

# HR Transaction Form for New Hires, Promotions, & Transfers, etc.

This form must be completed on the first day in a position for a new hire, promotion, or transfer. Scan and email to [hrcms.support@jud.state.ma.us](mailto:hrcms.support@jud.state.ma.us) or fax to the Human Resources Department at 617-742-0968. Once this transaction is entered you will receive confirmation of completion, including the employee ID for new hires.

Court Division/Department: \_\_\_\_\_

First Date in new position/location: \_\_\_\_\_ Position: \_\_\_\_\_

Employee Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Employee ID # (for current State employees): \_\_\_\_\_

(new hires will receive the employee ID once entered into HRCMS)

Home Address: \_\_\_\_\_

Street City State Zip

Mailing Address: \_\_\_\_\_

(If different from above) Street City State Zip

Home Phone: \_\_\_\_\_ Alternate Phone/type: \_\_\_\_\_

Ethnic Group: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_ Additional: \_\_\_\_\_

Gender \_\_\_\_\_ Veteran Status \_\_\_\_\_

Standard Weekly Hours: \_\_\_\_\_ Reports to (for SSTA): \_\_\_\_\_

(Name of SSTA approver)

**Default Schedule:**

Fill in the normal time in and out for each work day:

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Out (lunch)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In (lunch)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Name: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_