



# Personnel Action Request Form - Transfers

Form

PRA-HR-031-F-003

Version: 002; Date: 04/25/2019

## Instructions

1. Institution B - Complete the Personnel Action Request Form for the employee.
2. In each field, enter or select (from the values provided) the appropriate information and press Tab to advance to the next field.
3. The form is Read-Only, once you complete the form you will need to **Save As** and rename the file.
4. Provide the Personnel Action Request Form to the SSC. **This form contains confidential information, please load the form to the secure SSC FTP site.**

## Employee Name and ID

Employee Name:		Employee ID:	
Company (Institution Transferring <b>To</b> ):			
Company (Institution Transferring <b>From</b> ):			
Recruitment System Requisition #:			

## Job Data

Effective Date:	
Position Number:	
Reports To:	
Salary Grade:	
Comp Rate:	
Pay Frequency:	<input type="radio"/> Biweekly <input type="radio"/> Monthly

## Benefits Program Participation

Annual Benefits Base Pay:	
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## Approval

	Signature	Date
Requestor		
Authorized Signature Authority		