

Action Being Audited

☐ Probational ☐ Promotion ☐ Demotion ☐ Non-competitive Reemployment ☐ Promotion Reemployment

Effective Date of Action: _____ Action Reason: _____ Contract Type: _____
(Must be perm – promotion only)

Employee Name: _____ Personnel Number: _____

Previous Job Title: _____ Previous Salary: _____ Previous Pay Level: _____

New Job Title: _____ New Salary: _____ New Pay Level: _____

Timely LaGov HCM Entry: Yes No Date: _____ Pay Reason: _____

6.5(g) Verification: Yes No N/A Pay Over Midpoint: Yes No N/A

SER Policy: Yes No N/A Accurate Pay Calculation: Yes No

Appointing Authority Approval: Yes No Appointee in Correct Promotional Zone: Yes No

Certification for Compliance: Yes No N/A Salary Reduction at least 7% (Demotion): Yes No

Eligible for Non-competitive Reemployment: Yes No Letter of Understanding (Demotion): Yes No N/A

DPRL Check: Yes No N/A DPRL Check Date: _____

Position #: _____ Effective Date: _____ Timely: Yes No Supervisory: Yes No

AA Signature: Yes No N/A (Duplicate) _____

****updated every 5 years/1 year supervisory level****

Job Posting Dates: _____

Requisition #: _____ Date Created: _____ Offer Date: (if hire is outside 90 days) _____

Application/Qual Docs: Yes No Date Submitted: _____ Test Score: _____
(app not required: ENF, La Careers profile—Demotion, NCR)

Eligible/Referral List: Yes No N/A MQ Met: Yes No N/A MQ Initials: Yes No N/A

Timely Hire Authorization: (N/A for paper agencies) Yes No N/A Date: _____

Transcript/Diploma/GED/License: Yes No N/A
(if used or needed for qualifying experience)