

DIVISION OF ADMINISTRATIVE SERVICES



TRANSACTIONS
TRAINING

AGENDA

Hire Above Minimum Memo

- Salary
- Approvals
- Offer Letter

Hiring Packet

- Checklist
- Temp Agreement
- Application
- Personnel Information Form
- Sending Packet to DAS HR

DOP Cutoff Dates Calendar

DEPTD, ADDR, ATTR and EMER Documents

Review

Questions

YOU'VE
CHOSEN A
CANDIDATE,
AND YOU
ARE READY
TO MAKE A
JOB OFFER!

- Once you have made your decision of whom you want to hire, you will need to complete the proper steps to obtain approval.
- First, you will want to decide what salary you are wanting to offer. If you are offering the standard salary, you will not need to obtain further approval as you received approval to post and hire before you posted the position.
- If you are hiring above the minimum of the paygrade, you will need to obtain approval from your Central Office and the Cabinet Secretary's Office before you can make the offer.

4 HIRE ABOVE MINIMUM MEMO

- You will need to make sure the following information is indicated on the letter:
 - Memo must be on your Agency letterhead.
 - Add the employee's name, job title and the salary you are requesting.
 - In the body of the memo, justify why you are requesting to hire above the minimum.

Please make sure you include details explaining the additional experience the employee has achieved to justify the request.

State of West Virginia
Department of Homeland Security
Division of Administrative Services
1124 Smith Street, Suite 2100 Charleston,
WV 25301
(304) 558-2350

JEFF S. SANDY, CFE, CAMS
CABINET SECRETARY

MICHAEL V. COLEMAN
DIRECTOR

To: Jeff S. Sandy, CFE, CAMS
Cabinet Secretary

From: Michael V. Coleman, Director

Date: CURRENT DATE

RE: Hire above Minimum – Internal Promotion

Please find listed below an individual we are requesting to promote with an offer that exceeds the minimum required step increase for paygrade(s) outlined in the Division of Personnel's Pay Plan Policy.

1.	JOB TITLE	SALARY

The Division of Administrative Services, Justice and Community Services is respectfully requesting to promote Ms. EMPLOYEE into our vacant JOB TITLE position. The entry level salary of the position is \$SALARY to a range of \$SALARY. Ms. EMPLOYEE has a current hourly position of \$HOURLY which calculates to an annual salary of \$ANNUALLY in the JOB TITLE. However, she has over 5 years' experience exceeding the minimum required qualifications which could justify up to a 50% increase. We have offered a 15% increase over her current pay as a result of her additional experience and continued value to our agency.

Approved/Denied
Michael V. Coleman
Director

Approved/Denied
Date

For: Jeff S. Sandy
Cabinet Secretary
Title

HIRE ABOVE MINIMUM APPROVAL

- **Once you have completed the Hire Above Minimum Memo, you are ready to send it through your Central Office approval chain (*example: Marvin Plumley, Lance Yardley, Lori Lynch, GE McCabe, Denny Dodson etc.*)**
- **Once it is sent to your Central Office, they will either approve it and forward it to the Cabinet Secretary's Office for approval, or they will let you know it is not approved. Once you have this, you are ready to make the offer.**

6 OFFER LETTER

After approvals are obtained for the Hire Above Minimum Memo, an Offer Letter can be created.

- ✓ **Must be on letterhead**
- ✓ **Must be signed by the employee, dated and the choice checked for accept or decline for the offer stated.**
- ✓ **For hourly pay, it MUST be stated showing cents out to 4 decimal places. (\$24.0385)**
- ✓ **For salary pay, you MUST only state the salary amount in the letter. (\$50,000.00)**

(Facility or Agency Letterhead)

Date

Applicant Name
Street Address
City, ST ZIP Code

Dear Recipient Name:

The [HIRING FACILITY or WORK UNIT] has completed the interview process for the [TITLE] position and has selected you on [DATE] as the best candidate. The [HIRING FACILITY or WORK UNIT] is excited to extend you a tentative offer of employment. This position will be located at [ADDRESS/FACILITY/WORK UNIT] as indicated on job posting [POSTING NUMBER] and your work hours will be [TIME] AM to [TIME] PM. Pending all approvals, your starting salary will be [\$00.0000] per hour. Once the [HIRING FACILITY or WORK UNIT] has received all approvals, [HIRING MANAGER] will contact you with a start date.

