



DAS Interagency Transfer/Rehire Request

CT-HR-11 Form (revised 11/2009)

This form is to be used for all Transfer and Rehire requests. Hi-lighted fields are mandatory for all requests.

- **Employee's Name:** _____
- **Empl ID:** _____
- **Eff Date:** _____
- **Action:** _____
- **Reason:** _____
- **Position No:** _____
- **Job Code:** _____
NOTE: The agency must provide the Job Code when the employee's title is different than the Position Title
- **Empl Class:** _____
NOTE: DAS will change this field only when the transfer involves an employee with an Empl Class of 'Student Laborer'
- **Standard Hours:** _____
NOTE: The agency must provide the Standard Hours for all requests involving part-time employees. Agencies should ensure this field matches the approved Standard Hours information in Position Data records.
- **Probation Date:** _____
NOTE: The agency must consult the respective collective bargaining unit to determine the length of the working test period, if one is required.
- **Salary Administration Plan:** _____ **Grade:** _____ **Step:** _____
- **Compensation Rate Frequency:** _____
NOTE: Frequency information is required for requests involving part-time employees.
- **Comp Rate:** _____
- **REMINDER: Enter detailed description of transaction in Notepad. Include salary calculations.**
- **Gaining Agency Contact, if other than sender:** _____
- **Losing Agency (E-mail) Contact:** _____

Please submit the completed form via e-mail to: Pauline.Mahoney@CT.Gov