

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) _____

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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