We are excited for you to join our team. If you have any questions prior to your start date, please call [HIRING MANAGER] at [PHONE NUMBER]. Once again, welcome to the [HIRING FACILITY OR WORK UNIT].

Please sign below to indicate acceptance or refusal of this offer and return to [HIRING MANAGER] at [ADDRESS].

Sincerely,

[SUPERINTENDENT OR WORK UNIT SUPERVISOR/DIRECTOR]

Applicant Signature

Date

Accept

Decline

7 HIRING PACKET

The hiring packet should contain the following information:

- ✓ **The Temporary Agreement (temp hire only)**
- ✓ **A copy of the Social Security Card and Driver's License (make sure it is signed and copied legibly)**
- ✓ **An up-to-date DOP Application (make sure all PII is redacted such as Social Security number and Date of Birth)**
- ✓ **The Job Posting (along with the Cabinet Approval to post and hire, only exception is a temp)**
- ✓ **The complete Coded Register, must be fully coded in NEO GOV (only exception is a temp)**
- ✓ **The Personnel Information Sheet**
- ✓ **Hire Above Minimum Memo (if applicable)**
- ✓ **Offer Letter, Promotion Letter or Demotion Letter**
- ✓ **DOP V-1 (DAS will take care of sending the V-2 and researching prior employment once the V-1 is received)**
- ✓ **What position number you are wanting to use? It must be a position that is tied to the posting and register you have attached.**
- ✓ **CSI (DCR ONLY, include the first page of the CSI test)**

8 CHECKLIST FOR HIRING/PROMOTING

When sending your hiring packet to DAS HR Request Form for a new hire, temp, rehire, transfer, promotion, demotion or temp to permanent this checklist should always be included.

Utilizing this checklist will ensure that your hiring packet includes every document necessary for DAS to process and avoid delays.

AGENCY / FACILITY NAME: _____

DAS Checklist for Transactions

NEW HIRE TEMP REHIRE TRANSFER

PROMOTE/DEMOTE LATERAL/UNIT CHANGE

TEMP to PERM: FIRST DATE PHYSICALLY WORKING _____

DATE: _____

NAME: _____

REQUESTED EFFECTIVE DATE: _____

SUPERVISOR: _____

POSTING #: _____

POSITION #: _____

PREVIOUS POSITION #: _____

IS EMPLOYEE A MEMBER OF
CERT/K9/CNT or SPECIAL OPS
TEAM? (DCR Only all others N/A): _____

DOCUMENTS ATTACHED: (PLEASE CHECK MARK THE BOXES BELOW OF WHAT YOU HAVE INCLUDED IN THE PACKET)

- TEMPORARY APPOINTMENT AGREEMENT (only if temporary)
- DRIVER'S LICENSE AND SOCIAL SECURITY CARD (must be signed and legible)
- DOP APPLICATION, DEGREE/TRANSCRIPTS
- POSTING (along with Cabinet approval to post/hire) (only exception temp)
- REGISTER must be fully coded in NEO GOV (only exception temp or exempt position)
- PERSONNEL INFORMATION SHEET
- IS THE SALARY ABOVE MINIMUM? (if so, must have Cabinet approval letter)
- OFFER LETTER, PROMOTION LETTER OR DEMOTION LETTER
- DOP V1 (The V2 will be handled within DAS)
- CSI (DCR ONLY Include the first page of the completed CSI Test)

PLEASE SEND THIS FORM WITH EACH TRANSACTION REQUEST

Please note: Do NOT send packets or anything with an attachment to DASHR@wv.gov. They must be submitted through the Google Form, DASHR Request. If the entire packet isn't uploaded into the Google DASHR Request Form, it will be returned and could possibly result in delayed processing.

