Personnel Transaction Document | Office of the Governor

Reset Form

Effective Date:

Position Data:

Position No. **Class** **Slot** ☐ **exempt** ☐ **non-exempt** ☐ **travel required**

Classification Title

Location (Div, Dept, or Office) **Band**

Budget Detail:

INDEX	PCA	FY	% Time	% State	% Federal	% Other

Previous Position Data *(if applicable)*:

Position No. **Class** **Slot** ☐ **exempt** ☐ **non-exempt** ☐ **travel required**

Classification Title

Location (Div, Dept, or Office) **Band**

Budget Detail:

INDEX	PCA	FY	% Time	% State	% Federal	% Other

Transaction:

☐ Hire Action ☐ Salary Change ☐ Update Position Description
☐ LWOP ☐ Request to post Vacancy ☐ Funding Level Change
☐ Separation ☐ Create New Position ☐ Request to Reclassify Position
☐ EPMS Rating ☐ FMLA Other:

Remarks/ Justification:
(300 char. max.)

Employee Data:

Employee Name (Last, First, MI) **Social Security No.**

Hire Action Type and Status

Type:
☐ New Hire ☐ Internal Reassignment
☐ Commercial Temp ☐ Promotion
☐ Demotion ☐ Dual Employment
☐ Other: ☐ Transfer From:

Status:
☐ Permanent ☐ Full-Time
☐ *Temporary ☐ Part-Time
☐ Temp-Grant
☐ Time-Limited
*hrs./wk: #wks

Salary Data

Reason:
☐ Performance ☐ Additional job duties/ responsibilities
☐ Promotion ☐ Additional skills/ knowledge
☐ Reclassification
☐ Merit Increase ☐ Other

Salary:
Current Salary:
New Salary:
☐ Minimum ☐ Above Minimum
Percent/Amount Change /

Employee Performance Management System

EPMS Type:
☐ Probationary Other:
☐ Trial
☐ Annual

Performance:
☐ Exceptional
☐ Successful
☐ Unacceptable

☐ ***Leave Without Pay*** ☐ ***FMLA***

Beginning Date/Time /
Ending Date/Time /

Total Number or Hours/Mins:
*Include additional information under remarks (Attach FMLA Form)

Separation: ☐ **Permanent** ☐ **Temporary** ☐ **Temp. Grant** ☐ **Time Limited**

Reason:
☐ Resignation ☐ TERI
☐ Dismissal ☐ Transfer to other Agency
☐ Retirement ☐ Termination of Temporary Employment
☐ Death
Other:

Leave:
☐ Transfer to (Agency):
☐ Pay out: Annual Leave

Division Director Date

Deputy Chief of Staff for Administration Date

Director of Human Resources Date

Director of Administration Date

Payroll
SABAR
HRIS
Personnel Computer
Personnel Liaison
Offer Letter