## South Carolina Department of Public Safety

## Personnel Action Request

**SECTION I – TYPE OF ACTION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Effective Date /  /  | Position #       | Pos Type | Org Unit      | HR #K050      | HR # Description |
| Employee’s Name | Personnel #      | Section # and Name      | Supervisor’s Name and Position #      |
| [ ]  Fill Vacancy | [ ]  Salary Increase  | [ ]  Movement Between Agencies  |
| [ ]  Hire Temporary  | [ ]  Salary Decrease  | [ ]  Work Schedule Change |
| [ ]  Separation | [ ]  Merit Increase | [ ]  Create New Org Unit |
| [ ]  Going on LWOP  | [ ]  Reassignment into New Position | [ ]  Move Org Unit |
| [ ]  Return from LWOP  | [ ]  Lateral Reclassification | [ ]  Add Role(s) |
| [ ]  Suspension  | [ ]  Transfer to New Org Unit/New Supervisor | [ ]  Delete Role(s) |
| [ ]  Account # Change(s) | [ ]  W/C Option  | [ ]  FLSA Update (IT0007) |
| [ ]  Source of Funds Change | [ ]  Military Leave   | **[ ]**  Other |
| **Remarks:** |

**SECTION II – REQUEST TO POST**

|  |  |  |  |
| --- | --- | --- | --- |
| Choose One **[ ]** Permanent Position **[ ]** Temporary Position | Choose One **[ ]**  5 Days [ ]  10Days **[ ]** 7 Days **[ ]**  Other | Choose One **[ ]** Internal Only  **[ ]**  External | Weeks Requested (Temporary)  |
| Class Title | Class Code | Internal Title/Rank (optional)  | Position Vacated by      |
| Salary Range      | Band      | Recommended Hiring Range | Date Vacated /  /  |
| Department Head’s Signature | Date       | Director’s Signature **(For Posting Only)** | Date       |

**SECTION III – INFORMATION UPDATE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position#      | Org Unit      | Section #      | Supervisor’s Name and Position #      | Internal Title/Rank      |
|  | Band      | Class Code      | Requested Classification Title      | Hours Per Week      |
| Work Phone      | Work Schedule Code      | HR # Description      | HR#      |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Fund Center | SAP Fund | Functional Area | SAP Grant # | St / Fed / Other | % |
| To |  |  |  **K050\_** |  |  |  |
| From |  |  | **K050\_** |  |  |  |
| To |  |  | **K050\_** |  |  |  |
| From |  |  | **K050\_** |  |  |  |
| To |  |  | **K050\_** |  |  |  |
| From |  |  | **K050\_** |  |  |  |

## SECTION IV – SALARY / BUDGET /ACCOUNT INFORMATION

|  |
| --- |
| Present Salary$  |
| % Increase/Decrease  |
| Dollar Amount$  |
| Proposed Annual Salary$  |

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Director’s Signature | Date | Chief Financial Officer’s Signature | Date |

**SECTION V – OFFICE OF HUMAN RESOURCES USE ONLY**

|  |  |  |
| --- | --- | --- |
| Verified NCIC/DL Check  |  Posting Number  | **Approved Salary** **$** |
| HR Classification & Compensation | Date / /  |
| HR Director’s Signature  | Date / /  |

|  |
| --- |
| **Approval** |
| Agency Director’s Signature | Date / /  |

**Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Examined by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Human Resources Payroll**