



City of Pittsburgh
Operating Policies

Policy: Personnel Transaction Form and I-9 Policies	Original Date: 10/1979
	Revised Date: 9/2009

PURPOSE: To establish a policy for the completion of Personnel Transactions Forms and I-9 Forms.

POLICY STATEMENT: In accordance with Policies for New Hires, Rehires, Recalls, Reinstatements, Transfers, Promotions, Demotions and Assignments, the Department of Personnel and Civil Service Commission prepares all notices for employment, termination, transfer and promotion.

In order to perform this function, it is necessary that the departments provide timely, accurate information regarding employee actions.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

PROCEDURE

Enclosed are the Personnel Transaction Form revised 12/06 and the Form I-9 (Immigration Reform and Control Act) revised 6/5/07. Be sure to discard any old forms.

These forms are to be completed and sent to the Department of Personnel, Attention: Secretary and Chief Examiner, as soon you are aware of a termination, transfer or other personnel transaction occurring within your department, or when you wish to make an appointment. Action will not be taken until a Personnel Transaction Form has been received by the Department of Personnel. Please note that this information must be sent to the Department of Personnel so that the appropriate data can be entered into the HR Data System.

The Personnel Transaction Form and the I-9 Form must be filled out correctly and completely by your department to avoid delays in processing any transaction.

Appointments, transfers and promotions can take effect only at the beginning of a pay period, and therefore, it is necessary that you provide the required information at least two (2) weeks in advance of the proposed effective date as required by Policies for New Hires, Rehires, Recalls, Reinstatements, Transfers, Promotions, Demotions and Assignments).

I. PERSONNEL TRANSACTION FORMS

To complete the Personnel Transaction Form, please follow the steps outlined below:

- A.** Under “Requested Personnel Transaction”, check all circles that apply to the transaction being processed. Please note that a position may be either full-time or part-time based on the number of hours to be worked weekly; and either permanent or temporary based on the duration of the position (See Policies for New Hires, Rehires, Recalls, Reinstatements, Transfers, Promotions, Demotions and Assignments for further clarification on the status of positions).

- B.** Complete all spaces pertaining to the information regarding the employee (Name, Address, Zip Code) and the position (Title, Grade/Step, Salary, Department, Bureau/Division, Location and Administration Group Number). Fill in the spaces beside Job Code based on the information provided by the Mayor’s Office in Section 2 of the approved Personnel Requisition Form you submitted for the position (See Policies for New Hires, Rehires, Recalls, Reinstatements, Transfers, Promotions, Demotions and Assignments).

- C.** Complete all spaces in Section 1, 2 and 3 according to the instructions on the Personnel Transaction Form.

Enclosed is the list of Termination Codes, reprinted 02/07, which is to be used when completing Section 2 of the Personnel Transaction Form.

II. FORM I-9

The enclosed I-9 Form revised 6/5/07, includes instructions for completion on the back side of the form. Please make clear photocopies of the form for your use as needed.

A. Please note that an additional section, Section 3-Updating and Re-verification, has been added to the Form. If you rehire an employee who has previously completed a Form I-9, you may re-verify on the employee's original Form I-9 (or on a new Form I-9) if:

- 1)** you rehire the employee within 3 years of the initial dates of hire; and
- 2)** the employee's previous grant of work authorization has expired but he or she is currently eligible to work on a different basis or under a new grant of work authorization than when the original Form I-9 was completed.

B. Enclosed to assist you in completing Form I-9 and examining original documents are the following:

- 1)** Lists of acceptable documents that establish identity and employment eligibility, revised 6/5/07 (1 page)
- 2)** Samples of identity and employment verification (11 pages)
- 3)** Instructions for completing Form I-9 for Minors and Disabled Individuals Unable to Present a List A or List B Document (1 page)
- 4)** Examples of completed I-9 Forms (2 pages)

If you have any question regarding the Personnel Transaction Form or the Form I-9, please contact your Personnel Analyst.