9 TEMPORARY AGREEMENT

First and foremost, please check the date on the bottom of the Temp Agreement Form to be sure you are using the most up to date version. We are currently using the one Revised April of 2022.

Effective April 4, 2022, it is no longer necessary to renew a Temp Agreement due to being allowed to work unlimited hours. Keep in mind, it is still your responsibility to monitor their hours.

Any employee who regularly works at least 20 hours per week is eligible for insurance as well as the 457 program. Please refer to number 11 on this Temp Agreement. If they do not opt out by signing the waiver, they will automatically be enrolled in the 457 program and have \$10 deducted from each paycheck.



This is to advise you that the employment you are accepting is in a **limited-term temporary** position not covered under the merit system administered by the West Virginia Division of Personnel (DOP).

This position has the following restrictions:

1. There is no guarantee of a minimum number of hours under this temporary appointment.
2. Your temporary employment may end at any time with or without cause.
3. You do not have the right of appeal before the State Personnel Board or Public Employees Grievance Board.
4. You will not accrue sick leave or annual leave.
5. You will not be paid for holidays or other time off due to inclement weather, office closings, etc.
6. Time spent in temporary employment will not count as tenure or service time for any purpose.
7. This time cannot be counted towards the completion of a probationary period if subsequently hired for permanent employment.
8. In order to be appointed to a position covered by the DOP, it will be necessary for you to be selected from a list of applicants certified from a competitive register unless you have previously been certified permanent under the DOP Merit System and are eligible for reinstatement.
9. You are not eligible to participate in the Public Employees Retirement System (PERS).
10. Employees accepting a temporary appointment of more than 2 years will be automatically enrolled in the WV Retirement Plus, 457 Deferred Compensation Plan. Participation is voluntary. If you choose not to participate in the 457 Deferred Compensation Plan, you must decline automatic enrollment on the Participation Agreement form.
11. Employees who regularly work at least 20 hours a week may be eligible for health insurance benefits through the Affordable Care Act (ACA), Health Insurance Marketplace or Public Employees Insurance Agency (PEIA). More information regarding eligibility may be found by visiting the ACA Marketplace website at [Healthcare.gov](https://www.healthcare.gov) or by calling the PEIA, FBMC Service Center at (844) 559-8248.

I certify that I have read and understand the above information and agree to:

1. Comply with applicable agency policy and procedures.
2. Keep all sensitive information confidential.
3. At the time of separation, return all property belonging to the State of West Virginia, which I have under my control or in my personal possession.

Applicant Name Please Print _____

Applicant
Signature _____ Date _____

10

APPLICATION



Review each application for completeness; confirm it is signed, and all information is up to date. The only exception would be the new shortened application for CO 1 employees. This will not have all prior employment information but is still acceptable.



The Division of Personnel no longer accepts revised applications unless they request one, it is important to make sure all work experience is listed accurately with a detailed description of the duties prior to submitting it for processing.



Keep in mind, just because they are on the Register does not mean they automatically qualify. DOP uses an Auto Scoring system.



Please make sure the applicant lists each position they have held separately, even if they have been working at the same place, with no breaks in service.

11 PERSONNEL INFORMATION FORM

This form is needed to make sure we have the correct physical address as well as a mailing address.

Please make sure the form is legible and fill out completely to ensure we are entering the most current and up to date information in the Oasis system.

Revised 4/5/22

WV Division of Administrative Services

Employee Personnel Information

please print clearly

Employee Name: _____

Social Security #: _____ Hire Date: _____

Employee **Physical** Address: _____
(please print clearly)

Employee **Mailing** Address: _____
(if different than Physical address)

County: _____

Home Phone #: _____ Email Address: _____

Date of Birth: _____ Race: _____ Sex: _____

Marital Status: _____

Emergency Contact Information:

Name: _____

Relationship to you: _____

Phone Number(s): _____

****prior to sending to DAS, please ensure that name spelling, address(es) and social security number match what's in Oasis**

12 SENDING THE HIRING PACKET TO DAS HR

Once you have gathered all the information, you will begin filling out your DAS HR Request Form located on your Google drive. This is where you will need to upload your packet. This information will automatically be sent to our spreadsheet, which allows DAS HR to properly track all materials received. Please make you enter the employee's name and not your own.



