Personnel Change Report

Circuit Number: _____ Office Location: _____ Date of Report: _____

Employee Information:

Last Name: _____ First Name: _____ Middle: _____

DOB: _____ Start Date: _____ End Date: _____ Last Four of SSN: _____

Cell Phone: _____ Email Address: _____ OK to list email on PDS website? _____

Position: ☐ If Other: _____ WV Bar ID Number: _____

Salary: _____ ☐ Annual ☐ Hourly Health Benefit Information: ☐

If hourly, _____ hours per week @ $_____ per hour Employee Share: _____ Employer Share:_____
If hours vary, list range (e.g. 12-20)

Education Background

Degree	Major	Granting Institution	Completion Date

Previously employed at PDS, a PDC, or state (or similar entity)? ☐

Existing or former state ID number?
_____

If yes, list location and dates of employment:

Office	City	Start Date	End Date

Administrative Information:

☐ Resume/CV Attached & In Personnel File?

☐ W-4 Completed & In Personnel File?

☐ WVOT Confidentiality Agreement Signed?

☐ I-9 Completed & In Personnel File?

☐ References Checked?

☐ NAF Submitted with Signed WVOT Agreement Attached?

Former Position Occupant:

Last Name: _____ First Name: _____ Middle: _____
Date Position Vacant: _____ User ID#: _____
Did Former Employee Have Westlaw Access: ☐

Report Completed By: _____

For PDS Use Only

Date Received: _____ *Date Entered:* _____ *By:* _____

Westlaw Access Disabled: _____ *Notes:* _____