# 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.



JEFFS, SANDY, CFE, CAM-CARNET SCREETARY

### State of West Virginia Department of Homeland Security Division of Administrative Services 1124 Smith Street, Suite 2100 Charleston, WV 25301

(304) 558-23 50



MICHAEL V. COLEMAN

Tα Jeff 8. 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. JOS 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 amual 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 Approved/Denied

Michael V. Coleman Date For Jeff S. Sandy Puts.

Cabinet Secretary

### 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

### OFFER LETTER

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

✓ Must be on letterhead

6

- ✓ 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)

WVDCR Policy Directive 135.00
23 December 2024
Attachment #5
GENERAL DISTRIBUTION

(Facility or Agency Letterhead)

Applicant Signature	Date	Accept	Decline
(SUPERINTENDENT OR WORK	UNIT SUPERVISOR	/DIRECTOR]	
Sincerely,			
Please sign below to indicate ac MANAGER] at [ADDRESS].	ceptance or retusal o	i this otter and r	etum to įmikin
We are excited for you to join our please call (HIRING MANAGER [HIRING FACILITY OR WORK	R) at [PHONE NUME UNIT].	BER]. Once again	n, welcome to the
The [HIRING FACILITY or WC [TITLE] position and has selected FACILITY or WORK UNIT] is exposition will be located at [ADDR [POSTING NUMBER] and your wapprovals, your starting salary will WORK UNIT] has received all applicate.	ed you on [DATE] a xcited to extend you a ESS/FACILITY/WOF vork hours will be [TII 1 be [\$00.0000] per ho	s the best candida tentative offer of RK UNIT] as indica ME] AM to [TIME our. Once the [HIR]	ate. The [HIRIN employment. The ated on job posting a pending a ling for the state of the state
Dear Recipient Name:			
Applicant Name Street Address City, ST ZIP Code			
Date			

### 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.

	DAS Checklist for Transactions
	NEW HIRE ☐ TEMP ☐ REHIRE ☐ TRANSFER
	PROMOTE/DEMOTE LATERAL/UNIT CHANGE
TEM	IP to PERM: FIRST DATE PHYSICALLY WORKING
	DATE:
	NAME:
ı	REQUESTED EFFECTIVE DATE:
	SUPERVISOR:
	POSTING #:
	POSITION #:
IS EI	PREVIOUS POSITION #: MPLOYEE A MEMBER OF
	T/K9/CNT or SPECIAL OPS
	(DCR Only all others N/A):
DOCUM	ENTS 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

itted through the Google Form, DASHR Request. If the entire packet isn't uploaded into t

ACENICY / FACILITY NAME

### 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.



### TEMPORARY APPOINTMENT AGREEMENT

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.
- 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.
- This time cannot be counted towards the completion of a probationary period if subsequently hired for permanent employment.
- 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 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.
- 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.

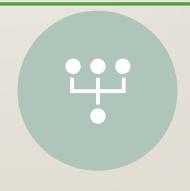
Applicant Name Please Print	
Applicant	
Signature	Date

Form DOP-TA1 Revised April 2022

### 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 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. Re vised 4/5/22

### WV Division of Administrative Services

### **Employee Personnel Information**

please print clearly

Employee Name:		
Social Security #:	н	ire Date:
Employee Physical Address: (please print dearly)		
Employee Mailing Address: (if different than Physical address)		
County:		
Home Phone #:	Email Address:	
Date of Birth:	Race:	Sex:
Marital Status:		
Emergency Contact Information Name:	ation:	
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 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 <u>DASHR@wv.gov.</u> 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 <u>DASHR@wv.gov</u> will be any questions that you may have or anything that doesn't require an attachment.

