

TOWNSHIP OF PARSIPPANY - TROY HILLS

Request for Personnel Action

Name Ramona J. Ortiz Effective Date 12-5-16
Dept. Administration Title Keyboarding Clerk I Date 11/29/16

CHECK PERSONNEL ACTION DESIRED:

- () Provisional Appointment () Unclassified
- () Temporary Appointment () Permanent
- () Part Time () Seasonal Full Time

For Personnel & Auditing Use	
Labor Grade _____	Step _____
Salary Range _____	
Annual Rate \$ _____	
Bi-weekly Rate \$ _____	
Hourly Rate \$ _____	
Social Security Number _____ - _____ - _____	

- () Vacation from _____ To _____ No. of Days _____
- () Sick Leave From _____ To _____ No. of Days _____
- () Personal Day _____
- () Title Change From _____ To _____
- () Salary Change () Suspension () Separation () Other (specify)

Reason for Request new Hire 54,000.⁰⁰
Keyboarding Clerk I

Ramona J. Ortiz
Signature of employee if originating from employee

Approvals: Ellen [Signature] Remarks:
Department Head / Division Head

Mayor

Business Administrator [Signature]

Personnel Files [Signature]
OK 12/5/16