If this is for a new hire, a position or a salary change, you should receive an email from your contact at DAS, which will confirm the tentative effective date. If you don't receive an email within 2 days reach out to your DAS contact or email DASHR@wv.gov. If it is for any type of leave that needs entered, you will receive a completed ESMT once it is final.



The only information you should be sending to DASHR@wv.gov will be any questions that you may have or anything that doesn't require an attachment.



13

USING THE DAS HR REQUEST FORM TO UPLOAD PACKETS

<https://forms.gle/2hK5PJo5UdFzKJdPA>

DAS HR Request Form (2024)

For questions that do not require an attachment, please email DASHR@wv.gov

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Email*

Record jan.l.doe@wv.gov as the email to be included with my response

Facility *

Choose

Employee First Name*

Your answer

Employee Last Name*

Your answer

Employee OASIS ID Number

If New Hire Packet - Type *N/A*

*

Your answer

Type of Request

(See Request Descriptions below for additional info)

*

Employment/Wage Verifications

Pay Period End Review

Payroll/Benefits

Postings

Separations

Transactions/Employee Relations

Unemployment Claims

Donated Leave

Description of Request *

Choose

Field Notes/Comments/ Questions

Your answer

Upload HR Packet (2024)*

Add file

A copy of your responses will be emailed to lia.l.dyer@wv.gov.

Submit

Clear form

14

DOP CUTOFF DATES CALENDAR

DOP has issued a calendar which advises all agencies on which dates need to be used depending on when we are entering your transaction. We are asked not to stray from these dates.

- ESMT = Employee Status Maintenance
- PSMT = Position Status Maintenance
- PAR = Personnel Action Request
- TESMT = Transfer Employee Status Maintenance
- TRSN = Transition
- TRANI = Transfer In

Cutoff Dates for TRSN, PSMT, ESMT, PAR, & TRANI Transactions

January thru December 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			January 1 HOLIDAY	2	3 ESMTs dated 1/11/25 & 1/13/25 and TRANIs dated 1/25/25 must be to DOP	4
5	6 ***DOP Processing ESMTs dated 1/11/25 & 1/13/25 and TRANIs dated 1/25/25***	7	8	9	10 PAR effective 2/8/25 must be to CPU	11 1st day of new pay period
12	Cutoff for PSMTs dated 1/25/25 TRSNs must be to DOP	14 PSMTs must be dated 2/8/25 or later	15	16	17 ESMTs dated 1/25/25 & 1/27/25 and TRANIs dated 2/8/25 must be to DOP	18
19	HOLIDAY	21 ***DOP Processing ESMTs dated 1/25/25 & 1/27/25 and TRANIs dated 2/8/25***	22	23	24 PAR effective 2/22/25 must be to CPU	25 1st day of new pay period
26	Cutoff for PSMTs dated 2/8/25 TRSNs must be to DOP	28 PSMTs must be dated 2/22/25 or later	29	30	31 ESMTs dated 2/8/25 & 2/10/25 and TRANIs dated 2/22/25 must be to DOP	February 1
2	3 ***DOP Processing ESMTs dated 2/8/25 & 2/10/25 and TRANIs dated 2/22/25***	4	5	6	7 PAR effective 3/8/25 must be to CPU	8 1st day of new pay period
9	Cutoff for PSMTs dated 2/22/25 TRSNs must be to DOP	11 PSMTs must be dated 3/8/25 or later	12	13	14 ESMTs dated 2/22/25 & 2/24/25 and TRANIs dated 3/8/25 must be to DOP	15

15

DEPTD, ADDR, AND ATTR DOCUMENTS

When you receive your completed ESMT from the Transactions Team, your employee will be in the OASIS system. You are now ready to enter your DEPTD, ADDR and ATTR.

