

(Last)

(First)

(Middle)

SS NO. _____

Name _____

West Virginia Division of Highways TRANSACTION FORM		CHANGE SECTION I	CORRECTION SECTION II	ADDITION SECTION III	EFFECTIVE DATE	
SECTION I					1	
CHANGE:	Transaction					
	2	From	Through	3	4	
INTERRUPTION:	Leave of Absence		Extension of LOA			
	Return Date From Leave of Absence				6	
RETURN TO DUTY:	Return From Leave of Absence				7	
SEPARATION:	Separation				8	
	Name: (Last)		(First)		(Middle)	
FROM: TO:	Chart #		Pos. #	Org. #	Cl. Title	
	Wg. Cd.	P.G.	P.S.	Hr/Sal Rt.	Mo. Sal.	
	Sup. St.		EEO Cat.	Emp. Cat.	Emp. Type	BCH
	Class. Type	SRC	SR Date	Func. Area		
SECTION II					9	
GENERAL DATA:	Address #1		Address #2		1	
	City		State	Zip	County	
	Home Phone	U.L.N.				
Marital St.		Visa St.	Citizenship	Veteran	Draft Status	
Guard		Reserve				
SECTION III					1	
EDUCATION:	EDUCATIONAL RECORD					
	High School		Curriculum-English Narrative		Cur.	
	Level-English Narrative		Level			
	Other Education		Line #2		Line #3	
Curriculum-English Narrative		Cur.	Level-English Narrative	Level	School-English Narrative	
Sc. Cd.		State				
REGISTRATION:	PROFESSIONAL REGISTRATIONS/LICENSES/NON-DEPARTMENTALLY ISSUED CERTIFICATIONS:				3	
	Line #1		Line #2			
	Type Code	A	Number	B	Issued	
C		Expires		D	State	
CERTIFICATION:	TECHNICIAN CERTIFICATIONS:				4	
	Line #1		Line #2		Line #3	
	Type Code	A	Level	B	Number	
C		Issued		D	Expires	
E		State				
PREPARED BY:	DEPARTMENTALLY ISSUED CERTIFICATIONS:				5	
	Line #1		Line #2		Line #3	
	Type Code	A	Level	B	Number	
C		Issued		D	Expires	
E						
REMARKS:	Name				6	
	Title				7	
	Date				8	
DISTRIBUTION:	LDW – Time of Day		LDP – Time of Day		AL Bal. – LDW	
	SL Bal. – LDW		Comp. Bal. – LDW			
	Dist. Eng./Div. Dir.		Date	Human Resources		Date
	Recommended:		Date	Reviewed:		Date
	Concurred:		Date	Approved:		Date
	White & Green – Human Resources		Pink – District/Division		Division of Personnel	
Yellow – Division of Personnel		Goldenrod – County		Approved:		