

2011-2012 PERSONNEL ACTION REQUEST

A Social Security Number [redacted] First Name [redacted] M.I. [redacted] Last Name [redacted] Sfx. [redacted]

- New Employee (Not employed in Assembly since January 1, 1983)—Complete Blocks A, B, C, D, F, G, I, and J.
Reinstated/Reappointed (Previously employed in Assembly since January 1, 1983)—Complete Blocks A, B, C, D, F, G, I, and J.
Transfer (Employee transferring from one Member/Unit to another Member/Unit)—Complete Blocks A, B, C, D, F, G, I, and J.
Salary Adjustment (No change in Payroll Designation)—Complete Blocks A, C, E, I, and J. B for Title Changes.
Change of Employment Dates and/or Payroll Designation—Complete Blocks A, B, C, D, F (If applicable), G (If applicable), I, and J.
Personnel Actions not Affecting Allocations—Complete Blocks A, B, C, I, and J as needed.
Terminations, Resignations, Leave Without Pay—Complete Blocks A, H, I, and J as needed.

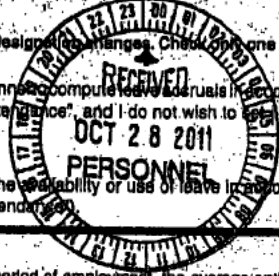
B Member/Unit: Vito Lopez (B45)
Job Title: Legislative Counsel (Title Code)
Payroll Designation: [X] Annual Full Time (A) [ ] Annual Legislative (L) [ ] Annual Part Time (P) [ ] Session (S)
Supervisor: [redacted] Designated Time Sheet Supervisor: [redacted]
Public Information Address: [X] Other 434 South 5th St. (Must be a District Office address or other official Assembly address)
Work Address: 434 South 5th St. Brooklyn NY 11211 Tel #: (718) 963-7029
Mailing Address: 250 Broadway (Must be a District Office address or other official Assembly address)

C Term of This Employment Authorization
Beginning Date: 10/20/11
End Date: [ ] 12/31/11 [X] 12/31/12 [ ] Other

D Salary
Annual Full Time (A), Annual Legislative (L) or Annual Part-Time (P) Payroll: \$55,000 Annual Salary Rate
Session (S) or Temporary (T) Payrolls: Total Salary Amount for the period of employment

E Salary Increase/Decrease
New Annual Salary Rate (Applies to A, L, P Payroll types only) Amount: \$
Salary Adjustment for Period Specified in Block C (Applies to any payroll type) Amount: \$ [ ] Increase [ ] Decrease

F Leave Accruals
I authorize the Assembly Human Resources Department/Minority Administration and Personnel to compute leave accruals in accordance with the "Rules and Regulations Relating to the Crediting and Reporting of Time and Attendance", and I do not wish to opt out of the availability or use of leave.
This is mandatory for all S, T Payrolls and optional for A, L, P Payrolls. I will complete a Time Bank Form for this employee. (Check this box if you wish to limit the availability or use of leave in accordance with the "Rules and Regulations Relating to the Crediting and Reporting of Time and Attendance".)



G Benefits Eligibility
For Annual Part-Time (P), Session (S) and Temporary (T) Payrolls, please estimate over the period of employment, the average anticipated hours per pay period. Note: Limited benefits are available to employees on the Session "S" and Temporary "T" Payrolls.

H Termination, Resignation, Leave without Pay
Check the appropriate box and explain under "Reason" below: [ ] TERMINATION [ ] RESIGNATION [ ] LWOP [ ] OTHER
Please enter anticipated date of return:
Ending Date: Mo. Day Yr. Reason/Name of New Employer if State Agency:

I APPOINTING AUTHORITY/DEPARTMENT HEAD SIGNATURE X [Signature] Date: 10/28/11
Appointing Authority/Department Head Name (please type) Vito Lopez (Unit Code)

J Remarks: