# Instructions for Requesting a Commitment Cert

Effective Wednesday, September 16, 2020, the eSheet is no longer required when transitioning an employee from a Limited-Term (LT), Temporary Authorization Utilization (TAU), or Training & Development (T&D) tenure to permanent. Refer to the [flow chart](https://author.dgs.ca.gov/-/media/E0D8ED09EEC246ABB4CF46950658257C.ashx) which outlines this new process or follow the steps below.

1. Employee Resource Liaison (ERL) creates a Request for Personnel Action (RPA) in the Activity Based Management System (ABMS) to transition an employee from LT, TAU, or T&D tenure to permanent.
2. Before submitting the RPA to OHR Classification and Pay (C&P) Analyst for processing, ERL must request a commitment cert from OHR Examinations Analyst.
   * Copy and fill out the commitment cert chart (see email template below) and send request via email to [DGSOHR-ExamMQUnit@dgs.ca.gov](mailto:DGSOHR-ExamMQUnit@dgs.ca.gov).
3. Examinations Analyst pulls commitment cert and screenshots the employee’s PIMs History. Sends back to ERL via email with cert chart completed and PIMS History (redacted for Personally Identifiable Information).
4. ERL uploads email received from OHR Examinations Analyst as a PDF into ABMS, and submits RPA to OHR C&P Analyst with all pertinent documents.

Please note that the process for all recruitment RPAs (Tracker RPAs), has not changed.

# Email Template for Requesting a Commitment Cert

**To:** [DGSOHR-ExamMQUnit@dgs.ca.gov](mailto:DGSOHR-ExamMQUnit@dgs.ca.gov)

**Subject:** Commitment Cert Request - RPA 12345 Program Acronym

| **REQUIRED INFORMATION** | **EXAMPLE** |
| --- | --- |
| **RPA Number & Program** | 12345 OHR |
| **Name of Candidate** | Jane Wise |
| **Type of List Hire (select one)**   * LT to Perm Transition * TAU to Perm Transition * T&D to Perm Transition | LT to Perm Transition |
| **Location (county) of Hire** | Yolo |
| **Appointment Classification** | Office Technician (Typing) |
| **Tenure** | Permanent |
| **Time Base** | Full-time |

Please contact your C&P Analyst if you have any questions.