



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

# EMPLOYMENT STATUS AND WAGE NOTIFICATION

Action Type
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Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name			
Department		Department ID	Position No.	Effective Date	
Union Code		Job Code	Job Code Title		
Salary Grade	Step	Hourly Rate	Scheduled Hours	Full Time/Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
<b>Position Type*</b> (Select One) <b>Regular:</b> <input type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Recurrent <input type="checkbox"/> Extra Help		<b>Job Status</b> (Check only those that apply) <input type="checkbox"/> Active <input type="checkbox"/> Probationary <input type="checkbox"/> Trainee <input type="checkbox"/> Dual Fill <input type="checkbox"/> Assignment to Vacant Hire Position			

\*Employees in Extra Help, Recurrent, and Unclassified Positions **Do Not** attain Regular Civil Service Status and serve at the pleasure of the Appointing Authority.

**Please refer to applicable Memoranda of Understanding (MOU), Ordinance, Compensation Plan or Personnel Rules for other terms and conditions of employment.**

Hiring Manager or Appointing Authority (Print & Sign)	Date
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Employee (Print & Sign)	Date
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<b>Acknowledgment</b>	
I certify and affirm that the above information was explained to the employee and that form data is accurate. I also confirm Position Type and Job Status above is current and are completed correctly.	
Payroll Specialist (Print & Sign)	Date

Distribution: Original - EMACS-HR (0030)

(Employment Status and Wage Notification)

1<sup>st</sup> Copy – Employee  
2<sup>nd</sup> Copy - Department

This document/form incorporates use of e-signatures in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.