# USING THE DAS HR REQUEST FORM TO UPLOAD PACKETS

https://forms.gle/2hK5PJo5UdFzKJdPA



### WV DAS HUMAN RESOURCES

### 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  $% \left\{ 1,2,...,n\right\} =0$ 

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

# 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	2	3	4
			HOLIDAY		ESMTs dated 1/11/25 & 1/13/25 and TRANIs dated 1/25/25 must be to DOP	
5	6	7	8	9	10	11
	***D	OP Processing ESMTs d	ated 1/11/25 & 1/13/2	5 and TRANIs dated 1/	25/25***	1st day of new
					PAR effective 2/8/25 must be to CPU	pay period
12	13	14	15	16	17	18
	Cutoff for PSMTs dated 1/25/25 TRSNs must be to DOP	PSMTs must be dated 2/8/25 or later			ESMTs dated 1/25/25 & 1/27/25 and TRANIs dated 2/8/25 must be to DOP	
19	20	21	22	23	24	25
	***DOP Processing ESMTs dated 1/25/25 & 1/27/25 and TRANIs dated 2/8/25***		1st day of new			
	HOLIDAY				PAR effective 2/22/25 must be to CPU	pay period
26	27	28	29	30	31	February 1
	Cutoff for PSMTs dated 2/8/25 TRSNs must be to DOP	PSMTs must be dated 2/22/25 or later			ESMTs dated 2/8/25 & 2/10/25 and TRANIs dated 2/22/25 must be to DOP	
2	3	4	5	6	7	8
	***D	OP Processing ESMTs d	ated 2/8/25 & 2/10/25	and TRANIs dated 2/	22/25***	1st day of new
		·			PAR effective 3/8/25 must be to CPU	pay period
9	10	11	12	13	14	15
	Cutoff for PSMTs dated 2/22/25 TRSNs must be to DOP	PSMTs must be dated 3/8/25 or later			ESMTs dated 2/22/25 & 2/24/25 and TRANIs dated 3/8/254 must be to DOP	

### DEPTD, ADDR, AND ATTR DOCUMENTS

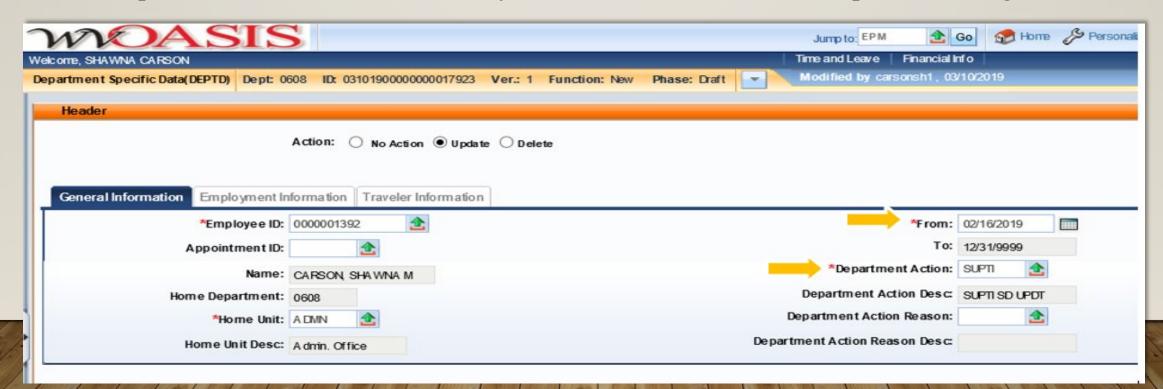
When you receive your completed ESMT from the Transactions Team, your employee will be in the OASIS system. You are now ready to enter your DEPTD, ADDR and ATTR.

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 UKG. If this is not entered along with the ADDR and ATTR, you will not see your employee in UKG

