

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 (TAG State Employees only) Statewide Internal (State employees in all agencies.) Public (Open to the Public)
b) Career Builder *(Paid recruitment options. Requires a 503 form.)* **Hiring Manager Work Phone:** _____
c) Closing Date: _____ Open until Filled.

2. **EMPLOYEE TRANSACTIONS:** *(Requisition #, if applicable. _____)*

3.
a) Hire Promotion Transfer Demotion
b) Resignation Dismissal End of Temporary
c) Leave of Absence *(Attach Doctor's statement, Military Orders and/or explanation):* Start: _____ Return: _____
d) Other (Specify)

4. **POSITION:** *(Updated Position Description must be submitted electronically to SHRO)*

- New Position Current Position Transfer Reclassification Temp Reclassification

5. **FUNDING:** SGF _____% OTHER _____% Task Group _____ Task Profile: _____

6. **EFFECTIVE DATE:** _____ *(Beginning of pay period may be required)*

7. **Name:** _____ **Employee ID:** _____ **Timesheet Approved by:** _____

8. **Job Title:** _____ **Position #:** _____ **Supv. Pos#:** _____

- a) Classified Unclassified Work Location: _____
b) Regular w/Benefits Temporary w/Benefits
c) Full-time Part-time % 999 hours/Temp/no Benefits
d) Supervisory Confidential Union Covered _____

9. **Division:** _____ **Dept. ID #:** _____

10. **Salary Range/Step:** _____ **Salary/Hourly Wage:** _____ **M&T** Yes **Standby (opt):** Yes

11. **Shift:** _____ **Work Schedule:** _____ **Computer Access:** Yes

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

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

14. **Reason for Request:** _____

15. **Approvals:**

Budget/Fiscal Officer/Date

Department Head/Date

State Comptroller/Date

SHR Director/Date