State of Alabama
Unified Judicial System

Form PERS-26A Rev. 9/26

# PERSONNEL ACTION

EFFECTIVE DATE OF ACTION

☐ Appointment
☐ Change
☐ Separation

**PART I. – TYPE OF ACTION (check One)**

| APPOINTMENT | CHANGE | SEPARATION |
|---|---|---|
| ☐ 1. Original<br>☐ 2. Promotion<br>☐ 3. Reinstatement<br>☐ 4. Temporary<br>☐ 5. Trainee<br>☐ 6. Demotion<br>☐ 7. Reassignment<br>☐ 8. Emergency<br>☐ 9. Confidential | ☐ 10. Prob. Salary Increase<br>☐ 11. Annual Merit Raise<br>☐ 12. Special Salary Increase<br>☐ 13. Name Change<br>☐ 14. Suspension<br>☐ 15. Return from Suspension<br>☐ 16. LWOP<br>☐ 17. Return from LWOP<br>☐ 18. OTHER<br>☐ 28. Tax Change<br>☐ 31. Status Change Only<br>☐ 47. Change Address<br>* If different from originally reported date. | ☐ 19. Resignation**<br>☐ 20. Job Abandonment<br>☐ 21. Dismissed<br>☐ 22. Layoff**<br>☐ 23. Retirement<br>☐ 24. Expiration of Temp. Appointment<br>☐ 25. Termination without Prejudice**<br>☐ 26. Death<br>**Items 19, 22, & 25 – is re-employment recommended?<br>☐ Yes ☐ No |

| | | | | |
|---|---|---|---|---|
| **A** | FROM | Position Number | Name (Last, First, MI) | Soc. Sec. Number |
| | TO | Position Number | Name (Last, First, MI) | Soc. Sec. Number |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **B** | FROM | Job Code | Class Title | Pay Rate | Grade | Step | Part-time Hrs./Wk | Funding State ☐ Grant ☐ Reimbursement ☐ |
| | TO | Job Code | Class Title | Pay Rate | Grade | Step | Part-time Hrs./Wk | Funding State ☐ Grant ☐ Reimbursement ☐ |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **C** | FROM | Street Address | City | State | Zip Code | Sex | Race | Date of Birth |
| | TO | Street Address | City | State | Zip Code | Sex | Race | Date of Birth |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **D** | FROM | Pers. Stat. | Vet. Stat. | Ed. Code | D.O.S. | UJS Service Date | Total Service Date | Longevity Date | Merit Salary Date |
| | TO | Pers. Stat. | Vet. Stat. | Ed. Code | D.O.S. | UJS Service Date | Total Service Date | Longevity Date | Merit Salary Date |

| **PART II. – SEPARATION PAY INFORMATION** | **PAYROLL** | **HR** | **PART III. – AOC USE ONLY** | |
|---|---|---|---|---|
| 1. Hours in pay status during pay period of term | | | 1. Federal Tax Status | |
| 2. Annual Leave hours due employee. | | | 2. State Tax Status | |
| 3. Sick Leave hours due retiring employee. | | | 3. Health Insurance | |
| 4. Personal Leave Day | | | 4. Retirement | |

**PART IV. – REMARKS & APPROVAL – APPOINTING AUTHORITY**

(Please give explanation and check one of the boxes below)

☐ Reimbursement for payment will be mailed to Payroll Department each pay period with timesheet (This option is REQUIRED for Overtime Timesheets).
☐ Reimbursement for payment will be invoiced quarterly if approved by AOC Finance Department.

**PART V. – REMARKS & APPROVAL – AOC USE ONLY**
(Explain any actions which are not self-explanatory)

HR Audit Signature:_____ Date:_____ Payroll Audit Signature:_____ Date:_____

| APPOINTING AUTHORITY: Typed Name & Title | Date | APPROVED BY: Typed Name & Title | Date |
|---|---|---|---|
| | | **Vonda C. Sanders, UJS HR Director** | |
| Signature | | Signature | |

**PLEASE READ PRIOR TO COMPLETING FORM**

## PART I

**Effective Date of Action:**

**Appointments** should, if possible, be set on the first work day of pay period. However, if circumstances require earlier appointment, please be aware that in order for the employee to be paid on the regular payroll for the current pay period, this form must reach the AOC no later than noon of the Wednesday following the end of the pay period, or the employee will be paid on a supplemental payroll, which will **generally result in a late payment**.

