

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

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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
<p>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.</p>		

Approved/Denied

\_\_\_\_\_  
Michael V. Coleman  
Director

Approved/Denied

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeff S. Sandy  
Cabinet Secretary

\_\_\_\_\_  
Date

## 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 (\$50,000.0000)**

*(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:

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- ✓ 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
- ☐ 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](mailto: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.



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# 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.
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 \_\_\_\_\_

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# APPLICATION

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**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.

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

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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](mailto: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](mailto:DASHR@wv.gov) will be any questions that you may have or anything that doesn't require an attachment.

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# 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](mailto: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](mailto: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](mailto:lia.l.dyer@wv.gov).

Submit

Clear form



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# 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	13 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	20 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	27 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	10 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

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## DEPTD, ADDR, AND ATTR DOCUMENTS

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**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 always be SUPTI. This stands for Supervisor change

The screenshot displays the WOASIS DEPTD General Information tab. The header bar includes the WOASIS logo, a welcome message for SHAWNA CARSON, and navigation links for Time and Leave, Financial Info, and Personal. The main content area shows the following fields:

Header	
Action: <input type="radio"/> No Action <input checked="" type="radio"/> Update <input type="radio"/> Delete	
General Information   Employment Information   Traveler Information	
*Employee ID: 0000001392	*From: 02/16/2019
Appointment ID:	To: 12/31/9999
Name: CARSON, SHAWNA M	*Department Action: SUPTI
Home Department: 0608	Department Action Desc: SUPTI SD UPDT
*Home Unit: A DMN	Department Action Reason:
Home Unit Desc: Admin. Office	Department Action Reason Desc:

Yellow arrows point from the text in the list above to the \*From and \*Department Action fields in the screenshot.

## 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

The screenshot displays the MOASIS DEPTD form, specifically the 'Employee Information' tab. The form is titled 'Department Specific Data/DEPTD' and includes a header with navigation links like 'Home', 'Personnel', 'Accessibility', 'App Help', and 'About'. The main content area is divided into three sections: 'General Information', 'Employment Information', and 'Traveler Information'. The 'Employment Information' section is active and contains several fields. On the left, there are fields for 'Pay Location' (6711), 'Pay Location Desc' (NO LESSEE/ENTER), 'Work Location' (6711), 'Work Location Desc' (NO LESSEE/ENTER), 'Seniority Date' (00060016), and 'Seniority Number'. On the right, there are 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'. A yellow arrow points to the 'Seniority Date' field, and another yellow arrow points to the 'Supervisor ID' field. The bottom of the form has 'Save' and 'Undo' buttons.

MOASIS

Welcome, SHAWNA CARSON

Jump to: EPM | Go | Home | Personnel | Accessibility | App Help | About

Time and Leave | Financial Info

Department Specific Data/DEPTD | Dept: 0000 | ID: 0010100000000171623 | Year: 1 | Function: New | Phase: Draft | Modified by: CARSON, S | 03/10/2019

Header

Active ☐ No Action ☐ Update ☒ Delete

List View

General Information | **Employment Information** | Traveler Information

\*Pay Location: 6711

Pay Location Desc: NO LESSEE/ENTER

\*Work Location: 6711

Work Location Desc: NO LESSEE/ENTER

Seniority Date: 00060016

Seniority Number:

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:

Time Keeper Name:

Save Undo



## 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”

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.

The screenshot shows the 'Employee Address' form with the 'Home Address' tab selected. The form includes fields for Street 1, Street 2, City, State/Province, Zip/Postal Code, Country, and County. A 'Same Mailing Address?' checkbox is located at the bottom right. Yellow arrows point to the 'Home Address' tab, the 'Street 1' field, the 'City' field, the 'State/Province' field, the 'Zip/Postal Code' field, the 'Country' field, the 'County' field, and the 'Same Mailing Address?' checkbox. The 'Action' section at the top has radio buttons for 'No Action', 'Update' (selected), and 'Delete'.

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.

