



Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

SENIORITY REVIEW FORM

INSTRUCTIONS: Submit this form to request a review of any discrepancies identified during a seniority roster audit. All supporting documentation must be attached to this form. Forward the completed form to: DHR, Client Services Division, 44 Gough Street, San Francisco, CA 94103.

SECTION 1 – EMPLOYEE INFORMATION		
REQUESTED BY	DATE SUBMITTED TO DHR	TELEPHONE NUMBER
CURRENT JOB CODE	CURRENT JOB TITLE	WORK LOCATION

SECTION 2 – SENIORITY INFORMATION

1. List all appointment or seniority dates that you believe are incorrect and provide what you believe are the correct seniority dates in the table below. Please state the sources of your information (i.e. PeopleSoft seniority report, Local 21 website, your memory of events, etc.).

CLASS #	EMPLOYEE NAME & TITLE	TYPE OF DATE (CHECK ONE)	INCORRECT DATE & SOURCE OF INFORMATION	CORRECT DATE & SOURCE OF INFORMATION
		<input type="checkbox"/> CITYWIDE SENIORITY DATE <input type="checkbox"/> DEPARTMENT SENIORITY DATE <input type="checkbox"/> APPOINTMENT DATE		
		<input type="checkbox"/> CITYWIDE SENIORITY DATE <input type="checkbox"/> DEPARTMENT SENIORITY DATE <input type="checkbox"/> APPOINTMENT DATE		
		<input type="checkbox"/> CITYWIDE SENIORITY DATE <input type="checkbox"/> DEPARTMENT SENIORITY DATE <input type="checkbox"/> APPOINTMENT DATE		
		<input type="checkbox"/> CITYWIDE SENIORITY DATE <input type="checkbox"/> DEPARTMENT SENIORITY DATE <input type="checkbox"/> APPOINTMENT DATE		

2. Please list documentation that will support the information stated above. Attach copies of all supporting documentation.

3. List any other discrepancies identified on a seniority roster in the space below. Describe the reasons you believe the data is incorrect. Use the back of this page if necessary. Attach copies of all supporting documentation.

SECTION 3 – FOR DHR USE ONLY			
DATE REC'D BY DHR	REVIEWED BY	DATE REVIEW COMPLETED	ACTION(S) TAKEN