



City of Northampton

Report of Personnel Action – HRD2

EFFECTIVE DATE OF CHANGE _____

EMPLOYEE NAME: _____ EMPLOYEE # _____

ACTION:

Appointment/New Hire	Appt. Additional Pos.	Transfer	Promotion
Name/Address Change	Shift Change	Pay Adjustment	Reinstatement
Separation	Change in Skill Pay	Suspension	Leave of Absence

DEPARTMENT INFORMATION (CURRENT):		DEPARTMENT INFORMATION (NEW):	
DEPARTMENT\DIVISION		DEPARTMENT\DIVISION	
POSITION TITLE		POSITION TITLE	
POSITION#		POSITION#	
BARGAINING UNIT		BARGAINING UNIT	
GRADE		GRADE	
STEP		STEP	
SALARY		SALARY	
ORG.#		ORG.#	
OBJ.#		OBJ.#	

APPOINTMENT:

# Regular scheduled hours per week	OR	Intermittent hours
Permanent (lasting > 6 months)	OR	Temporary (lasting < 6 months)

SEPARATION:

Resignation	Retirement	Termination	Lay Off
Appointment Expired	Deceased	Other (explain below)	

LEAVES OF ABSENCE:

Suspension	Leave of Absence	FMLA	Lay Off
- Investigatory			
- Disciplinary	With Pay	Without Pay	
Start Date	End Date		

EXPLANATION/DETAIL:

AUTHORIZATIONS (as required):

_____ Date: _____ Human Resource Director Date: _____
 Department Head

IMPORTANT – please complete the next page...



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For Information Technology Purposes

EMPLOYEE NAME: _____ **DEPARTMENT:** _____

Position/Job Title: _____

Adding Service _____ *if adding service please state who is being replaced*

Removing Service _____

Date of Service to be Added or Terminated: _____

Phone Service _____ **Phone Number** _____

Computer Hardware:

Desktop PC	Laptop	Monitor	Printer
Scanner	Other (explain below)	- size _____ Standard size is 20"	- Networked Printer - Desktop Printer
		- Dual monitors	

Software/User Accounts:

Microsoft Office Suite	Adobe Pro	GeoTMS	Munis
City Website	ArcGIS	Gmail	Laserfiche
Vueworks	Other (explain below)		

Northamptonma.gov Website Access:

Website account	Permission Levels <i>For a description of each level click here (must be logged into website to see)</i>
	- Owner
	- Publisher
	- Author

Please indicate the main email distribution groups the employee should be added to or removed from:

Munis Users Group	Financial Management Team	Department Head Group
City Website	GeoTMS	Other (explain below)

Depending on the selections made above IT may schedule training sessions prior to activating a new user.

An email must be sent to Emergency Dispatch to add or remove an employee to the Employee Emergency Alert Notification Group.

EXPLANATION/DETAIL, IF NEEDED:

AUTHORIZATIONS (as required):

Department Head

IT Director