

# RPA: Request for Personnel Action

## (Position Transfer)

CDFW employees can now transfer positions through the Human Resources Management System (HRMS). Only Permanent and Limited Term RPA's can be processed with this action. Position Transfer process includes interchangeable classification that end in 800 serial numbers. For all other RPA types please continue to use the paper process (Form DFW 242).

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#### Part 2: Program Approver Steps

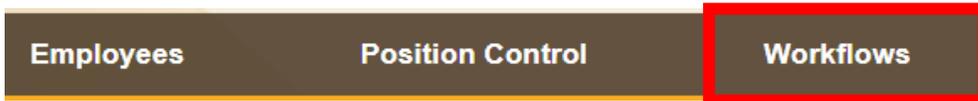
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## Initiate an RPA

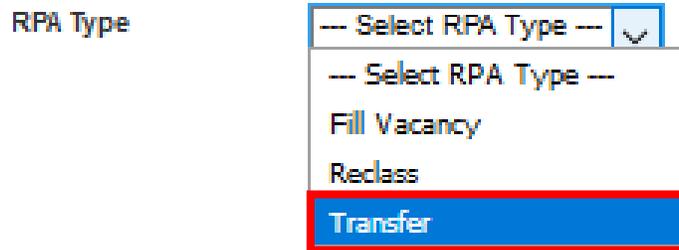
Step 1 Visit [HRMS](#) by clicking on the HRMS shortcut on your desktop.



Step 2 From the HRMS homepage, click on “Workflows” in the main navigation bar:



Step 3 Click on the “Select RPA Type” option:



Step 4 Click on the “Transfer” tab. Once expanded, all required documents for the RPA will be listed. These documents will be required at different stages in the RPA process – the Application form is not required until the [“Add Proposed Candidate Info”](#) portion of the RPA. Click the “Start” button to initiate an RPA.



RPA Type

Transfer

Transfer		
This process is used for a Transfer including interchangeable classification that end in 800 serial numbers.		
Name	Required/Optional	Description
Advertisement (Proposed)	required	MS Word template - Please complete the job specific information. <a href="#">Template</a>
Duty Statement (Current)	required	MS Word template - This document is the same for all duty statements. Please check the correct box in the document header to specify "Proposed" or "Current." <a href="#">Template</a>
Duty Statement (Proposed)	required	MS Word template - This document is the same for all duty statements. Please check the correct box in the document header to specify "Proposed" or "Current." <a href="#">Template</a>
Hiring Justification Request (Current)	required	PDF Document - Please complete and upload. <a href="#">Template</a>
Operating Budget Adjustment(OBA) Form (Current)	when required	PDF document - Complete the form and digitally "sign" the document by clicking in one of the "REQUESTED BY:." fields. <a href="#">Template</a>
Application Form (Current)	required	PDF document STD 678 – On the candidate tab, please attach signed application when candidate is selected.
Screening Criteria (Current)	required	PDF document – Fill in all required fields and upload completed document. *Please ensure rater's name is on the form. <a href="#">Template</a>
Salary Determination (Current)	when required	Salary Determination Worksheet (For HR use only)
Completed Interview Rating Sheets (Current)	required	PDF document - Fill in all required fields and upload completed documents for each rater at the time candidate is selected. *Please include rating sheets with rating scale for each interview question, panel member name, candidate name, date, and final score. <a href="#">Template</a>
Org Chart (Current)	when required	No template available - Use your own format.
Org Chart (Proposed)	required	No template available - Use your own format.
DOF Document (Current)	when required	Please submit a justification memo to be sent to Department of Finance.

Start

Step 5 Enter in the position number for the position you are transferring. The other fields are read-only and will populate based on the position number you enter.

