

VINELAND ELEMENTARY SCHOOL DISTRICT

Personnel Transaction Document

Certificated	<input type="checkbox"/>
Classified	<input type="checkbox"/>
Non-Classified	<input type="checkbox"/>
Temporary	<input type="checkbox"/>
Substitute	<input type="checkbox"/>

<input type="checkbox"/>	Employment Change of Status Separation
<input type="checkbox"/>	
<input type="checkbox"/>	

Employee Name Employee Number

Employment					
Position	<input type="text"/>	Effective Date	<input type="text"/>	Transfer Years	<input type="text"/>
Status	<input type="checkbox"/> Probationary <input type="checkbox"/> Substitute	<input type="checkbox"/> Temporary			
Salary/Wage Schedule	Range Colum	<input type="text"/>	Salary/Wage (\$)	Annual Salary	<input type="text"/>
Remarks:	<input type="text"/>				

Change of Status					
Current Position	<input type="text"/>	<input type="text"/>	Current Range	<input type="text"/>	Current Colum
New Position	<input type="text"/>	<input type="text"/>	New Range	<input type="text"/>	New Colum
Current Status	<input type="checkbox"/> Probationary 1	<input type="checkbox"/> Permanent	<input type="checkbox"/> Substitute		
	<input type="checkbox"/> Probationary 2	<input type="checkbox"/> Temporary	<input type="checkbox"/> Other		
New Status	<input type="checkbox"/> Probationary 1	<input type="checkbox"/> Permanent	<input type="checkbox"/> Substitute		
	<input type="checkbox"/> Probationary 2	<input type="checkbox"/> Temporary	<input type="checkbox"/> Other		
Effective Date	<input type="text"/>	Remarks <input type="text"/>			

Separation					
Position	<input type="text"/>	Salary/Wage	Annual	Hourly	<input type="text"/>
	<input type="checkbox"/> Voluntary	<input type="checkbox"/> Involuntary	Effective Date <input type="text"/>		
Unused Sick Days	<input type="text"/>	Unused Vacation		<input type="text"/>	
Reason	<input type="text"/>				
Remarks	<input type="text"/>				

Certification:

Superintendent or Designee

Date