

Department of General Services
Transfer to DGS Appointment Documents

PRE-EMPLOYMENT DOCUMENTS

Pre-employment documents must be submitted and approved PRIOR to the employee’s first day of work.

DOCUMENT NAME	ADDITIONAL INFORMATION
ESSENTIAL FUNCTIONS HEALTH QUESTIONNAIRE (STD 910)	Must be received in PTU prior to appointment or within 5 days of start date.
MEDICAL EXAMINATION (STD 610)	Only if the class requires a medical exam. Must be approved by the SPB Medical Officer/OHR Medical Coordinator prior to employee’s start date.
STATEMENT OF ECONOMIC INTEREST (FORM 700)	Required for classifications designated under DGS Conflict of Interest Code.

APPOINTMENT DOCUMENTS

These documents are due to your OHR Specialist within 5 working days after the employee’s date of hire.

DOCUMENT NAME	ADDITIONAL INFORMATION
ABMS - QUICK EMPLOYEE ENTRY	Must be done before submitting appointment package to PTU.
SIGNED APPLICATION (STD 678)	Must be submitted with appointment package. With the exception of POST and BID.
DESIGNATION OF PERSON AUTHORIZED TO RECEIVE WARRANTS (STD 243)	Optional for transfers if employee information is changing.
DGS’ ANTI-DISCRIMINATION POLICY (AO 15-01)	Employee shall read and retain pages 1-8. Sign and submit page 9 to OHR.
DGS’ LACTATION ACCOMMODATION (HR MEMO 16-014)	For Ziggurat based employees, read additional information on reserving a Wellness Room .
DGS’ SEXUAL HARASSMENT MEMO (AO 15-02)	Employee shall read and retain pages 1-6. Sign and submit page 7 to OHR.
DGS' WORKPLACE VIOLENCE PREVENTION POLICY (AO 09-01)	All employees are required to attend Workplace Violence Prevention training. No longer every two years thereafter.
EMERGENCY INFORMATION/PHYSICIAN DESIGNATION (DGS OHR 20)	
EMPLOYEE ACTION REQUEST EAR (STD 686)	Optional for transfers if employee information is changing.
EMPLOYEE ASBESTOS NOTIFICATION (STD 250)	Required for employees working in a building containing asbestos.
INCOMPATIBLE ACTIVITIES STATEMENT	
OATH OF OFFICE (STD 688)	Exempt appointments only.

BENEFITS DOCUMENTS

Documents listed below must be received by PTU by deadlines to ensure employee’s benefits are effective timely. Days noted are counted from effective date of appointment.

MUST BE RECEIVED WITHIN 15 DAYS OF APPOINTMENT DATE

DOCUMENT NAME	ADDITIONAL INFORMATION
ANNUAL SICK LEAVE/VACATION ELECTION FROM (CalHR 875)	Check MOU for eligibility.
DENTAL PLAN PACKAGE (STD 692)	Must be completed online. May be required if employee is changing CBID.
GROUP LEGAL SERVICES INSURANCE	Online Enrollment for newly eligible employees and new hires. Use access code 10202soc. Permanent Intermittent, Temporary Authorization and Limited Term employees are not eligible to enroll online and should complete the Enrollment Authorization Form to enroll.
LIFE INSURANCE (STD 698)	Automatic enrollment for non-represented employees with permanent tenure. Employee must complete if declining enrollment.

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DOCUMENT NAME	ADDITIONAL INFORMATION
LONG TERM DISABILITY	Non-represented employees with permanent tenure.

MUST BE RECEIVED WITHIN 120 DAYS OF APPOINTMENT DATE

DOCUMENT NAME	ADDITIONAL INFORMATION
ELECTION OF OPTIONAL MEMBERSHIP	Exempt employees appointed by the Governor.
RETIREMENT BOOKLET-ACKNOWLEDGEMENT (TIER 1 / TIER 2)	Permanent tenure is required.