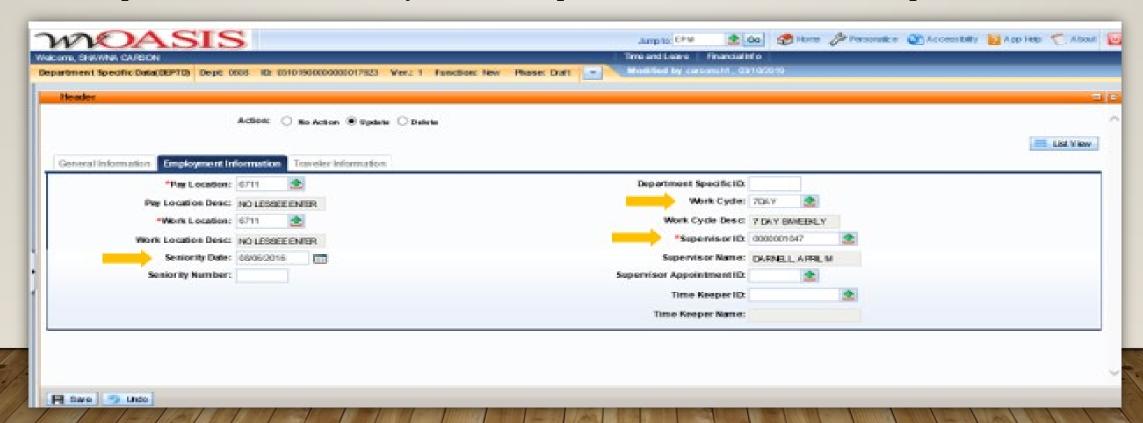
# 17 DEPTD (GENERAL INFORMATION TAB)

- 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 <u>always</u> be SUPTI. This stands for Supervisor change



# 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 UKG.

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

Contact Name Info Home Address **Mailing Address** 

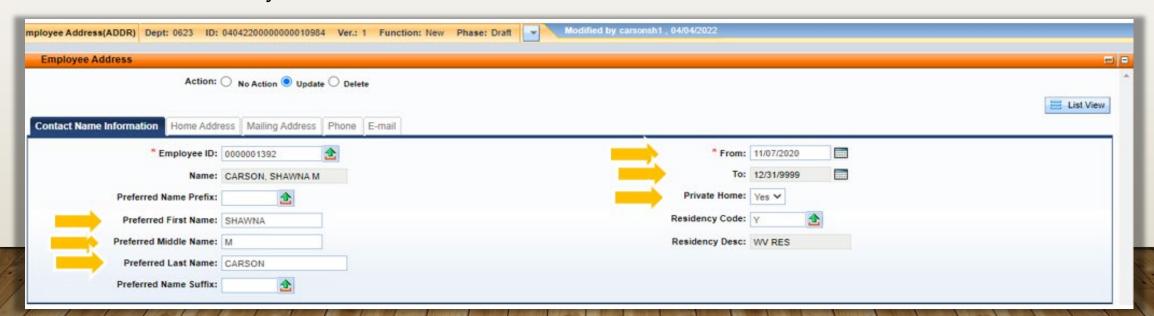
Phone

**Email** 

### 20 ADDR

### (CONTACT NAME INFORMATION TAB)

- Preferred First Name
- Preferred Middle Name
- Preferred 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"

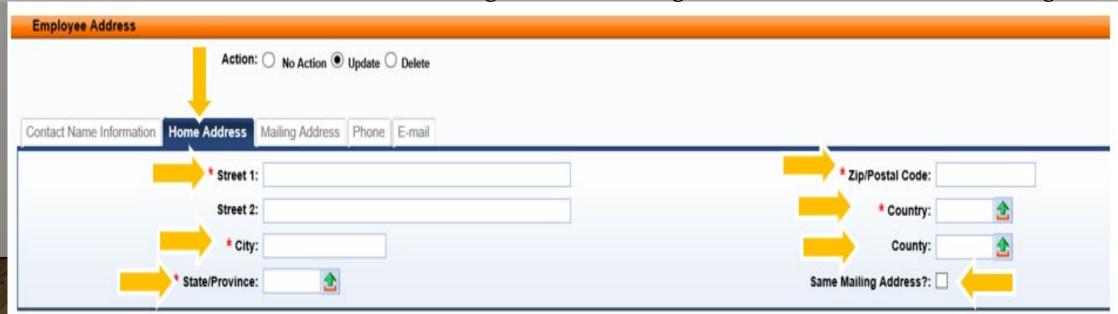


# 21 ADDR (HOME ADDRESS TAB)

- 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.

