

# SHRO Transaction Request Form-*Green Sheet*

1.  **ADVERTISE:** (Positions are posted to the State's website at no cost. Use remarks section for special instructions.)  
a)  TAG Dept  Statewide Internal  Public  
(Present State employees of this agency.) (State employees in all agencies.) (Open to anyone)  
b)  Career Builder (Paid recruitment options. Requires a 503 form.) **Hiring Manager Work Phone:** \_\_\_\_\_  
c)  Closing Date: \_\_\_\_\_  Ongoing until further notice.
2.  **EMPLOYEE TRANSACTIONS:** (Requisition #, if applicable. \_\_\_\_\_)  
a)  Hire  Promotion  Transfer  Demotion  
b)  Resignation  Dismissal  End of Temporary  Abandonment  
c)  Leave of Absence (Attach Doctor's statement, Military Orders and/or explanation): From: \_\_\_\_\_ Return: \_\_\_\_\_  
d) Other (Specify)
3.  **POSITION:** (Position description submitted electronically and signed original attached):  Yes  No  
a)  New Position  Reclassification  Transfer  Temporary Upgrade

4.  **FUNDING:** SGF \_\_\_\_\_% OTHER \_\_\_\_\_% **Task Group** \_\_\_\_\_ **Task Profile:** \_\_\_\_\_

5. **EFFECTIVE DATE:** (Beginning of pay period may be required) **Estimated (Worksite)** \_\_\_\_\_ **Actual (SHR)** \_\_\_\_\_

6. **Name:** \_\_\_\_\_ **Employee ID:** \_\_\_\_\_ **Timesheet Approved by:** \_\_\_\_\_

7. **Job Title:** \_\_\_\_\_ **Position #:** \_\_\_\_\_ **Supv. Pos#:** \_\_\_\_\_ **Uses Timekeeper:**  Yes

- a)  **Classified**  **Unclassified**  
b)  **Temporary** w/Benefits  **Temporary** no Benefits  
c)  **Full-time**  **Part-time-%**  **999 hours**  
d)  **Supervisory**  **Confidential**  **Union Covered** \_\_\_\_\_

8. **Division:** \_\_\_\_\_ **Dept. ID #:** \_\_\_\_\_

9. **Salary Range/Step:** \_\_\_\_\_ **Salary/Hourly Wage:** \_\_\_\_\_ **M&T**  Yes **Standby (opt):**  Yes

10. **Shift:** \_\_\_\_\_ **Work Schedule:** \_\_\_\_\_ **Computer Access:**  Yes

11. **Clearances Required:**  Confidential (CAC ID Only)  Secret  
 Top Secret  Top Secret with Sensitive Compartmented Info.

12. **Pre-employment::**  Drug Screen  Physical

13. **Remarks:** \_\_\_\_\_

14. **Approvals:**

\_\_\_\_\_  
Budget/Fiscal Officer/Date

\_\_\_\_\_  
Department Head/Date

\_\_\_\_\_  
SHR Director/Date

## **A Green Sheet is required by HR for the following issues:**

- **Termination** -separation checklist and supervisor exit interview needs to be provided to HR after last day.
- **Dismissal** -separation checklist and supervisor exit interview needs to be provided to HR after last day.
- **Retirement** (employee resignation form needs to be attached. Please provide to HR as soon as employee notified Manager of resignation) - separation checklist and supervisor exit interview needs to be provided to HR after last day.
- **End of Temporary**
- **Resignation of Employee** (employee resignation form needs to be attached. Please provide to HR as soon as employee notified Manager of resignation) - separation checklist and supervisor exit interview needs to be provided to HR after last day.
- **Leave of Absences** – (FMLA/Medical leave for more than 5 days, Military Leave more than 5 days)- HR needs copies of Dr. statements, Military Orders need to be attached
- **Return from Leave of Absences** – Medical releases and Military Orders need to be attached
- **Change in shift**
- **Change in days worked**
- **Temporary duty changes** – PD Needs to be attached
- **Change in employee position number**
- **Change in funding sources**
- **Hiring of new employee**
- **Promotion/transfer**
- **Change from full-time/part-time status**
- **Change of Departments**
- **Reclassification of position**- New Position Description must be attached
- **Change in job duties** – new position description must be attached
- **Change in employee pay**
- **Change in security clearance requirements** – position description must be attached