

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

DAS 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. All new hire offers must have the approval memo signed by your Central Office and the Cabinet Secretary's Office.
- If you are hiring above \$75,000.00 you will need to obtain approval from your Central Office, Cabinet Secretary's Office and Governor's Office before you can make the offer

HIRE ABOVE MINIMUM APPROVAL

- **Once you have completed the Hire Memo, you are ready to send it through your Central Office approval chain (*example: Marvin Plumley, Lori Lynch, Tonya Harrison, GE McCabe, Shelby Searls, 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 (\$50,000.0000)

(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 Memo**
- ✓ **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
APPROVAL MEMO signed by Cabinet Office, if request is below \$75,000.00
(above \$75,000.00 signed by the Governor's Office)
- 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 July of 2025.

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.

You are not eligible to participate in the Public Employees Retirement System (PERS). If you are retired from a PERS employer and drawing a monthly annuity, you must have a bona fide separation from service upon retirement prior to accepting temporary employment with a PERS employer. A bona fide separation from service upon retirement means you must have a complete break in employment with any/all PERS employers for at least 60 consecutive days from your effective retirement date (always the first day of the month) and with no prearranged agreement to return to employment with any PERS employer. If this condition isn't met, your retirement will be voided and the gross amount of all annuity payments made to you must be repaid to PERS.



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 West Virginia 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). If you are retired from a PERS employer and drawing a monthly annuity, you must have a bona fide separation from service upon retirement prior to accepting temporary employment with a PERS employer. A bona fide separation from service upon retirement means you must have a complete break in employment with any/all PERS employers for at least 60 consecutive days from your effective retirement date (always the first day of the month) **and** with no prearranged agreement to return to employment with any PERS employer. If this condition isn't met, your retirement will be voided and the gross amount of all annuity payments made to you must be repaid to PERS. For more information please contact the Consolidated Public Retirement Board at (304) 558-3570 or visit their website: <https://www.wvretirement.com/>
10. Employees accepting a temporary appointment of more than 2 years will be **automatically enrolled** in the West Virginia 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:

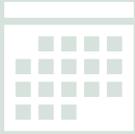
1. Comply with applicable agency policy and procedures.
2. Keep all sensitive information confidential.
3. At the time of separation, return all property belonging to the State of West Virginia, which I have under my control or in my personal possession.

Applicant Name Please Print _____

Applicant Signature _____ **Date** _____

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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.

12 PERSONNEL INFORMATION FORM

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

Please make sure the form is legible and filled 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): _____

Address: _____

13 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 sure 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.



14 USING THE DAS HR REQUEST FORM TO UPLOAD PACKETS

<https://forms.gle/VEqQv3WCu2eCBnFGA>

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

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DAS CUTOFF DATES CALENDAR

DAS 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

PAR = Personnel Action Request

TESMT = Transfer Employee Status Maintenance

TRANI = Transfer In

January 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 HOLIDAY	2	3
4	5 <i>ESMT effective 1/10/26 & 1/12/26 must be to DAS</i>	6	7	8	9 Pay Day	10
11	12 <i>PAR effective 1/24/26 must be to DAS</i>	13	14	15	16	17
18	19 HOLIDAY	20 <i>ESMT effective 1/24/26 & 1/26/26 must be to DAS BY 12 NOON</i>	21	22	23 Pay Day	24
25	26 <i>PAR effective 2/7/26 must be to DAS</i>	27	28	29	30	31

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DEPTD, ADDR, AND ATTR DOCUMENTS

When you receive your completed ESMT from the Staffing Services Team, your employee will be in the OASIS system and the DEPTD, ADDR and ATTR will be completed as well.

Please make sure you review your employee in OASIS to ensure the correct supervisor listed. If the supervisor changed after entry, you will then enter a new DEPTD with the correct supervisor.

DEPTD
(DEPARTMENT
SPECIFIC
DATA)

- **The DEPTD document will be what drives your employee in UKG. If this is not entered, you will not see your employee in UKG. Remember to include the supervisor's name on the DAS Checklist for Transactions.**

18 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:

19 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

The screenshot displays the MOASIS web application interface for the DEPTD (Employee Information) tab. The form is divided into several sections:

- Header:** Includes the MOASIS logo, user name (Shawna Carson), and navigation links (Home, Personalize, Accessibility, App Help, About).
- Department Specific Data:** Shows Dept: 0000, ID: 0010190000000017923, Year: 1, Function: New, Phase: Draft, and Modified by: CARSON, SH, 03/10/2019.
- Actions:** Includes buttons for No Action, Update, and Delete.
- General Information:** Contains fields for Pay Location (6711), Pay Location Desc (NO LESSEE/EMER), Work Location (6711), Work Location Desc (NO LESSEE/EMER), Seniority Date (00000016), and Seniority Number.
- Department Specific Information:** Contains fields for Department Specific ID, Work Cycle (7DAY), Work Cycle Desc (7 DAY BIWEEKLY), Supervisor ID (000001047), Supervisor Name (DARNELL, APRIL M), Supervisor Appointment ID, Time Keeper ID, and Time Keeper Name.

Yellow arrows in the image point to the Seniority Date, Work Cycle, and Supervisor ID fields, highlighting their importance as per the text above.

20 ADDR (EMPLOYEE ADDRESS)

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



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

**Contact
Name Info**

**Home
Address**

**Mailing
Address**

Phone

Email

21 ADDR (CONTACT NAME INFORMATION TAB)

- Preferred First Name
- Preferred Middle Name
- Preferred Last 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

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

22 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?:

23 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:

24 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. Yellow arrows point to the first row's fields.
- Primary E-mail:** Two checkboxes labeled 'Primary E-mail:'. Yellow arrows point to these 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.

26 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:

- Birth Date:** A date input field.
- Social Security Number:** A text input field.
- Gender:** A dropdown menu set to "Female".
- Conviction:** A dropdown menu set to "No".
- Citizenship Status:** A dropdown menu set to "Natural Citizen".
- Ethnicity:** A dropdown menu set to "W".
- Ethnicity Desc:** A text input field containing "WHITE".

Other visible fields include "Place of Birth", "Disability", "Disability Desc", "Marital Status" (set to "M"), and "Marital Status Desc" (set to "MARRIED"). The form also includes an "Action" section with radio buttons for "No Action", "Update" (selected), and "Delete".

27 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:

28 EMER (CONTACT INFORMATION TAB)

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

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- 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?

QUESTIONS OR COMMENTS?

DIVISION OF ADMINISTRATIVE SERVICES