

# Personnel File Cover

**Name:** \_\_\_\_\_ **SSN** \_\_\_\_\_

**Changes** (First Line is Hire Date information/ Last line is Term Information)

Date	New Position	New Pay	Authorized by	Notes

**Consultation Record:** (both verbal & written consultations must be documented)

Date	Verbal or Written	Issue

**Vacations Taken**

From Date	Return Date	Type	Details

**Circle one**  
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