

**EMPLOYMENT ELIGIBILITY VERIFICATION REQUEST
AND WORKSHEET**

Hiring Office Completes

After the final file date of the JOB and receipt of the cleared certification list, the Personnel Liaison will screen all applications received and submit the name and social security number of each applicant to be invited for interview (do not submit applications) (The PL should not include applicants who are in the recruiting classification since they are presumed eligible for lateral transfer.). There is a 48-hour (2-day) turnaround time. C&P Analyst's initial employment eligibility verification will only include PIMS, SPB, and DPA review (exceptions will be considered on a case by case basis.)
Date Received by C&P

Candidate Name		SSN (contact C&P Analyst directly; do not send via email)	
Current Dept.			
RPA #	PNB BU 1, 4, 12, 13, & 15 cleared	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date cleared
Personnel Liaison Name/Email address			Telephone #

Classification & Pay Analyst Completes

Final employment eligibility verification will occur after submission of the top three-five applicants following the interview but preceding reference checks and OPF review.

Current Dept.		Current Class Title (If deep class; indicate alternate range)	
Current Salary		Current Position # (PIMS)	
Tenure		Time Base	
Highest A01 (or A20, A21, A22) appt. (class code)		Date of highest appt.	
FROM class code (Using PIE, compute transferability and attach)		TO class code	
Alternate Range Criteria (ARC) (An ARC may apply based on applicant's experience – must review application to determine correct range – contact PL)		Pay Differential (Check for any pay differential applicable to classification – shift, recruitment, retention, etc.)	
Contact Person (Personnel Specialist)		Telephone #	
Date of Initial verification		Date of final verification	
C&P Analyst/Email address		Telephone #	

TRANSFER RULES

Rule	Description
<input type="checkbox"/> 433	• Possesses any licenses, certificates, or registration
<input type="checkbox"/> 433(a)	• Salary range of 'to' class exactly the same or any amount lower than 'from' class (PMPPM 315.5)
<input type="checkbox"/> 433(b)	• Salary range of 'to' class is any amount higher than 'from' class that
<input type="checkbox"/> 433(b)(1)	• Not a promotional salary range; EE can't transfer to a class with a maximum salary that is 2 steps above highest A01, etc.(see PIE attachment)
<input type="checkbox"/> 433(b)(2)	• Both classes are in different class series unless SPB specifically provides for transfer (refer to PMPPM 315.8 for assistance in determination)
<input type="checkbox"/> 433(b)(3)	• No class in 'to' series exactly the same as the 'from' class; if there is a class in the 'to' series that has exactly the same salary the movement must be to that class (PMPPM 315.10)
<input type="checkbox"/> 433(b)(4)	• 'To' class is the class in its series immediately higher in pay than the 'from' class (PMPPM 315.11)
<input type="checkbox"/> 433(b)(5)	• Transfer does not preclude a future transfer that is part of upward