

Salary Administration Approval Checklist of Required Documents

Preapproval Package – [New Hire, Promotion, Reassignments, Lateral Transfer]

- Pre-Approval Form (HR 009)
- Application of Selected Candidate
- Copy of Posting
- Interview Summary Form (Form HR 007)
- Salary Qualification Worksheet
- Equity Analysis Report (B0088)
- Cross Agency Verification Report (BP002, BP004)
- Salary justification letter for the following:
 - Increases more than 20%
 - Increases on a lateral
 - Increases resulting in a salary higher than \$100K
- Hiring justification letter, if not hiring an eligible RIF candidate
- Copy of Certification/Licensure (e.g., HVAC, nurses, psychologist), if applicable

Final Approval Package – [New Hire or Transfer from another Agency]

- DPS Conditional Offer Letter (Form HR 008), if applicable
- DPS Employment Statements (Form HR 013)
- I-9 (Acceptable Documents for I-9)
- DPS Essential Job Function Verification (Form HR005, with EJFs attached)
 - DPS Request for Reasonable Accommodation, if applicable (DPS-RRR)
- Mandatory Direct Deposit Notification
- Direct Deposit Enrollment and Change Form,
- W-4 Employee Withholding Allowance Certificate,
- NC-4 Employee Withholding Allowance Certificate,
- DPS BEACON Data Form (Form HR 014)
- DPS Prior Service Form (Form HR 015)
- DPS Degree Verification Request, if applicable (Form HR 016)
- DPS Personnel Action Request (Form HR 017)

Final Package – [Promotion, Reassignments, Laterals within DPS]

- DPS Conditional Offer Letter (Form HR 008), if applicable
- DPS Employment Statements (Form HR 013)
- DPS Essential Job Function Verification (Form HR005, with EJFs attached)
 - DPS Request for Reasonable Accommodation, if applicable (DPS-RRR)
- DPS Personnel Action Request (Form HR 017)

Note: Hiring Location must maintain Interview File

Maintain for 3 years (If EEO or grievance filed, keep until resolved)

- Benchmarked Interview Questions
- NeoGov Eligible list and/or selection log
- Vacancy Announcement
- Copy of Interview Summary Form (HR006)
- Interview Rating Forms for all applicants interviewed
- Essential Job Function Verification Forms for all Applicants interviewed
- Criminal Background Check forms in sealed envelopes for all applicants interviewed
- Any Professional Reference Check forms completed for selected or non-selected candidates interviewed