**Probationary Salary Increase** (Item 10) shall be effective the beginning date of the pay period following the completion of the probationary period.

**Annual Merit Raise** (Item 11) shall be the beginning date of the first full pay period in the month of the merit salary date.

**Special Salary Increase** (Item 12) will be the beginning date of a pay period.

**Name Change** (Item 13) may be the date the Personnel Action form is prepared, or the date of the change.

**For other actions**, the effective date is determined generally by the associated facts, for example, the first day of leave without pay (LWOP) or suspension, or the day the employee returns from LWOP or suspension. On retirement, the last day of the month prior to the month of retirement. For other separations, the last day in pay status.

**General Instructions**: On original appointments, please make an appropriate entry in the shaded "To" block of the form. On all other actions, please complete the following white "From" blocks to fully identify the employee:

Position Number
Name
Social Security Number

Thereafter, only items being changed need be completed, but always complete both the "Form" and "To" blocks of any item changed.

## INSTRUCTIONS ON SPECIFIC ITEMS

### PART I – SECTION A

**Position Number**: A nine digit number consisting of an expense accounting code, country and unit codes, and the actual position number; for example, 3-01-100-002.

**Name:** Enter exactly as shown on employee's security card, last name first.

**Social Security Number**: No employee may be placed on the payroll without a social security number.

### PART I – SECTION B

**Job Code**: The number identifying the classification, as taken from the class specification.

**Class Title** : The title of the classification approved for the position.

**Pay Rate** : The semi-monthly rate of pay, or hourly rate, if paid by the hour.

**Grade**: A two digit number identifying the salary range assigned to the classification in the pay plan.

**Step**: The number of the step in the pay range for the pay rate as shown in the pay plan.

**Part – time**: Enter the total hours per week that the employee will work, for example, "20'. Enter N/A for full-time employees. Enter IRREGULAR if applicable.

**Funding** : Check funding source for this position.

### PART I – SECTION C

**Sex**: Enter "F" for female and "M" for male.

**Race**: Enter the Race Code, as appropriate, from the following codes:

1. White
2. Oriental
3. American Indian
4. Black
5. Hispanic

### PART I – SECTION D

**Personnel status Code**: Enter the appropriate code from the following code index.

| | | | |
|---|---|---|---|
| 00 | Probationary (Confidential) | 05 | Emergency |
| 01 | Probationary (Merit) | 06 | Permanent (confidential) |
| 02 | Temporary | 07 | Leave without Pay |
| 03 | Trainee | 08 | Elected Officials |
| 04 | Permanent (Merit) | 09 | Appointed Officials |

**Education Code**: Enter the appropriate code from the following code index:

1. Less than high school
2. High school graduate or GED equivalent
3. High school and business school and/or community college.
4. B.A. or B.S.
5. Masters
6. PhD or Law Degree

**D.O.S**: Enter projected date of separation for temporary and emergency appointments only.

**UJS Service Date:** On original, reinstatement, and confidential appointments, enter date of appointment to Court Service, exclusive of any other State service.

**Total Service Date:** On original, reinstatement and confidential appointments, enter the date of original employment in State Service. Leave this block blank for temporary and emergency appointments. This date will be adjusted one day forward for each day of suspension.

**Longevity Date:** To be completed by AOC.

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**Merit Salary Advancement Anniversary Date:** On original, reinstatement and confidential appointments, enter the date of appointment. Leave this block blank for temporary and emergency appointments. This date will be adjusted one day forward for each consecutive calendar day of LWOP in excess of 15 and one forward for each day of suspension. This date will be changed to coincide with the effective date of any subsequent merit raise approved for the employee. And for a raise upon promotion.

**For all forms needed to accompany personnel actions contact AOC.**