

TRANSFER/PROMOTION/PT-to-FT PAPERWORK CHECKLIST

NAME OF EMPLOYEE _____

EMPLOYEE TRANSFERRING: OUT ____ IN ____

EMPLOYEE NO: _____ RECORD No: ____

RECEIVED	DESCRIPTION OF FORM OR DOCUMENT	EXPLANATION
	At-will Status Acknowledgement	Management/Confidential Only
	Deputy Oath (Sheriff – Sworn)	For sworn job classifications-County Clerk Form 13
	Promotion more than 5% increase (Manager Only)	Memo when applicable
	Personnel Action Form – PAF	Report is generated from PeopleSoft
	Union Deduction Form – If applicable	Revised 7-2012

SPECIAL PAYS, ETC...		REQUIRED MEMO/ ETC... IF APPLICABLE
<u>PLEASE INDICATE ON PAF IF CONTINUING OR ENDING ANY ADDITIONAL PAYS</u>		

CURRENT WORK ACCOMODATIONS	NO <input type="checkbox"/>	YES <input type="checkbox"/>
FORWARD TO NEW DEPARTMENT	NO <input type="checkbox"/>	YES <input type="checkbox"/>

IS EMPLOYMENT TRANSFER PART TO FULL TIME?		IF YES COMPLETE THIS SECTION – IF NO CONTINUE TO NEXT SECTION
RECEIVED	DESCRIPTION OF FORM OR DOCUMENT	EXPLANATION
	Universal Benefit Enrollment Form	PT to FT Only To add/change dependent information-Revised 10-08
	Deferred Compensation – Enrollment packets from Mass Mutual. These packets are available from the CEO-Risk Management Division Employee Benefit Website.	Required for new Management/Confidential employees only. The forms are in the back of the packet.
	Personnel Action Form – PAF	Report is generated from PeopleSoft
	Is employee a retired County Employee?	If Yes – complete the hiring a retiree checklist

DEPARTMENT TO COMPLETE

Received Copy of Application Form	YES <input type="checkbox"/>	Requisition Number:	Exam Plan:
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PLEASE SUBMIT ALL FORMS TOGETHER TO THE CHIEF EXECUTIVE OFFICE/HUMAN RESOURCES UNIT

Effective 6-29-13 All Benefit Forms Should Be Sent Directly Via Groupwise E-Mail to: CountyBenefits@stancounty.com

Prepared by:	Department:
Date of Completion:	Name of Payroll Clerk: