1. **Use template for actions of current Commonwealth employees into Non-Civil Service positions in Pay Scale Groups 6, 7 and 8 and equivalent Pay Scale Groups for Corrections positions.**
2. **Email template to:** [**ra-pancs@state.pa.us**](mailto:ra-pancs@state.pa.us)
3. **Scan and attach a resume.**
4. **Include employee’s name in the subject line of your email and send as an attachment.**

**Control Number** (optional)**:**

**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**

**Justification:**

BUREAU OF STATE EMPLOYMENT

110 FINANCE BUILDING

HARRISBURG PA 17120

717-787-5703