City of Northampton
Report of Personnel Action – HRD2

EFFECTIVE DATE OF CHANGE _____

EMPLOYEE NAME: _____ **EMPLOYEE #** _____

ACTION:

Appointment/New Hire	☐	Appt. Additional Pos.	☐	Transfer	☐	Promotion	☐
Name/Address Change	☐	Shift Change	☐	Pay Adjustment	☐	Reinstatement	☐
Separation	☐	Change in Skill Pay	☐	Suspension	☐	Leave of Absence	☐

DEPARTMENT INFORMATION (CURRENT):		DEPARTMENT INFORMATION (NEW):	
DEPARTMENT\DIVISION		DEPARTMENT\DIVISION	
POSITION TITLE		POSITION TITLE	
POSITION#		POSITION#	
BARGAINING UNIT		BARGAINING UNIT	
GRADE		GRADE	
STEP		STEP	
SALARY		SALARY	
ORG.#		ORG.#	
OBJ.#		OBJ.#	

APPOINTMENT:

# Regular scheduled hours per week	**OR**	Intermittent hours
Permanent (lasting > 6 months)	**OR**	Temporary (lasting < 6 months)

SEPARATION:

Resignation	☐	Retirement	☐	Termination	☐	Lay Off	☐
Appointment Expired	☐	Deceased	☐	Other (explain below)			

LEAVES OF ABSENCE:

Suspension	☐	Leave of Absence	☐	FMLA	☐	Lay Off	☐
- *Investigatory*	☐						
- *Disciplinary*	☐	With Pay	☐	Without Pay	☐		
Start Date				End Date			

EXPLANATION/DETAIL:

AUTHORIZATIONS (as required):

_____ Date: _____   _____ Date: _____
Department Head   Human Resource Director

IMPORTANT – please complete the next page…

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For Information Technology Purposes

EMPLOYEE NAME: _____ **DEPARTMENT:** _____

Position/Job Title: _____

Adding Service [_____] *if adding service please state who is being replaced* _____

Removing Service [_____]

Date of Service to be Added or Terminated: _____

Phone Service [_____]   **Phone Number** _____

Computer Hardware:

Desktop PC [_____]	Laptop [_____]	Monitor [____] - size _____ *Standard size is 20"* - Dual monitors [_____]	Printer [_____] - Networked Printer [____] - Desktop Printer [_____]
Scanner [_____]	Other (explain below)		

Software/User Accounts:

Microsoft Office Suite [__]	Adobe Pro [__]	GeoTMS [__]	Munis [____]
City Website [__]	ArcGIS [__]	Gmail [____]	Laserfiche [____]
Vueworks [__]	Other (explain below)		

Northamptonma.gov Website Access:

Website account [_____]	Permission Levels *For a description of each level click here (must be logged into website to see)*
	- Owner [_____]
	- Publisher [_____]
	- Author [_____]

Please indicate the main email distribution groups the employee should be added to or removed from:

Munis Users Group [____]	Financial Management Team [____]	Department Head Group [_____]
City Website [____]	GeoTMS [____]	Other (explain below)

Depending on the selections made above IT may schedule training sessions prior to activating a new user.

An email must be sent to Emergency Dispatch to add or remove an employee to the Employee Emergency Alert Notification Group.

EXPLANATION/DETAIL, IF NEEDED:

AUTHORIZATIONS (as required):

_____ Date: _____   _____ Date: _____
Department Head   IT Director

HRD2 - Revised 7/11/03, 9/16/15