1. Use template for actions of current Commonwealth employees into Non-Civil Service positions in Pay Scale Groups 1-5 and equivalent Pay Scale Groups for Corrections positions.
2. Email template to: [ra-pancs@state.pa.us](mailto:ra-pancs@state.pa.us)
3. Include employee’s name in the subject line of your email and send as an attachment.

Employee Name:

Employee #:

**Type(s) of Transaction(s):**

**Promotion** **Demotion Transfer** **Reassignment** **Change from Wage to Salary**

**Confidential**

Proposed Agency:

Proposed Facility:

Proposed Bureau:

Proposed County:

Proposed Job Name:

Proposed Job Code:

Proposed Pay Scale Group:

Proposed Bargaining Unit:

**Proposed Time/Work Code:**

**Permanent Full-Time** **Permanent Part-Time**

**Temporary Full-Time** **Temporary Part-Time** **per diem**

Current Agency:

Current Facility:

Current Bureau:

Current County:

Current Job Name:

Current Job Code:

Current Pay Scale Group:

Current Bargaining Unit:

**Current Time/Work Code:**

**Permanent Full-Time Permanent Part-Time**

**Temporary Full-Time Temporary Part-Time per diem**

Comments:

For BSE only:

No furloughees, ok to contact \_\_\_\_\_\_\_\_\_\_

Furloughee, submit a Non-Civil Service Vacancy Template \_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_

BUREAU OF STATE EMPLOYMENT

110 FINANCE BUILIDNG

HARRISBURG PA 17120

717-787-5703