



DOCUMENTATION REQUIRED FOR HR ACTION REQUESTS

New Hire/Promotion/Reinstatement/Transfer

- DHHS HR Action Request Form
- Justification Memo
- Employment Application
- Vacancy Announcement (except acting promotion)
- Equity Analysis (Adapted from the Current Month LMS Equity Report)
- Salary Qualification Worksheet
- Cross Agency Verification Report (BOBJ - BP002 or BP004)
- Licensure screenshot from credentialing board, if applicable

Acting Pay

- DHHS HR Action Request Form
- Justification Memo
- Old & New Signed Updated Position Descriptions
- Equity Analysis (Adapted from the Current Month LMS Equity Report)
- Salary Qualification Worksheet
- Cross Agency Verification Report (BOBJ - BP002 or BP004)
- Licensure screenshot from credentialing board, if applicable
- Current Org Chart
- Proposed Org Chart
- Proposed End Date for Acting Pay

In-Range Adjustment

- DHHS HR Action Request Form
- Applicable In-Range Form
- Justification Memo
- Salary Qualification Worksheet (required for Equity increases only)
- Equity Analysis (Adapted from the Current Month LMS Equity Report)
- Old & New Signed Updated Position Descriptions
- Current Org Charts
- Proposed Org Chart (If Changing)

Delayed Promotion/Reallocation (Balance)

- DHHS HR Action Request Form (HRAF)
- Justification Memo
- Copy of Original Action/PCR Notes Documenting Balance
- Copy of Original Approved Freeze Release or DHHS HRAF Documenting Balance

Reallocation

- DHHS HR Action Request Form
- Justification Memo
- Analyst Notes
- Old & New Signed Updated Position Descriptions
- Current Org Chart
- Proposed Org Chart
- Equity Analysis* (if filled - Adapted from the Current Month LMS Equity Report)
- FLSA Test