**Current Position Information**

Position Number*	<input type="text" value="Type position number"/>
Reporting Unit	<input type="text"/>
Classification	<input type="text"/>
Bargaining Unit	<input type="text"/>
Work Week Group	<input type="text"/>
Position Supervisor	<input type="text"/>
Last Incumbent	<input type="text"/>
Final Separation Date	<input type="text"/>
Last Day Worked Date	<input type="text"/>
Tenure	<input type="text"/>
Time Base	<input type="text"/>

Enter the proposed position number for the position you are transferring to. Add organization and supervisor name of the proposed position. Click the “Create” button to submit your RPA.

**Proposed Position Information**

Position Number*	<input type="text" value="566-291-8418-XXX"/>
	<b>Reporting Unit:</b> 566-291 LED Reg 2 - North Central Region
	<b>Classification:</b> Fish and Game Lieutenant (Supervisor)
	<b>Bargaining Unit:</b> S07 - S07
	<b>Work Week Group:</b> 2
Organization	<input type="text" value="Data and Technology Division (DTD)"/>
Supervisor*	<input type="text" value="565-030-1404-002   Lau, Simon"/>

## Review and Complete Basic Information

**Step 1** After creating the RPA, scroll down to the “Basic Information” tab to view the current position information against the proposed information.

**Proposed Appointment Tenure:** this will populate with the position’s current tenure. If you need to update the position’s tenure, you can do so here.

**Number of Months:** Add the number of months

**Proposed Appointment Time Base:** this will populate with the position’s current time base. If you need to update the position’s time base, you can do so here.

**Method of Recruitment:** Select the method of recruitment. If you select the “Other” option, you must enter comments describing the type of recruitment. This field is required.

**Location:** Select the county the employee will work in. This field is required.

Basic Info	Program Approvers	Position Control	Classification & Pay	Budget	ERC Committee	Advertisement	Proposed Candidate Info	Exams	Appointment	Transactions	Status	Notification History
Basic Information												
Position Identification				Current Position				Proposed Position				
Position Number				585-037-0782-009				585-071-0782-000				
Reporting Unit				Biogeographic Data Branch				Office of Spill Prevention & Response				
Classification				Environmental Scientist				Environmental Scientist				
Bargaining Unit				Professional Scientific				Professional Scientific				
Work Week Group				2				2				
Position Tenure				Permanent				Permanent				
Position Time Base				Full Time				Full Time				
Position Supervisor				Hickson, Diana E				Lau, Simon				
Proposed Appointment Tenure				Permanent								
Number of Months												
Proposed Appointment Time Base				Full Time								
Method of Recruitment*				<input type="checkbox"/> Cert Process <input type="checkbox"/> JOB <input type="checkbox"/> Other								
Location*				-- Select One --								
Comments												

Method of recruitment comment is compulsory, when 'Other' checkbox is marked.

## Proposed Funding

Proposed Funding <span>Show/Hide</span>				
Project	Reporting Structure	Time Fraction	Comments	
No data available in table				
<input type="button" value="Add"/>				

- Step 1 Scroll to the “Proposed Funding” tab and click the “Add” button.
- Step 2 Enter in the Project Code, Reporting Structure Code, and Time Fraction for funding the position. Click the “Save” button.

**Add Position Funding** Show/Hide

**Project\***

**Reporting Structure\***

**Time Fraction\***

**Comments\***

## Add Supporting Documents

**Step 1** Scroll to the “Supporting Documents” tab. Review all required documents. Click the “Browse” button next to a document to attach it.

Click the “Add other attachment” button to add any other supporting documents not listed and label them appropriately.

Name	Required/Optional	Description	File
Org Chart (Current)	when required	No template available - Use your own format.	<a href="#">Browse...</a>
Advertisement (Proposed)	required	MS Word template - Please complete the job specific information.	<a href="#">Browse...</a>
Org Chart (Proposed)	required	No template available - Use your own format.	<a href="#">Browse...</a>
Operating Budget Adjustment(OBA) Form (Current)	when required	PDF document - Complete the form and digitally "sign" the document by clicking in one of the "REQUESTED BY:" fields.	<a href="#">Browse...</a>
DOF Document (Current)	when required	Please submit a justification memo to be sent to Department of Finance.	<a href="#">Browse...</a>
Duty Statement (Proposed)	required	MS Word template - This document is the same for all duty statements. Please check the correct box in the document header to specify "Proposed" or "Current."	<a href="#">Browse...</a>
Duty Statement (Current)	required	MS Word template - This document is the same for all duty statements. Please check the correct box in the document header to specify "Proposed" or "Current."	<a href="#">Browse...</a>
Hiring Justification Request (Current)	required	PDF Document - Please complete and upload.	<a href="#">Browse...</a>
Screening Criteria (Current)	required	PDF document - Fill in all required fields and upload completed document. *Please ensure rater's name is on the form.	<a href="#">Browse...</a>
<a href="#">Add other attachment</a>			

## Add Program Approvers

**Step 1** Scroll to the “Program Approvers” tab. For complete submission of the RPA, you must identify the appropriate approvers. The approver must be in a supervisor role and be directly related to the hiring of this RPA. You must enter two (2) program approvers. A third approver is optional\*. Click the “Save” button to save the RPA in a draft status. Click the “Submit” button to submit your RPA for processing.

\*Note: if a third approver is selected, all three approvers must electronically approve the RPA before it moves to the next step.

### Section 3: Assign Program Approvers

For complete submission of the RPA, you must identify the appropriate approvers. The approver must be in a supervisor role and directly related to the hiring of this RPA.

1. HRB will not process the RPA until all required approvers have completed their task.
2. Approvers will be notified via email to log into HRMS to review and approve the RPA.
3. Some Divisions require a third approval. If you are one of the Divisions, please ensure that three approvers are added so the process is not delayed.

**Program Approver 1\***

**Program Approver 2\***

**Program Approver 3**

X RPA - E-ITSS 19-006

**i** Submitting the RPA will begin the approval process. If you edit this RPA after submission, you will be required to resubmit/restart the approval process.

**I confirm this RPA is complete and ready for approval.**

## Position Control Tab

Your RPA submission has now been sent to the program approvers for review/approval. After the RPA is approved by the program approvers, it will be sent to the Human Resources Branch (HRB) and Executive Review Committee (ERC) for approval.

- Add the mandatory Serial Number for the Proposed Position Number
- Add mandatory Std. 607#, Std. 607 FY and Reason with Effective Date
- If the Basic Information is correct and mandatory Comment Box is filled, click Approve Button
- If the Basic Information is NOT correct, fill the Comment Box and click the Send to Originator Button

Basic Info	Program Approvers	<b>Position Control</b>	Classification & Pay	Budget	ERC Committee	Advertisement	Proposed Candidate Info	Exams	Appointment	Transactions	Status	Notification History
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Position Control

Current Position Number: 565-037-0762-009

Proposed Position Number: 565-071-0762-XXXX

Serial Number\*:

Reporting Unit:  
565-071 Office of Spill Prevention & Response

Classification:  
Environmental Scientist

Bargaining Unit:  
R10 - Professional Scientific

Work Week Group:  
2

Organization Name: Data and Technology Division (DTD)

Supervisor Name: Lau, Simon

Std. 607 #:

Std. 607 FY\*:

Std. 607 Reason\*:

Effective Date\*:

End Date:

Temporary Transfer:

Position Tenure:

Position Time Base:

Basic Information Correct?  Yes  No

Comments:\*

## Classification & Pay Tab

After the Position Control Approval, RPA will be sent to Classification & Pay Tab.

