

Use this form to report a new assignment or change of assignment, also to report change in wage/salary and supervisor data. Use to report changes in locator data such as building, room, and work phone.
Do not use this form to report personal or employment data changes

1. Action Requested Start Asgmt Change Supervisor Data Other
 End Asgmt Change Locator Data

2a. Name _____ 2b. Colleague ID Num _____
Exact spelling not required if correct Colleague ID or SSN entered in 2b. Primary means of identification

3a. Asgmt Position Num _____ 3b. Asgmt Title _____ 3c. Asgmt Wage/Salary _____
Required in all cases Not required if a valid position is entered in 3a. Wage/Sal Calc form may be required.

4a. Asgmt Start Dt _____ 4b. Reason for Starting Asgmt
 New Hire/Re-hire Promoted to Other Position
 Additional Asgmt Demoted to Other Position
 Asgnd Other Position
4c. Asgmt is in a Regular Status Temporary Status
If position is temporary, asgmt must be temporary

5a. Asgmt End Dt _____ 5b. Reason for Ending Asgmt
 Employment Ended Position expired
 Expiration of Temp Asg
5c. _____

6a. Supervisor ID _____ 6b. Supervisor name _____ 6c. _____
Not required if Colleague ID provided in 6a.

Locator data provided by employee may not always coincide with the assigned position location data.

7a. Location 01 District 10 Dale Mabry 20 Ybor City 30 Plant City 40 Brandon 50 South Shore
 31 MacDill

7b. Building _____ 7c. Room _____ 7f. Check Distribution Code (Pay Station)
 DO District DM Dale Mabry YB Ybor City PC Plant City
7d. Office Phone _____ 7e. Office Fax _____ BR Brandon SS South Shore HOM Home SEC Security

8. Justification, explanation, other data not shown above:

Unit Administrator/Manager		Human Resources	
9a. Printed Name and Signature	9b. Date	Approved by / Date	Input by / Date

Distribution: Original – Personnel Record; Copy – Requesting Official, Employee, Payroll

INSTRUCTIONS FOR COMPLETING THE HRAR-2

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Action	Description	Data required in the following blocks
Start Asgmt	Individual being assigned to a position.	1, 2a, 2b, 3a, 3b (if 3a blank), 3c, 4a, 4b, 4c, 6a, 6b (if 6a blank), 7a thru 7e, 7f (if new hire), 8 (if necessary), 9a, 9b.
End Asgmt	Individual being relieved of a specific assignment. If it is the only asgmt held, then separation (HRAR-1 required.)	1, 2a, 2b, 3a, 3b (optional), 5a, 5b, 8 (if necessary), 9a, 9b.
Change supervisor	Individual being assigned to another supervisor but is not changing position.	1, 2a, 2b, 3a, 3b (if 3a blank), 6a, 6b (if 6a blank), 7a thru 7f (optional), 8 (if necessary), 9a, 9b.
Change locator data	Individual's work location is changing.	1, 2b, 2f, 7a thru 7e (as necessary), 8 (if necessary), 9a, 9b.
Other		1, 2a, 2b, 3a, 3b (if 3a blank), 4a thru 8 (as necessary), 9a, 9b.

Changes pertaining to actions other than that marked in block 1 may be reported. However, data for required blocks for each action, as shown above, must be provided.

Authentication: Form must be signed and dated by an authorized person, normally the unit administrator or manager.