1. **ACTION INFORMATION**

Agency Name: Use the drop-downs to choose your agency name.

Effective Date: The effective date of the action – the first day the employee is in the status. If the action is for a Leave of Absence (i.e. FMLA), enter the first day the employee is considered to be on leave. If the action is a separation, enter the employee’s last day in pay status.

Recruitment #: If this appointment is resulting from a recruitment, enter the recruitment number. If applicable, provide the date the candidate accepted the job offer.

Action Type: The type of action you are requesting. If you need help identifying which action to use, contact your HR consultant.

Action Reason or Separation Reason: The reason for the action you are requesting. If the action type is separation, choose from the bottom drop-down. If you need help identifying which action type to use contact your HR consultant.

Task: Select from the drop-down – if there is no task associated with this action, select Not Applicable from the drop-down. If there is a task, indicate the expected end date of the task chosen in the space provided.

Review Period: Indicate if there is a review period associated with this action. If yes, indicate the length of the review period.

1. **EMPLOYEE INFORMATION**

Last Name: Employee’s last name.

First Name: Employee’s first name.

M/I: Employee’s middle initial.

Employee ID #: Employee’s personnel number, if employee currently works for the state or has in the past. If this is a new hire action, enter the employee’s social security number.

Prior State Service: If the employee associated with this action is new to the agency, indicate whether this employee has prior state service.

Permanent Address: Employee’s permanent address, to include City, State, and Zip Code.

Mailing Address: Employee’s mailing address, to include City, State, and Zip Code. This field only needs to be completed if mailing address is different than permanent address.

Primary Phone: Employee’s primary contact number.

Alternate Phone: Alternate number the employee can be reached at, if provided, and type of contact number (i.e. cell).

Work Email**:** Employee’s work email address.

Gender: Indicate employee’s gender.

Date of Birth: Indicate employee’s date of birth.

Marital Status: Indicate employee’s marital status, and the effective date of this status.

1. **POSITION & ORGANIZATIONAL ASSIGNMENT INFORMATION**

Job Class Title: Employee’s assigned Job Class Title.

Job Class Code: Indicate the job class code associated with the employee’s assigned job class.

Working Title: Indicate the position’s working title, if it is different.

8-Digit Position #: Indicate the 8-digit position number this employee is assigned to.

4-Digit Position #: Indicate the 4-digit position number this employee is assigned to.

Status in Position: The employee’s appointment status in the position.

Overtime Eligible: Indicate if the employee is overtime eligible.

L&I Code:Indicate the risk code of the employee’s position.

Duty Station: Indicate the address where the employee is assigned to work.

Use MyPortal: Indicate whether your agency utilizes MyPortal for leave.

MyPortal Leave Approver: Indicate whether the employee will be a MyPortal Leave Approver in this position. This field is required if your agency utilizes MyPortal.

Supervisor Name: Indicate who this position reports to.

Supervisor Position #: Indicate the supervisor’s 8-digit position number.

1. **BASIC PAY INFORMATION**

Reason: Select from drop-down - indicate the reason for the salary change associated with this action.

Salary: Indicate the employee’s new salary, to include whether the amount is per year, month, day, or hour.

Band/Range: Indicate what Band (WMS/EMS) or Pay Range the employee is in based on their job classification.

Step: Indicate what Step within the range the employee is being assigned to. This field does not apply if the job classification is EMS or WMS.

Assignment Pay: Indicate if the employee is eligible for assignment pay or King County premium pay. Indicate the type of assignment pay if applicable.

Shift Differential: Indicate if the employee is eligible for shift differential pay.

1. **WORK SCHEDULE INFORMATION**

Work Schedule: Choose from the drop-down list what schedule the employee will be working (5/8s, 4/10s, 9/80s, etc). If the employee is hourly, choose 24/7. If the employee’s schedule is not listed, select Other, and then specify what the schedule will be.

Shift Hours: Indicate the employee’s hours of work.

Full-Time/Part-Time: Indicate whether the employee will be working full-time or part-time. If the employee will be working anything less than 40 hours/week, select part-time. If employee is part-time, fill in part-time percentage.

Teleworking: Indicate if the employee will be participating in teleworking.

1. **BENEFITS**

Insurance Eligible: Indicate if the employee is insurance eligible.

Retirement Eligible: Indicate if the employee is retirement eligible.

Eligible for Personal Holiday: Indicate if the employee is eligible for a personal holiday.

Eligible for Personal Leave Day: Indicate if the employee is eligible for a personal leave day.

1. **BUDGET INFORMATION** Complete all fields that apply. If unsure, work with your assigned budget analyst.
2. **AUTHORIZATION & COMMENTS/NOTES:**

Prepared By: Complete this section with every action. Indicate who completed the PPDS.

Approved By: Complete this section with every action. Indicate who approved the PPDS.

Comments/Notes: Use the Comments/Notes to indicate any additional information necessary to process the action.