



## HUMAN RESOURCES TRANSACTION PROCESSING

### Personnel Action Form + HRM Review + Administrative Approvals + HRM System Release = Finished Transaction

#### Appointments

- ≡ Submit PER-1A as authorization to fill vacancy. Attach: PER1B as appropriate; Research Associate Supplemental as appropriate, and proposed Position Vacancy Announcement (hard copy as well as send via email for posting to web).
- ≡ Upon approval, the Unit Head or Regional Director, as appropriate, will be sent a *Supervisor's Employment Packet* by AgCenter HRM.
- ≡ The advertisement, interview and selection process should be followed.
  - ≡ Before an offer is made or even implied, the *Employment Screening Form* must be submitted to HRM. You will be notified when the criminal history check is complete and you may continue the job offer process. Attach a copy of the application package of the selected employee and the Position Advertisement and Selection Record.
  - ≡ Once an offer is made and accepted, submit the *Request for Employment Packet Form*. The packet will be sent directly to the employee.
  - ≡ Prepare and submit a signed PER-2 form to HRM. **This form should be sent at least two weeks before the effective date.**
  - ≡ HRM will review the form and obtain necessary administrative approvals.
    - ≡ HRM will work with the employee to get all required employment forms.
    - ≡ HRM will load/complete/release the form to system.
    - ≡ Unit will receive approved copy.

#### Changes in Status

- ≡ Prepare a PER-2 or load an EZ form. Obtain any required supporting documents.
- ≡ Have form signed as appropriate.\*
- ≡ Send the form to AgCenter HRM.
- ≡ HRM will review and obtain necessary administrative approvals.
- ≡ HRM will load/complete/release form to the system.
- ≡ Unit will receive approved copy.

\*See attached Approval Requirements for HRM-Related Actions chart.