

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

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| SUBJECT: PERSONNEL TRANSACTION NOTICE (PTN) | Issued: 11/14/13 11/10/16 | No: B-5 |
| | Supersedes: 2/11/04 11/14/13 | Page: 1 of 1 |

The Personnel Transaction Notice (PTN) form is designed to provide a standardized method for supervisory personnel to request the execution of authorized personnel action such as: appointments, salary changes, promotions, transfers, classification changes, terminations, retirements, etc.

The PTN is used to determine and track human resource needs, planning and directing recruitment activities. Most importantly, signed PTN's document authorized personnel changes and assist in position control. It acts to provide a budgetary control mechanism for both staffing and cost reporting.

This form also can be used to record changes, such as phone number and address changes. In the case of address and/or telephone number changes, the staff member should notify the Library ~~Administrative Assistant~~ Special Projects Coordinator, who will complete the updated PTN.

PTNs should be initiated by the immediate supervisor who will provide the pertinent information to the Library ~~Administrative Assistant~~ Special Projects Coordinator or ~~Bookkeeper~~ Financial Planning Analyst prior to the effective date of the requested action, so the PTN can be completed. The PTN will be signed by the staff member and initialed by the appropriate supervisor, if applicable.

The form will be forwarded to the City Payroll Office, and a copy will be placed in the employee's personnel file.