

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