- If the DOF Memo is marked 'Yes', then Approve button is available and comment is not required
- If the DOF Memo is marked 'No', then Approve button will be disabled and RPA will be sent back to the originator by enabling the 'Send Back to Originator' button
  - Comment box will be mandatory

Basic Info	Program Approvers	Position Control	Classification & Pay	Budget	ERC Committee
<b>Exit Clearance</b>					
Last Incumbent Name	Pandey, Sapana				
Exit Clearance Link	Exit Clearance ID – 694				
<b>Classification and Pay</b>					
Basic Information Correct?	<input checked="" type="radio"/> Yes <input type="radio"/> No				
Supporting Document Correct?	<input checked="" type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Duty Statement <input checked="" type="checkbox"/> Hiring Justification				
DOF Memo?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A				
Comments:					
<b>Approve</b>		Send back to Originator			

## Budget Tab

Your RPA submission has now been sent to Budgets for approval.

- If Operating Budget Adjustment (OBA) Form Correct AND Funding Change option is marked 'Yes', then Approve button will be enabled to proceed further
- If Operating Budget Adjustment (OBA) Form Correct AND Funding Change option is marked 'No', then comments are mandatory to enable the 'Send back to the originator' button.

Basic Info	Program Approvers	Position Control	Classification & Pay	<b>Budget</b>	ERC Committee	Advertisement	Proposed Candidate Info	Exams	Appointment	Transactions	Status	Notification History
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Proposed Funding

	Project	Reporting Structure	Time Fraction	Commer
<input type="button" value="Delete"/> <input type="button" value="Edit"/>	38000000070100 – 700 SUPPORT SERVICES - ADMIN	380000910 – SP:R1 HAB MITIGTN ENHANCEMENT		1.0000
<input type="button" value="Add"/>				

Documents

Name	FileName	File
No data available in table		
<input type="button" value="Add Other Attachment"/>		

Budget

Operating Budget Adjustment(OBA) Form correct  Yes  No  N/A

Funding Change?  Yes  No

Comments:

## ERC Committee

Your RPA submission has now been sent to ERC Committee for approval

- If RPA is approved by the ERC Committee, then 'Approve' button will be proceed further by entering the mandatory comment
- If RPA is not approved, then 'Send back to the originator' button will be enabled to send it back by entering the mandatory comment.
- 'ERC Hold' button can be used to put a hold on RPA for further notice from the committee.

The screenshot displays the 'ERC Committee' section of a web application. At the top, there is a navigation bar with several tabs: 'Basic Info', 'Program Approvers', 'Position Control', 'Classification & Pay', 'Budget', 'ERC Committee' (highlighted with a red border), and 'Advertisement'. Below this, there is another row of tabs: 'Proposed Candidate Info', 'Exams', 'Appointment', 'Transactions', 'Status', and 'Notification History'. The main content area is titled 'Executive Committee' and contains a text input field labeled 'ERC Comment\*'. The field contains the text 'Approved'. Below the input field, there are three buttons: 'Approve' (highlighted with a red border), 'ERC Hold', and 'Send back to Originator'.

## Advertisement Tab

Your RPA has now been sent to Exams for the advertisement submission.  
The following mandatory fields must be filled for the RPA submission:

- Job Control Number
- Final Filing Date
- Advertisement Date
- Comments Box

Basic Info	Program Approvers	Position Control	Classification & Pay	Budget	ERC Committee	Advertisement
Proposed Candidate Info	Exams	Appointment	Transactions	Status	Notification History	

Advertisement

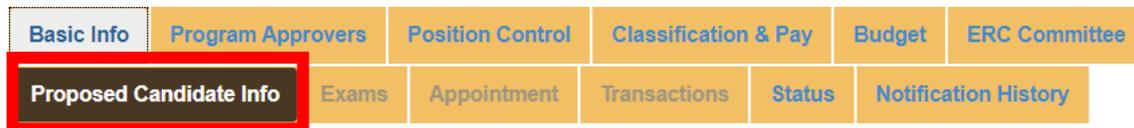
Job Control Number*	<input type="text" value="12345"/>
Final Filing Date*	<input type="text" value="04/20/2020"/>
Advertisement Date*	<input type="text" value="05/15/2020"/>
Comments:*	<input type="text" value="Approved"/>

Submit Cancel

## Proposed Candidate Info

Your RPA submission has now been sent to the program approvers for review/approval. After the RPA is approved by the program approvers, it will be sent to the Human Resources Branch (HRB) and Executive Review Committee (ERC) for approval. Once the RPA has been approved by HRB and ERC, you will receive an email notification that it has been approved. The email will include a link for you to add the proposed candidate information once a hiring decision is made.

