

CITY OF WAUKESHA
HUMAN RESOURCES POLICY / PROCEDURE

SUBJECT:

Personnel Transaction Notice

ISSUED:

4/14/04

NO:
B-5

SUPERCEDES:

10/9/98

PAGE: 1
OF: 1

Purpose

The Personnel Transaction Notice (PTN) was designed to provide a standardized method for supervisory personnel to request the execution of authorized personnel actions: to include but no limited to: appointments (new hires), salary and hourly rate changes, promotions, transfers, demotions, classification changes, terminations, etc. This form can also be used for record changes such as address and phone number changes.

The PTN is used to determine and track human resource needs, planning and directing recruitment activities, position control and provides the required information for Affirmative Action compliance. It acts to provide a budgetary control mechanism for both staffing and cost reporting.

Procedure

PTN's should be initiated by the immediate supervisor and then forwarded for department head signature and Human Resources Manager approval prior to the effective date of the requested action. PTN's may be initiated at a higher level than the immediate supervisor but will not be processed without the authorization of the Human Resources Manager.

Adopted this _____ day of _____, 2004

Approved this _____ day of _____, 2004

Mayor

ATTEST:

City Clerk/Treasurer