

# **Staff Action/Follow Through Report**

(Hot Sheet)

CF/F-9 Revised 11/03

(mandatory)

Whenever a staff member has a change in their personal employment record to report (e.g. name change, address change, etc.), a Staff Action/Follow Through Report should be completed either directly by the employee or by the employee's supervisor. This should be done within one week of the change.

1. Staff should completely fill out the top portion of the form that indicates the name of the employee this change pertains to.
2. Check the appropriate action box for the change.
3. Write a concise and complete description of the new information being submitted.
4. The person completing the form needs to sign at the bottom.
5. The originator of the form keeps the pink copy; the yellow copy is sent to the delegate; and the white copy needs to be forward to the Grantee.
6. The Grantee will review the form, request any additional information, and then enter the form into the computer when sufficiently complete.