Step 1 Click on the link in the email to go to the RPA and click on the “Proposed Candidate Info” tab.



Step 2 Fill out the fields in the “Proposed Candidate Info” tab and upload the candidate’s state application. Click the submit button when done to submit the candidate information to HRB for approval.

[image on next page]

Basic Info | Program Approvers | Position Control | Classification & Pay | Budget | ERC Committee | Advertisement | **Proposed Candidate Info** | Exams | Appointment | Transactions | Status | Notification History

Proposed Candidate Info

Employee Eligibility/MQ verified with HR?  Yes  No

Type of Employee  Current Department Employee  Former Department Employee  New Employee

Position Number 565-030-1401-007

First Name\*

Last Name\*

Middle Name

Nick Name

Suffix

Proposed Start Date\* mm / dd / yyyy

Work Phone Number\* +1 (123) 456-7890 x 12345

Work Site\*

Physical Address Mailing Address

Name	Required/Optional	Description	File
Application Form (Current)	required	PDF document STD 678 – On the candidate tab, please attach signed application when candidate is selected.	Browse...
Completed Interview Rating Sheets (Current)	required	PDF document - Fill in all required fields and upload completed documents for each rater at the time candidate is selected. *Please include rating sheets with rating scale for each interview question, panel member name, candidate name, date, and final score.	Browse...

Add other attachment

Submit Cancel

- User can change the Proposed start date to the date is greater than current date.
- User can also withdraw the proposed candidate information, and it will change the state to advertisement submitted. In this case user can submit the proposed candidate information again.
- These changes can be performed only once the proposed candidate information is submitted.

Cancel Change Proposed Start Date Withdraw

## Additional Notes

Please note the following information when submitting an RPA:

- The RPA can be returned during any portion of the approval process. If the RPA is returned, the originator of the RPA will receive an email with the reason why it was returned. The originator can then correct the RPA and resubmit.
- If you have previously submitted an RPA through HRMS or if you exited in the middle of an RPA, you can return to it by visiting the [Workflows](#) then the “Request for Personnel Action (RPA) Dashboard” option:

## Requests for Personnel Action

The image shows two screenshots of the HRMS interface. The left screenshot, highlighted with a red border, shows the 'Request for Personnel Action (RPA) Dashboard' menu with the option 'View submitted Request for Personnel Action (RPA) records'. The right screenshot shows the 'Request for Personnel Action (RPA)' menu with the option 'Initiate an RPA'.

Request for Personnel Action (RPA) Dashboard	Request for Personnel Action (RPA)
View submitted Request for Personnel Action (RPA) records	Initiate an RPA

# Exams Tab

Your RPA submission has now been sent to the Exams for review/approval.

Basic Info	Program Approvers	Position Control	Classification & Pay	Budget	ERC Committee	Advertisement	Proposed Candidate Info	<b>Exams</b>	Appointment	Transactions	Status	Notification History
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Proposed Candidate Info

