE

Leave Dates: From _____

To: _____

Months: _____

Days Off: _____

Total Days Off

Credit Days

30

Total Days to Be Adjusted

Prev. Adj. Service Date _____

Prev. Seniority Date _____

New Adj. Service Date _____

New Adj. Sen Date _____

Prev. Review Date _____

New Review Date _____