Please make sure you are only using capital letters and no punctuation. Also, if you receive a rejected DEPTD, ADDR or ATTR you can edit and correct that same transaction without creating a whole new one.

DEPTD
(DEPARTMENT
SPECIFIC
DATA)

- The DEPTD document will be what drives your employee in KRONOS. If this is not entered along with the ADDR and ATTR, you will not see your employee in KRONOS.

17 DEPTD (GENERAL INFORMATION TAB)

- From – This should always be the first date of the beginning of a pay period unless they are a new employee and then it would be their starting date. NO OTHER EXCEPTIONS
- Department Action – This will always be SUPTI. This stands for Supervisor change.

W O A S I S | Jump to: EPM | Go | Home | Personal

Welcome, SHAWNA CARSON | Time and Leave | Financial Info

Department Specific Data(DEPTD) | Dept: 0608 | ID: 03101900000000017923 | Ver.: 1 | Function: New | Phase: Draft | Modified by carsonsh1, 03/10/2019

Header

Action: No Action Update Delete

General Information | Employment Information | Traveler Information

*Employee ID: 0000001392

Appointment ID:

Name: CARSON, SHAWNA M

Home Department: 0608

*Home Unit: A DMN

Home Unit Desc: A dmin. Office

*From: 02/16/2019

To: 12/31/9999

*Department Action: SUPTI

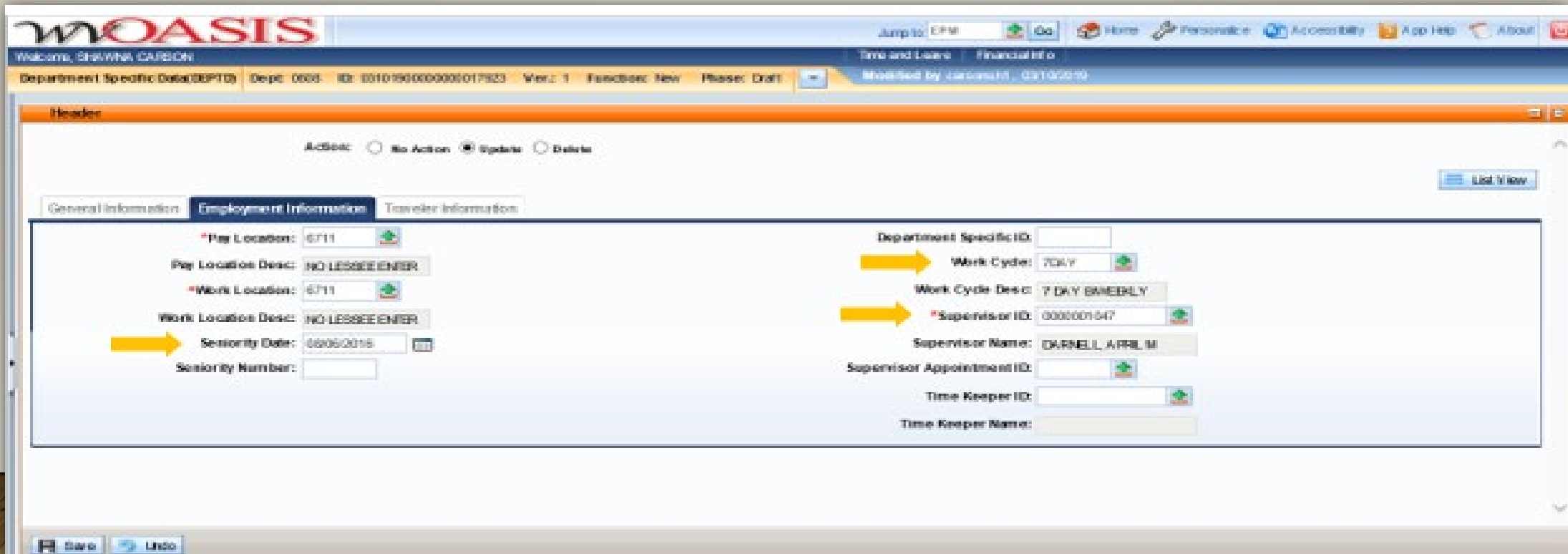
Department Action Desc: SUPTI SD UPDT

Department Action Reason:

Department Action Reason Desc:

18 DEPTD (EMPLOYEE INFORMATION TAB)

- **Seniority Date** – This date will be the date the employee began working for your department.
- **Work Cycle** – Always 7 DAY BIWEEKLY
- **Supervisor ID** – You will only enter the Supervisor ID and never a timekeeper.



