**Procedures for Submitting**

**ITS Required Forms into DOTS** Revised 07/28/2015

**New DENR Employees (Not Currently or Previously Employed by the State)**

1. HR Representative

Once you have posted a position, start the process by sending the required ITS forms (Pre-Employment Form and the Access Change Request Form) to the Supervisor.

1. Supervisor

Upon receipt of the required forms, assess computer and telephone requirements for the vacant position **prior** to filling it.

1. HR Representative

Upon notification of the candidate’s acceptance of the position, please complete and submit a DOTS ticket about the employee to continue the process.

1. Supervisor

Complete, obtain required signatures, and scan the required ITS forms (Pre-Employment Form, the Access Change Request Form and any others required on the Access Change Request Form) to your HR representative **within 3 business days of the candidate’s acceptance**.

1. HR Representative

Once DOTS provides you a ticket number via email, you must reply *to the same email* by scanning and attaching the (completed) required ITS forms.

1. ITS

ITS begins processing the request, and the HR representative will receive an email message stating:  “Ticket resolved” when the request is resolved.

**New DENR Employees (Currently or Previously Employed by the State)**

1. HR Representative

Once you have posted a position, start the process by sending the required ITS forms (Pre-Employment Form and the Access Change Request Form) to the Supervisor.

1. Supervisor

Upon receipt of the required forms, assess computer and telephone requirements for the vacant position **prior** to filling it.

1. HR Representative

Upon notification of the candidate’s acceptance of the position, please complete and submit a DOTS ticket about the new employee to continue the process.

1. Supervisor

* Complete and return the required ITS forms (Pre-Employment Form, the Access Change Request Form and any others required on the Access Change Request Form) to your HR representative **within 3 business days of the candidate’s acceptance**.
* Note: The Access Change Request Form should be marked as a “transferred employee” (this is required to keep Beacon accurate and to retain the person’s NCID).

1. HR Representative

Once DOTS provides you a ticket number via email, you must reply *to the same email* by scanning and attaching the (completed) required ITS forms.

1. ITS

ITS begins processing the request, and the HR representative will receive an email message stating:  “Ticket resolved” when the request is resolved.

**New DENR Employees (Transferred Within DENR)**

1. HR Representative

Once you have posted a position, start the process by sending the required ITS forms (Pre-Employment Form, Access Change Request Form and any others required on the Access Change Request Form) to the Supervisor.

2. Supervisor

Upon receipt of the required forms, assess computer and telephone requirements for the vacant position **prior** to filling it.

HR Representative

3. Upon notification of the candidate’s acceptance of the position, please complete and submit a DOTS ticket about the transferring employee to continue the process.

Supervisor

4. Complete and return the required ITS forms (Pre-Employment Form, the Access Change Request Form and any others required on the Access Change Request Form) to your HR representative **within 3 business days of the candidate’s acceptance**. Note: The Access Change Request Form should be marked as a “transferred employee” (this is required to keep Beacon accurate and to retain the person’s NCID).

1. HR Representative

Once DOTS provides you a ticket number via email, you must reply *to the same email* by scanning and attaching the (completed) required ITS forms.

6. ITS

ITS begins processing the request, and the HR representative will receive an email message stating:  “Ticket resolved” when the request is resolved.

**Employees Leaving DENR**

**DENR Supervisor**

1. Complete the appropriate forms (Supervisor Separation Checklist, Access Change Request Form and any others required on the Access Change Request Form).

* The Access Change Request Form should be marked as a separation **(be sure to complete the separation portion at the bottom of the document)**.
* Obtain required signatures and scan the documents.

1. Create a DOTS ticket with the information about the separating employee.
2. You will receive an email back from DOTS with the ticket number.
3. Simply reply to the email and attach the scanned documents required.

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