

# State of Alaska

## Exempt or Partially Exempt Service Current Employee/Position Change Appointment Information

<b>Date of Hire:</b> (Hiring Manager Completes)			
<b>Name:</b>		<b>Dept./Division</b>	
<b>PCN/Position Title:</b>		<b>Bargaining Unit:</b> <input type="checkbox"/> Exempt (XE) <input type="checkbox"/> Partially Exempt (PX)	
<b>Position Status:</b> <input type="checkbox"/> Temporary <input type="checkbox"/> Exempt <input type="checkbox"/> Partially Exempt			
<b>Work Location:</b> (Hiring Manager Completes)		<b>Work Hours:</b> (Hiring Manager Completes)	
<b>Health Insurance:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Overtime Eligible:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Pay Range:</b>	<b>Step Placement (if PX):</b> To be determined by Technical Services	<b>Salary Amt. (if PX):</b> To be determined by Technical Services	<b>Salary Schedule:</b>

<b>Department Delegated Signature:</b>  _____	<b>Department Delegated Name (Typed or Printed):</b>  _____
<b>Date</b>	

**Current Employee Instructions:**

In order to update your existing record in the payroll system, forms should be completed preferably on the first day you report to your new position and in no case later than three (3) days from the date you report.

1. Go to <http://dop.state.ak.us>
2. Go to Quick Links/HR Forms/Employee Packets/Current State Employee/Position Change
3. Report to Supervisor/Administrative Staff with completed forms for department orientation.

If you have questions, please confer with your immediate supervisor or contact the Employee Call Center at 465-3009

Please submit recommendations or comments regarding the New Employee Orientation, to the following email: [Employeecallcenter@admin.state.ak.us](mailto:Employeecallcenter@admin.state.ak.us)

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

This worksheet in no way constitutes a contract with the new employee.

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