

### Human Resources Personnel Matrix

Action	PPRF (Form)	Position Description	Employment/Of fer Letter	Notice of Appointment	Background Check	Personal Data Form Faculty Data Form Temporary/Student Application	I-9 Form Homeland Security Employment Verification	Federal Tax Withholding Form	State Tax Withholding Form	Payroll Deposit/wv PayCard Form	Letter of Justification*	Cover Letter/Resume/ CV/References Application (non-adminstrative or faculty)	Transcript/Certifications/ Licenses (as appropriate)	Secondary Employment Form (internal/current employee)	Agency MOU for Secondary Appointment (employee with another State of WV Agency)
<b>about the POSITION</b>															
Position: Create	X	X									X				
Position: Change in Status	X	X									X				
Position: Fill or Refill	X	X									under a hiring freeze				
Position: Waive the search process (for administrative positions only)	X	X									X				
<b>about the PERSON</b>															
Personnel: New Employee	X		X		X	X	X	X	X	X		X	X		
Personnel: Rehire Previous Employee (employee was employed at WVSU within a year of this appointment)	X		X		X	X	X								
Personnel: Temporary	X				X	X	X	X	X	X		X	X		
Personnel: Works at another State Agency Temporary	X				X	X	X	X	X	X		X	X		X
Personnel: Employee Status Change	X		X												
Personnel: Internal Hiring - Waive search (current ADMINISTRATIVE employee)	X		X		X <sup>1</sup>		X <sup>1</sup>				X	X	X <sup>2</sup>		
Personnel: External Hiring - Waive search (ADMINISTRATIVE personnel only)	X		X		X	X	X	X	X	X	X	X	X		
Personnel: Change in Position/Job	X	X	X		X <sup>1</sup>		X <sup>1</sup>					X	X		
Personnel: Faculty (12-Months)	X	X	X		X	X	X	X	X	X		X	X		
Personnel: Faculty (9-10-11-Months)	X	X	X		X	X	X	X	X	X		X	X		
Personnel: Adjunct Faculty (returning with no break in employment for over 2-semesters)				X	X	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>	X <sup>2</sup>		X <sup>2</sup>	X <sup>2</sup>	X	
Personnel: Adjunct Faculty (new)				X	X	X	X	X	X	X		X	X <sup>2</sup>		

X<sup>1</sup> = Employees who were grandfathered-in will need to have the background check and homeland security review.

X<sup>2</sup> = Information required if current documents on file need updating.

**\*Letter of Justification:**

Documentation supporting the department's action - position information (position number & title, funding change (if any), and reason for request. Reason for request must identify why a search cannot be performed, effective date, duties, salary, and how the individual meets the qualification requirements of the position. Attach all forms and verifying credentials,

INTERIM = Cannot apply for position when opened for search