

# PERSONNEL ACTION NOTICE

CONFIDENTIAL

☒ New Hire ☐ Change ☐ Separation

BARAJAS RUDY R

Last Name First Name MI

Effective Date: 04/04/2022

Branch: 030-BMT Department: Parts

SSN: 625-84-0938

3851 10ST. N/A

Employee ID: 111111

Address Apartment

PORT ARTHUR Texas 77642

Telephone: (210) 488-5149

City State Zip

PLEASE COMPLETE ONLY THE APPROPRIATE SECTION BELOW

## NEW HIRE: FILL OUT ALL INFORMATION FOR PROPER NEW HIRE SET-UP

Hire Reason: New Hire Employment Status: Full-time Temporary

Supervisor: BLAKE SHURTLEFF DL Number: B12304514 State: Kentucky

DOB: 07/06/1995 Sex: Male Ethnic Code: Hispanic or Latino Marital Status: Single

Job Title: FRONT COUNTER SALES Starting Rate: \$16.00 per hour

Bonus or Commission Plan? Neither Bonus Level: Other:

## CHANGE: CHOOSE THE APPLICABLE OPTIONS & EXPLAIN IN THE REMARKS SECTION IF NECESSARY

☐ Branch: From: To: Supervisor:

☐ Department: From: To:

☐ Pay: From: per To: per

Pay Change Reason:

☐ Job Title: From: To:

☐ Employment Status: From: Full-time Temporary To: Full-time Temporary

Remarks: HIRED THROUGH EXPRESS PRO.

## SEPARATION:

Hire Date: Last Day Worked: Separation Date:

Type: Reason: Eligible for Rehire? ☐ Yes ☐ No

Remarks:

RECOMMENDED DATE APPROVED DATE AUTHORIZED DATE