

**Texas Department of Criminal Justice
Salary Worksheet for Interagency Transfers**

This form is to be completed when an outside applicant who has been offered employment notifies TDCJ Human Resources staff of current employment with another Texas state agency or agencies. If the outside applicant is employed by more than one Texas state agency, a separate worksheet shall be completed for **each** agency.

SECTION I: To be completed by the TDCJ office that made the Conditional Offer of Employment.

A. Applicant General Information

Name: _____ SSN: _____

New Payroll Title: _____ Unit/Department: _____

Extended Title: _____

Job (Payroll) #: _____ Schedule Hire Date: _____

B. The outside applicant is currently employed by the following Texas state agency:

Name of other State Agency : _____

C. TDCJ Employee who Completed Section I

Name: _____ Title: _____

Date Completed: _____

SECTION II: To be completed by the human resources representative responsible for entering the Payroll Status Change. The human resources office of each agency that the applicant is currently employed with shall be contacted to obtain the following information.

A. Dates of Employment: From: _____ To: _____

B. Current Salary Information:

Current Title: _____

Schedule: _____ Group: _____

Monthly Rate: _____ Annual Rate: _____

C. Individual from other state agency who provided information:

Name: _____ Title: _____

Phone: (____) _____

D. TDCJ Employee who Completed Section II:

Name: _____ Title: _____

Date Completed: _____

Distribution Instructions:

Original: Attach to Original Application for Employment

Copy: Fax to Payroll Contact