

**IDAHO DEPARTMENT OF CORRECTION
Personnel Action Request**

Employee Name:		SS#:	Work Location:
Effective Date:	PCN:	Job Title:	Hiring List #:
Pay Grade:	Pay Grade Minimum Rate	Employee Current Rate	Requested Rate *

Fiscal Impact Statement is required with all PARs except Separations * Requires Approved FIS/Hire by Exception if above Hiring Guidelines

A. NEW HIRE: Initial Appointment Rehire Reinstatement Transfer from another Agency
 Full-time Permanent Position **or** Part-time Permanent Position at ____ Hours per Week
 Temporary Appointment **NOTE:** Temporary employees cannot work more than 1385 hours per year
 Check one of the choices below:
 Working 40 hours per week full-time with benefits (not to exceed 8 months)
 Working ____ hours per week part-time with benefits (must be at least 20 hours per week)
 Working ____ hours per week or less part-time without benefits (19 or less hours per week)

THE FOLLOWING ITEMS HAVE BEEN SENT TO HRS:
 Background Investigation Questionnaire with Form H Drug Test Confirmed

FORMS TO BE SUBMITTED WITH PAR:
 Fiscal Impact Statement & Approved Hire by Exception Coded Hiring List
 Conditional Offer of Employment License, Certification, Etc.
 Interview Questions and Answers (Form C) New Employee and Benefit Enrollment Forms

List any missing forms and give explanation _____

B. POSITION CHANGE:
 Department Transfer From PCN _____ Location _____ To PCN _____ Location _____
 Promotion or Re-classification Attach Coded Hiring List
 Acting Appointment Attach Acting Appointment Agreement
 Voluntary or Disciplinary Demotion Attach Voluntary Demotion Agreement or LODA
 Other Action – Explain and attach appropriate form or document _____

C. SEPARATIONS:
 Resignation Letter Retirement Letter Termination Letter Verbal Only
 Reason for Separation: _____
 Recommend for re-hire? Yes No Reason _____

D. REMARKS: _____

E. AUTHORIZATION: (Route in order for signatures)
 Originator _____ Date _____
 Manager/Warden _____ Date _____
 Human Resource Director _____ Date _____

HR Only
Log in
Missing Items
E-mail Mgr/Supv
HELPDESK
IPOPS
E-Verify
EC Log
BG Log
If R2 – RS118

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