

ANTICIPATED STATE OR MILITARY SALARY CHANGES

Anticipated State Salary changes:

Anticipated Military Salary changes:

COMMENTS:

By my signature, I certify that this information is true and complete to the best of my knowledge. Additionally, I authorize the Military Department to contact my Command at any time during my activation to verify military pay information. Finally, I understand that if I am approved for Uniformed Service Shared leave "to make up a salary difference", I have a responsibility to notify the Military Department of any changes to my military and/or state salary or military orders.

Name:

Date:

PERSONNEL / PAYROLL INFORMATION

(To be completed by the agency Human Resource / Payroll Office)

Employee	Personnel Number	Date and Time Form Received from Employee
STATE SALARY INFORMATION		
Job Classification	Base Salary - Range Step	Is the employee Represented or Non-Represented?
Special Pay	Shift Differential	Next PID
LEAVE BALANCE		
Vacation	Personal Holiday	Military Leave
AGENCY CONTACTS		
Human Resource Contact	Phone	E-mail
Payroll Contact for Leave Transfer	Phone	E-mail
AGENCY APPROVAL		
By submission of this form, I certify that the recipient meets all of the criteria required in RCW and that they followed agency / institution policy and procedures to be eligible for leave donations.		
Name	Title	Date

Please forward completed form to:

Washington Military Department
State Human Resource Office
Camp Murray, Bldg # 33, Tacoma WA 98430-5006
Fax: (253) 512-7808

Questions may be directed to Military Department Human Resources at 253-512-7522.

The Public Records Act, RCW 42.17.250, et.seq. requires disclosure of public records unless they are exempt. If requested, non-exempt public records in the possession of the Department of Personnel will be released. Exempt records will be withheld from public disclosure or exempt portions of records will be redacted from records prior to release.