

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.