

## **PDR - PERSONNEL DATA RECORD**

1. All fields pertaining to the particular personnel action should be completed. Departments should use the most current PDR when making a change to the employee's record. The use of old forms can result in an employee's record not being updated properly. A duplicate PDR can be ordered by calling the Payroll Control Unit, extension 2879.
2. Change in distribution of salary - Annual salary on C1 Line should equal the total of account charges on C4, C5 and C6 lines. In a change of distribution, the effective date (A1 line) cannot be prior to the Appointment Begin Date (E1 line.) Any change in distribution for a prior fiscal year or an expired appointment requires the completion of a salary reallocation form (see page 49.)
3. The E1 Line indicates the number of exemptions the employee has submitted on the W-4 Form.
4. Separation - Effective date should be the last day worked. Comments box should also indicate the last day worked. Check the reason and enter the number of vacation days due in the G1 section. The original Absence Record must accompany the PDR in order to process the separation.
5. Retirement - Effective date should be the last day of the month prior to the first day of the retirement. i.e. Retirement date 10/01/xx, effective date 9/30/xx. 'Last day worked' should be the last day the employee was physically on the job. Enter reason (09) in the G1 section. The original Absence Record must accompany the PDR.
6. Leave of absence - effective date should be the first day not to be paid. Check the reason and fill in the expected date of return in the F1 section.