Proposed Candidate Name	test4, test3
Proposed Start Date	5/29/2020

Exams

Employee Eligibility/MQ Checked?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is Completed Signed Application attached?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Method of Hiring	<input checked="" type="radio"/> Cert Process <input type="radio"/> Transfer <input type="radio"/> Reinstatement <input type="radio"/> T&D <input type="radio"/> Other
Enter Cert Number*	454545 <input checked="" type="radio"/> Promo <input type="radio"/> Open
Job Control Number	123456
Approved Start Date*	05 / 29 / 2020
Salary Information*	\$ 4500 Monthly
Alternate Range	<input type="radio"/> Yes <input checked="" type="radio"/> No
Hire Above Minimum	<input type="radio"/> Yes <input checked="" type="radio"/> No
Red Circle Rate	<input type="radio"/> Yes <input checked="" type="radio"/> No Number of Days

Name	Required/Optional	Description	File
<input type="button" value="Add other attachment"/>			

# Appointment Tab

Your RPA submission has now been sent to the Appointment tab for review/approval. This is the final stage, where the RPA information updates the HRMS application.

Basic Info	Program Approvers	Position Control	Classification & Pay	Budget	ERC Committee	Advertisement	Proposed Candidate Info	Exams	<b>Appointment</b>	Transactions	Status	Notification History
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Proposed Candidate Info	
Proposed Candidate Name	test4, test3
Proposed Start Date	5/29/2020

Appointment	
Position Number	585-037-0762-009
Type of Employee	<input type="radio"/> Current Employee <input type="radio"/> Former Employee <input checked="" type="radio"/> New Employee
Employee ID	18526
Employee Name	test4, test3
Employee Nick Name	
Employee Start Date	05 /29 /2020
Employee End Date	mm /dd /yyyy
Appointment Tenure	Permanent
Appointment Time Base	Full Time
Comments	

Update HRMS

## Transactions Tab

RPA process will be completed by entering employee SSN and SCO key-in date by clicking 'Complete' button.

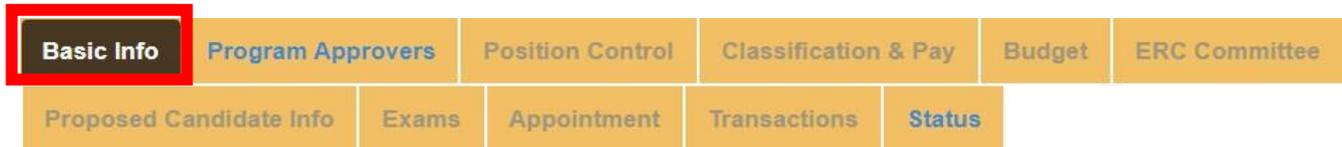
### Transactions

Employee Last Name*	<input type="text" value="test4"/>
Employee First Name*	<input type="text" value="test3"/>
Employee Nick Name	<input type="text"/>
Employee Middle Name	<input type="text"/>
Suffix	<input type="text"/>
SSN*	<input type="text"/>
Keyed into the SCO Date*	<input type="text" value="mm/ dd/ yyyy"/>
Comments	<input type="text"/>

Complete

## Program Approvers: Review and Approve

- Step 1 As a Program approver, you will receive an email with a deep link taking specific RPA to review/approve. Click on the link in the email to review/approve.
- Step 2 Review all the information and supporting documents on the “Basic Info” tab.



- Step 3 After reviewing the “Basic Info” tab, click on the “Program Approvers” tab. Indicate if the basic information and supporting documents are correct. Click the “Approve” button if correct. The RPA will then go to the Human Resources Branch and the Executive Review Committee for approval.
- If the information is not correct, enter in comments on what needs to update and click the “Send back to Originator” button. The originator will receive an email with your comments and a link to update the RPA.

[image on next page]

Basic Info	<b>Program Approvers</b>	Position Control	Classification & Pay	Budget	ERC Committee
Proposed Candidate Info	Exams	Appointment	Transactions	Status	

<b>Basic Information Correct?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>Supporting Document Correct?</b>	<input checked="" type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Duty Statement <input checked="" type="checkbox"/> Hiring Justification
<b>Comments:</b> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>	
<input type="button" value="Approve"/> <input type="button" value="Send back to Originator"/>	