19 ADDR (EMPLOYEE ADDRESS)

Data must be entered or you will not see your employee in KRONOS.



Please make sure you are entering information on each of the following tabs:

**Contact
Name Info**

**Home
Address**

**Mailing
Address**

Phone

Email

20 ADDR (CONTACT NAME INFORMATION TAB)

- Preferred First Name
- Preferred Middle Name
- Preferred Las Name
- Preferred Name Suffix – Jr., III, etc.
- From – the first day your employee begins at the agency/facility. For an existing employee, if you are only updating their address, you can change at any time, it will not have to be on a pay period.
- To – always 12/31/9999 (auto populated)
- Private Home – always “YES”

Employee Address(ADDR) Dept: 0623 ID: 0404220000000010984 Ver.: 1 Function: New Phase: Draft Modified by carsonsh1 , 04/04/2022

Employee Address

Action: No Action Update Delete

List View

Contact Name Information Home Address Mailing Address Phone E-mail

* Employee ID: 0000001392

Name: CARSON, SHAWNA M

Preferred Name Prefix:

Preferred First Name: SHAWNA

Preferred Middle Name: M

Preferred Last Name: CARSON

Preferred Name Suffix:

* From: 11/07/2020

To: 12/31/9999

Private Home: Yes

Residency Code: Y

Residency Desc: WV RES

21 ADDR (HOME ADDRESS TAB)

- Street Address (physical address)
- City, State and Zip
- Country
- County

If mailing address is the same as the physical address, put a check mark in the box.

If different, leave box unchecked and go to the “Mailing Address” tab to enter the mailing address.

Employee Address

Action: No Action Update Delete

Contact Name Information **Home Address** Mailing Address Phone E-mail

* Street 1:

Street 2:

* City:

* State/Province:

* Zip/Postal Code:

* Country:

County:

Same Mailing Address?:

22 ADDR (PHONE TAB)

- Phone – Employee’s work phone number
- Type - Work
- Primary Phone – check the box

If you want to add another contact number, you can, but NEVER check it as a Primary Phone.

Employee Address

Action: No Action Update Delete

Contact Name Information Home Address Mailing Address **Phone** E-mail

* Phone: Ext: Type: Primary Phone:

Phone: Ext: Type: Primary Phone:

Phone: Ext: Type: Primary Phone:

Phone: Ext: Type: Primary Phone:

23 ADDR (EMAIL TAB)

- E-mail – primary email should always be wv.gov work email address
- Confirm E-mail – enter the wv.gov email address again for confirmation
- Primary E-Mail – check the box

For an employee’s personal email address, enter it on the second line, never check the box to make it a primary email. Upload your Personnel Information Sheet after redacting the PII information such as social and date of birth.

The screenshot shows the 'Employee Address' form with the 'E-mail' tab selected. The form includes the following elements:

- Action:** Radio buttons for 'No Action', 'Update' (selected), and 'te'.
- Navigation Tabs:** Contact Name Information, Home Address, Mailing Address, Phone, and E-mail (selected).
- E-mail Fields:** Two rows of 'E-mail' and 'Confirm E-mail' input fields.
- Primary E-mail:** Two checkboxes labeled 'Primary E-mail'.

Yellow arrows highlight the 'Update' radio button, the 'E-mail' tab, and the 'Primary E-mail' checkboxes.

ATTR (EMPLOYEE ATTRIBUTES)

- The ATTR document is used to enter the employee attributes such as Social Security Number, Date of Birth, Gender, Ethnicity etc.

25 ATTR (PERSONAL INFORMATION TAB)

- Birth Date
- Social Security Number – Have the copy of the Social Security Card in front of you for accuracy
- Gender
- Conviction
- Citizenship Status
- Ethnicity

The screenshot shows the MOASIS Employee Attributes (ATTR) form for Shawna M. Carson. The form is titled "Employee Attributes" and includes a navigation bar with tabs for "Personal Information", "Education Information", "Veteran Information", and "User Defined Fields". The "Personal Information" tab is active. The form contains several fields with yellow arrows pointing to them, indicating the fields mentioned in the list above:

- Employee ID:** [Redacted]
- Name:** CARSON, SHAWNIA M
- Birth Date:** [Redacted]
- Social Security Number:** [Redacted]
- Place of Birth:** [Redacted]
- Gender:** Female
- Conviction:** No
- Disability:** [Redacted]
- Disability Desc:** [Redacted]
- Citizenship Status:** Natural Citizen
- Marital Status:** M
- Marital Status Desc:** MARRIED
- Date of Death:** [Redacted]
- Ethnicity:** W
- Ethnicity Desc:** WHITE


The form also includes an "Action" section with radio buttons for "No Action", "Update" (selected), and "Delete". The top of the page shows the MOASIS logo, a welcome message for SHAWNIA CARSON, and navigation links for "Time and Leave" and "Financial Info".

26 EMER (EMPLOYEE EMERGENCY CONTACT)

When you first create the document, you will be in the General Information Tab. You will need to verify the name is correct. **NOTHING** should be entered on this tab.

Header

General Information

* Employee ID: 

Name:

27 EMER (CONTACT INFORMATION TAB)

- Contact First Name, Middle Initial, Last Name
- Relationship
- Street Address, City, State, Zip
- County and County

Header
Emergency Contact Total Lines: 1
Employee ID : 000001392 Name : CARSON, SHAWNA M

Contact Information Phone E-mail

Contact Name Prefix:

* Contact First Name: JIMMIE

Contact Middle Name: M

* Contact Last Name: CARSON

Contact Name Suffix:

Contact Description:

Relationship: SPOUS

Primary Contact:

Spouse works for Same Employer?:

Spouse ID:

Name:

Street 1: 1764 FIELDS CREEK ROA

Street 2:

City: WINIFREDE

State/Province: WV

Zip/Postal Code: 25214

Country: US

County: 20

Edit Copy Validate Submit Discard View PDF Print Processing Workflow File Close


EMPLOYEE SELF SERVICE (MYAPPS ACCOUNT)

If an employee needs to change their address, you can instruct them to utilize the Employee Self Service portion of OASIS

28

- They will need to capitalize all the letters in their address, include the county and complete the contact information tab which should list the employee's name and phone number. Please do not include punctuations.
- They may also enter their emergency contact information on the employee self service portal.
- They will need to check their work list afterward for rejected documents that may need corrections.

REVIEW

1. John Doe works for SCRJ and is transferring to MOCC, will you need a copy of the Driver's License and Social Security Card?
 2. If you have a new hire packet or a leave of absence packet, can you send it to DASHR@wv.gov for processing?
 3. If you are wanting to rehire an employee at the salary they were making before they left, what steps will you need to take?
 4. When you select your applicant, do you need to code the entire Register or only down to who you choose?
 5. If the employee is on the Register, does this mean they are automatically qualified for the position?
- 

REVIEW

6. Can you have an offer letter signed and dated prior to the posting closing?
7. Do you have to use capital letters on every DEPTD, ADDR and ATTR?
8. If an employee is currently a temp and you are wanting to roll them to a permanent position, do they have to work on the first day of the pay period?
9. If a Packet is sent down on 02/07/2025 and they are transferring from another agency, which means we will have to process a PAR document, what is the earliest effective date we can use?
10. On January 22 you send a packet to the DAS HR request form for an employee who is brand new and has never worked for the State of WV. What is the earliest date you could expect them to be able to start working?

QUESTIONS OR COMMENTS?

DIVISION OF ADMINISTRATIVE SERVICES