Exceptional Allocation Reporting Worksheet

Date: _____

Department: _____

Personnel Officer: _____

Phone #: _____

PMD Analyst: _____

Reporting Period _____

Total Department Employees _____

(all department employees including Temp Help, Limited Term, Retired Annuitants, etc.)

☐ Mark box if no changes reported this month

No.	N/C/E[1]	Incumbent	Classification	Position Number	Date Approved	Reason For Exception	Loaning Department[2]	Comments
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

[1] (N) New, (C) Change, (E) Existing

[2] Complete only when using a department-specific class

Note: Highlight the lines that are being amended/added