



**STATECIVILSERVICE**

## **JOB AIDS AND RESOURCES**

*Documentation and Reporting Requirements*

Documents Maintained at the

Agency Level – General

Documents maintained by the agency may be stored in paper or electronic format and must be made available to State Civil Service employees upon request.

### **GENERAL REQUIREMENTS**

Agencies must maintain:

- Application of appointee
- Payroll records
- Attendance & Leave records
- Appointment records, including job postings, application and certificate of eligibles
- Status Change records
- Position Allocation records
- Performance Planning & Evaluation records (PES)
- Discipline records
- Suspension Pending Investigation records
- When layoff has occurred at an agency, documentation of a check of the Department Preferred Reemployment List (DPRL) must accompany every action to fill a vacancy during the two years following a layoff action.