Employee Address

Action: ☐ No Action ☒ Update ☐ Delete

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

E-mail:

E-mail:

Confirm E-mail:

Confirm E-mail:

Primary E-mail: ☐

Primary E-mail: ☐



## 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. The top navigation bar includes the MOASIS logo, a welcome message for SHAWNIA CARSON, and links for Time and Leave and Financial Info. The main header displays the Employee Attributes (ATTR) tab, along with department (Dept: 0608), ID (0311190000000008924), version (Ver.: 1), function (Function: New), phase (Phase: Draft), and modification details (Modified by carsonsh1, 03/11/2019). The form is titled "Employee Attributes" and includes an "Action:" section with radio buttons for "No Action", "Update" (selected), and "Delete". The "Employee ID:" field is highlighted with a blue box, and the "Name:" field contains "CARSON, SHAWNIA M". The "Personal Information" tab is selected, showing fields for "Birth Date:", "Social Security Number:", "Place of Birth:", "Gender:" (set to Female), "Conviction:" (set to No), "Disability:", "Disability Desc:", "Citizenship Status:" (set to Natural Citizen), "Marital Status:" (set to M), "Marital Status Desc:" (set to MARRIED), and "Date of Death:". The "Ethnicity:" field is set to "W" and "Ethnicity Desc:" is set to "WHITE". Yellow arrows point to the "Birth Date:", "Social Security Number:", and "Ethnicity:" fields.

MOASIS

Welcome, SHAWNIA CARSON

Time and Leave Financial Info

View All 1 of 1 Page HTML has been changed after preferences are created. Hence Pre ...

Employee Attributes(ATTR) Dept: 0608 ID: 0311190000000008924 Ver.: 1 Function: New Phase: Draft Modified by carsonsh1, 03/11/2019

Employee Attributes

Action: ☐ No Action ☒ Update ☐ Delete

\*Employee ID: [Blue Box] [Icon]

Name: CARSON, SHAWNIA M

Personal Information Education Information Veteran Information User Defined Fields

\*Birth Date: [Blue Box] [Icon]

\*Social Security Number: [Blue Box] [Icon]

Place of Birth: [Text Box]

\*Gender: Female [Dropdown]

\*Conviction: No [Dropdown]

Disability: [Text Box] [Icon]

Disability Desc: [Text Box]

\*Citizenship Status: Natural Citizen [Dropdown]

Marital Status: M [Text Box] [Icon]

Marital Status Desc: MARRIED

Date of Death: [Text Box] [Icon]

\*Ethnicity: W [Text Box] [Icon]

ethnicity Desc: WHITE


## 26 EMER (EMPLOYEE EMERGENCY CONTACT)

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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: 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

The screenshot shows a web application window titled "Emergency Contact" with a sub-header "Total Lines: 1". The main header displays "Employee ID : 0000001392" and "Name : CARSON, SHAWNA M". Below the header, there are three tabs: "Contact Information" (selected), "Phone", and "E-mail". The "Contact Information" tab contains two columns of form fields. The left column includes "Contact Name Prefix", "\* Contact First Name" (JIMMIE), "Contact Middle Name" (M), "\* Contact Last Name" (CARSON), "Contact Name Suffix", "Contact Description", "Relationship" (SPOUS), "Primary Contact" (checked), "Spouse works for Same Employer?" (unchecked), "Spouse ID", and "Name". The right column includes "Street 1" (1764 FIELDS CREEK ROA), "Street 2", "City" (WINIFREDE), "State/Province" (WV), "Zip/Postal Code" (25214), "Country" (US), and "County" (20). At the bottom of the window, there is a toolbar with buttons for "Edit", "Copy", "Validate", "Submit", "Discard", "View PDF", "Print", "Processing", "Workflow", "File", and "Close".

Header  
Emergency Contact Total Lines: 1  
Employee ID : 0000001392 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

DIVISION OF ADMINISTRATIVE SERVICES



# REVIEW

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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](mailto: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?
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# REVIEW

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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?

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