

# YMCA OF SOUTH FLORIDA PERSONNEL ACTION FORM

Please complete and print to acquire approval signatures

| LAST NAME                                                                                                                                                                                                                                                                              |  | FIRST NAME                                                                                                  |  | MIDDLE NAME                |         | EFFECTIVE DATE                           |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------|--|----------------------------|---------|------------------------------------------|--|
|                                                                                                                                                                                                                                                                                        |  |                                                                                                             |  |                            |         |                                          |  |
| <b>ACTION TO BE TAKEN</b>                                                                                                                                                                                                                                                              |  |                                                                                                             |  |                            |         | <b>NAME OF REPLACEMENT HIRE</b>          |  |
| <input type="checkbox"/> <b>New Hire</b><br><input type="checkbox"/> <b>Rehire</b> - Term Date: _____                                                                                                                                                                                  |  | <input type="checkbox"/> <b>Add / Remove Earnings</b><br><input type="checkbox"/> <b>Adjust Allocations</b> |  |                            |         |                                          |  |
| <ul style="list-style-type: none"> <li>Verify the individual has not had a gap in working with the Y for more than 90 days.</li> <li>Verify with HR that the individual is eligible to be rehired, once verified please complete the rehire packet located on UKG homepage.</li> </ul> |  |                                                                                                             |  |                            |         |                                          |  |
| <b>New Hires must be dispositioned to VERBAL OFFER</b>                                                                                                                                                                                                                                 |  |                                                                                                             |  |                            |         |                                          |  |
| <b>PRODUCT LINE</b>                                                                                                                                                                                                                                                                    |  |                                                                                                             |  | <b>REGION</b>              |         |                                          |  |
| <b>DEPARTMENT</b>                                                                                                                                                                                                                                                                      |  |                                                                                                             |  | <b>PROGRAM</b>             |         |                                          |  |
| <b>GRANT</b>                                                                                                                                                                                                                                                                           |  |                                                                                                             |  | <b>PROGRAM SITE</b>        |         |                                          |  |
| <b>Job Title</b>                                                                                                                                                                                                                                                                       |  |                                                                                                             |  |                            |         |                                          |  |
| <b>Job Code</b>                                                                                                                                                                                                                                                                        |  |                                                                                                             |  | <b>Hours Per Week</b>      |         |                                          |  |
| <b>Pay Rate</b>                                                                                                                                                                                                                                                                        |  | \$ _____ per _____                                                                                          |  | <b>Training Rate</b>       |         |                                          |  |
| <b>FLSA Classification:</b>                                                                                                                                                                                                                                                            |  | <b>Exempt (Salary)</b>                                                                                      |  | <b>Non-Exempt (Hourly)</b> |         |                                          |  |
| <b>Employment Status:</b>                                                                                                                                                                                                                                                              |  | <b>Full-Time</b>                                                                                            |  | <b>Part-Time</b>           |         | <input type="checkbox"/> <b>Seasonal</b> |  |
| <b>Supervisor:</b>                                                                                                                                                                                                                                                                     |  |                                                                                                             |  | <b>Passport Lead:</b>      |         |                                          |  |
| <b>Secondary Positions</b>                                                                                                                                                                                                                                                             |  |                                                                                                             |  |                            |         |                                          |  |
| <b>Job Title #2:</b>                                                                                                                                                                                                                                                                   |  |                                                                                                             |  |                            |         |                                          |  |
| <b>Job Code</b>                                                                                                                                                                                                                                                                        |  |                                                                                                             |  | <b>Pay Rate</b>            |         | \$ _____ per _____                       |  |
| <b>Job Title #3:</b>                                                                                                                                                                                                                                                                   |  |                                                                                                             |  |                            |         |                                          |  |
| <b>Job Code</b>                                                                                                                                                                                                                                                                        |  |                                                                                                             |  | <b>Pay Rate</b>            |         | \$ _____ per _____                       |  |
| <b>ADD EARNINGS</b>                                                                                                                                                                                                                                                                    |  |                                                                                                             |  |                            |         |                                          |  |
| <b>Auto Allowance</b>                                                                                                                                                                                                                                                                  |  |                                                                                                             |  | <b>Biweekly Amount:</b>    |         |                                          |  |
| <b>Cell Phone Allowance</b>                                                                                                                                                                                                                                                            |  |                                                                                                             |  | <b>Biweekly Amount:</b>    |         |                                          |  |
| <b>Mileage</b>                                                                                                                                                                                                                                                                         |  |                                                                                                             |  | <b>Amount:</b>             |         |                                          |  |
| <b>Relocation</b>                                                                                                                                                                                                                                                                      |  |                                                                                                             |  | <b>Amount:</b>             |         |                                          |  |
| <b>Will new hire be driving on behalf of the Y on a regular basis?</b>                                                                                                                                                                                                                 |  |                                                                                                             |  |                            |         | <b>Yes    No</b>                         |  |
| <b>REMOVE EARNINGS</b>                                                                                                                                                                                                                                                                 |  |                                                                                                             |  |                            |         |                                          |  |
| Auto Allowance                                                                                                                                                                                                                                                                         |  | Cell Phone Allowance                                                                                        |  |                            | Mileage |                                          |  |
| <b>ADJUST ALLOCATIONS</b>                                                                                                                                                                                                                                                              |  |                                                                                                             |  |                            |         |                                          |  |
| ____ % PL: ____ Reg: ____ Dept: ____ Prgm: ____ Grant: ____    ____ % PL: ____ Reg: ____ Dept: ____ Prgm: ____ Grant: ____                                                                                                                                                             |  |                                                                                                             |  |                            |         |                                          |  |
| <b>AUTHORIZATION</b>                                                                                                                                                                                                                                                                   |  | <b>Print Name</b>                                                                                           |  | <b>Signature</b>           |         | <b>Title</b>                             |  |
| Hiring Manager/Director                                                                                                                                                                                                                                                                |  |                                                                                                             |  |                            |         |                                          |  |
| Supervisor of Hiring Manager/Director                                                                                                                                                                                                                                                  |  |                                                                                                             |  |                            |         |                                          |  |
| VP / COO                                                                                                                                                                                                                                                                               |  |                                                                                                             |  |                            |         |                                          |  |

Comments: