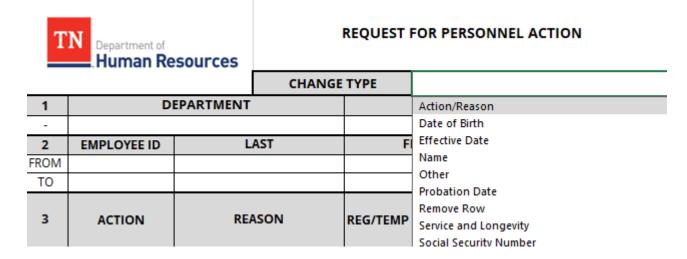The Request for Personnel Action (201) form serves as a request and record for corrective action.

1. Select the change type.

REQUEST FOR PERSONNEL ACTION

TN Department of **Human Resources**

	CHANGE TYPE			
1	DEPARTMENT			Action/Reason
-				Date of Birth
2	EMPLOYEE ID	LAST	FI	Effective Date
FROM				Name
TO				Other
				Probation Date
3	ACTION	REASON	REG/TEMP	Remove Row
				Service and Longevity
				Social Security Number

- o Action/Reason
- o Date of Birth (*Requires copy of driver license or birth certificate*)
- o Effective Date
- o Name (*Requires copy of Social Security Card*)
- o Other
- o Probation Data
- o Remove Row
- o Service and Longevity
- o Social Security Number (*Requires copy of Social Security Card*)

2. Fill in required fields (shown in blue) and additional fields if needed.

REQUEST FOR PERSONNEL ACTION

TN Department of **Human Resources**

		CHANGE TYPE		Probation Date		
1	DEPARTMENT		DIVISION/UNIT			
-						
2	EMPLOYEE ID	LAST	FIRST	MI	EFFECTIVE DATE	
FROM						
TO						
3	ACTION	REASON	REG/TEMP	OFFICER CODE	EMPL CLASS	PROBATION DATE (if applicable)
FROM						
TO						

3. Save or Export to Adobe PDF and obtain signatures.

    a. File > Save as Adobe PDF > select "actual size" > convert to PDF > Name and Save in desired location.
    b. File > Export > Create Adobe PDF >select "actual size" > convert to PDF > Name and Save in desired location.
    c. File > Print > In printer select "Microsoft Print to PDF" > Print > Name and Save in desired location.

4. Submit to ARC via email. ARC will return signed copy to be placed in employee file.

Formatting Information:
- Worksheet is protected and just allows for data entry
- Empl id: set to 00######
- Reg/Temp: drop down based on Edison options
- Officer Code: drop down based on Edison options
- Position #: requires eight digits
- Position & Person Class Code: requires 6 digits
- SSN: set to always format as ### - ## - ####
- Sex: drop down based on Edison options
- Marital Status: drop down based on Edison options