

**TEXAS LEGISLATIVE COUNCIL
Personnel Action Form**

Name: _____
(Last) (First) (Initial)

Request for: ☐ Approval To Employ ☐ Transfer ☐ Approval to Post
☐ Promotion ☐ Work Schedule Change ☐ Resignation
☐ Merit Increase ☐ Reclassification ☐ Retirement
☐ One-Time Merit Payment ☐ Demotion ☐ Other: _____

Effective Date: _____

Employment Date (TLC): _____

Present	Proposed
Division/Section: _____	Division/Section: _____
Position: _____	Position: _____
Seq. No.: _____	Seq. No.: _____
Salary: _____ (Monthly) (Annual)	Salary: _____ (Monthly) (Annual) (Change)

Last Promotion, Merit Increase, or One-time Merit (if applicable)			
Date of Last Action: _____ Complete the appropriate section below for last promotion, merit increase, or one-time merit.			
<u>Promotion</u>		<u>Merit Increase or One-time Merit</u>	
To: _____ Position Title	Salary (monthly) _____	To: _____ Salary (monthly) _____	
From: _____ Position Title	Salary (monthly) _____	From: _____ Salary (monthly) _____	
		One-time Merit: _____ Amount	
Remarks (For salary increase, attach salary increase justification form)		Payroll	
		Payroll Rec'd (Initial/Date): _____	
		Job Class (new): _____	
		Position No. (prev.): _____	
		Reason Code: _____	

Approval			
Requested by: _____ Date	Budget Approval: _____ Date		
Division Director: _____ Date	Exec Director/Exec Director Designee: _____ Date		