

REPORT OF ADDITIONS (MUST BE COMPLETED ON PINK PAPER)

DEPARTMENT _____

DIVISION _____

PAY PERIOD ENDING _____

Distribution:

____ Personnel
 ____ Retirement
 ____ File

EMPLOYEE NO.	EFFECTIVE DATE	NAME	JOB TITLE	CLASS CODE	WAGE RATE	ORIGIN	STATUS	PT FT	SEX	RACE	COST CTR.	BARG UNIT

CODES:

ORIGIN:

Open (New Hire)
 Promotion
 Transfer

O
 P
 TRF

Re-employed
 Reduction
 Return to Work

RE
 RD
 RW

STATUS:

Permanent
 Temporary
 Seasonal
 Interim
 Provisional

P
 T
 S
 I
 PV

SEX:

Male
 Female

M
 F

RACE:

White
 Black
 Oriental
 Hispanic
 Am. Ind.
 Other

W
 B
 O
 H
 AI
 OTH

Full-time
 Part-time

FT
 PT

PREPARED BY: _____