



State of Connecticut Human Resources
Transfer/Rehire Form for Agency Use

Use this form for all transfer and rehire transactions requiring DAS Statewide HR assistance.

Form #: CT-HR-17
 Revision Date: 4/2015

STEP 1 Select Action: Transfer Rehire Note: Annual Benefits Base Rate required for 'Rehire' actions. Enter the ABB Rate here:

STEP 2 Enter Job Data Values

WORK LOCATION	Employee Name:	
	Empl ID:	
	Effective Date:	
	Action:	
	Reason:	
	Position Number:	
JOB INFORMATION	Job Code:	
	Regular/Temporary:	
	Empl Class:	
	Full/Part:	
	Standard Hours:	
	Certification List Number:	
SALARY PLAN	Salary Administration Plan:	
	Grade:	
	Step:	
COMPENSATION	Frequency:	
	Comp Rate:	

STEP 3 Enter Employment Data Values (including Time Reporter Data)

EMPLOYMENT INFORMATION <i>Click Time Reporter Data Link</i> <i>Click USA Flag</i>	Probation Date:	
	Workgroup:	
	Taskgroup:	
	Shift:	
	Rotating Averaging:	
	Eligible for Weekend Diff:	
	Eligible for Shift Diff:	
	Eligible for Overtime:	
	Eligible for Sick:	
	Eligible for Vacation:	
	Appointment End Date (if necessary):	

STEP 4 Enter Comments

NOTEPAD	Comments:
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STEP 5 Enter Contact Information for both Agencies

CONTACT INFORMATION	Losing Agency Contact (Email and Phone):	
	Gaining Agency Contact (Email and Phone):	

STEP 6 Submit Form and direct questions to: lisa.godin@ct.gov at the DAS Statewide HR, Core-CT Unit