



CHECKLIST FOR DEMOTION (Disciplinary Action)

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name
Department		

REQUIRED

- [Job Action Request \(JAR\)](#)
- [Employment Status and Wage Notification](#)

Copy of signed Order of Disciplinary Action
(first and signature page)

REQUIRED (IF APPLICABLE)

- [Underfill Agreement](#)
- [Bilingual Forms](#)

[Personal Information/Emergency Contacts](#)

Incomplete Packets Will Be Returned