Instructions: This form is necessary to maintain SAP to ensure that an action to process the movement of an employee from one agency to another agency is performed correctly. The receiving agency is responsible for completing this form.

**Receiving Agency Information**

|  |  |  |
| --- | --- | --- |
| Agency Name: |       | For DSHR Use Only |
| Personnel Area: |       | Releasing Agency: |
| Date of Request: |       | HR Contact: |
| Requester Email: |       | Phone Number: |

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Releasing Agency: |       | Effective Date of Change (Hire Date): |       |
| Full Name: |       | For DSHR Use Only |
| Date of Birth: |       | Current Status: Active or Withdrawn |
| Personnel Number (PERNER): |       | Employee Group: |
|  |  | Employee Subgroup: |
|  |  | Title/Class: |
|  |  | Band: |

**Position Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Position Number: |       | Organizational Unit Number: |       |
| Position Title: |       | Employee Group: |       |
| Position Class: |       | Employee Subgroup: |       |
| Band: |       |  |  |

|  |  |
| --- | --- |
| **Agency HR Check List/DSHR Check List** | **For DSHR Use Only** |
| Annual Leave Payout/Holiday Comp/Comp (IT416) | Mandatory/Voluntary Furlough Deleted (IT14) |
| Time Worked Entered/AL/SL Taken (CATS\_DA) | Driver’s License (IT795) |
| Leave Pool/Holiday Comp/Comp (PT50) | Substitutions (IT2003) |
| Unapproved Leave (ZHRUAL) | Monitoring of Tasks (IT19) |
| Time Transfers (IT2012) |  |
| Collision Report (ZHRTCR) |  |
| Missing Time Report (ZHRMTR) |  |