



AUDITOR - Personnel Action Request

The purpose of this form is to record approval to change employee information in SAP's PA40 form. Actions that require approval include employee status changes, such as:

- Add a new employee
- Change an employee's position (e.g., promotion)
- Change an employee's compensation (e.g., due to merit increase)
- Employee separation

This form does not approve the above actions themselves, but instead approves the changing of employee data in SAP. The above actions must be approved by the City Auditor.

Employee Information

Name: _____ Personnel Number: _____

Current Position: _____ Division: _____

Personnel data change requested:

Please describe the requested change

Signatures

Requester _____ Date _____

Approver _____ Date _____

City of Portland

1221 SW 4th Avenue, Room 130, Portland, OR 97204

(503) 823-4079

www.portlandoregon.gov/auditor