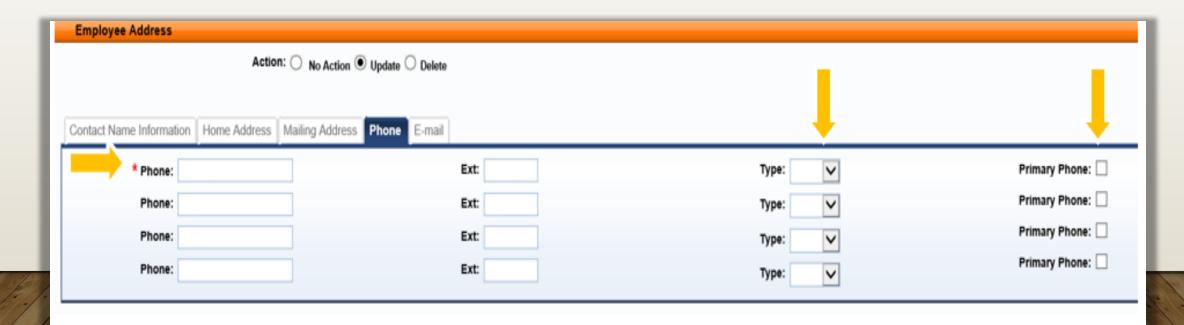
If different, leave box unchecked and go to the "Mailing Address" tab to enter the mailing address.



# 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.



# 23 ADDR (EMAIL TAB)

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

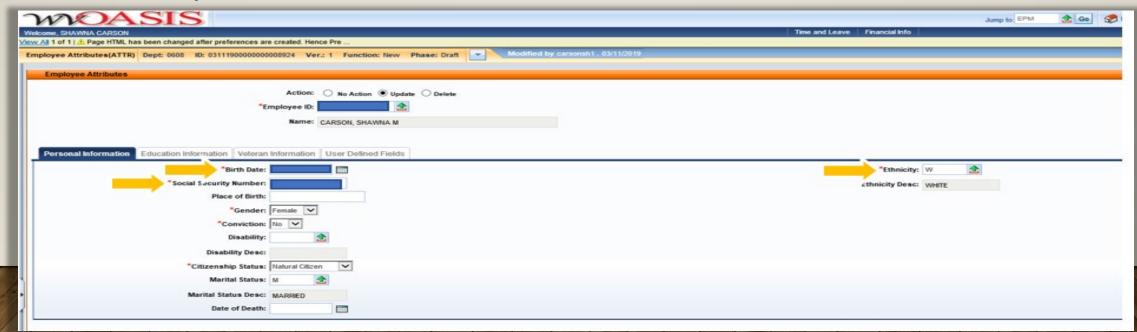
For an employee's personal email address, enter it on the second line, never check the box to make it a primary email. Upload your Personnel Information Sheet after redacting the PII information such as social and date of birth.



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



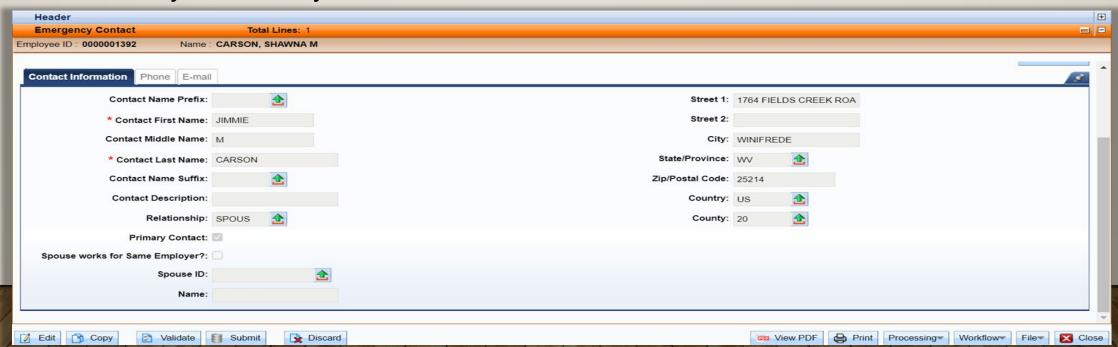
# 26 EMER (EMPLOYEE EMERGENCY CONTACT)

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	on
* Employee ID:	0000001392
Name:	CARSON, SHAWNA M

# 27 EMER (CONTACT INFORMATION TAB)

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



### 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

- 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

DIVISION OF ADMINISTRATIVE SERVICES

### **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