

Pretrial Services Personnel Change(PSPC)Form

Employee Name: _____	
Position Title: _____	Position Number: _____
County: _____	Circuit: _____

New Hires			
Funding Source: Pretrial		Date of Employment:	
Annual Salary:		Professional Level:	
Previous Employment in IL Court Services			
County/Dept:		Ending salary:	
From:	To:	Grade:	Step:

Change of Status			
Change of Position:			
Original Hire Date:		New Position	
Previous Position		Effective Date:	
Position Title:		Position Title:	
Position Number:		Position Number:	
Grade:		Grade:	
Step:		Step:	
Old Salary:		New Salary:	

Salary Adjustment			
Adjustment options:		Effective Date:	
Adjustment options:		New Annual Salary:	
Total Percentage:	Total Dollar amount:	Previous Annual Salary:	
Other/Additional information:		Current Grade/Step:	
		New Grade/Step:	

Miscellaneous Changes			
	Termination/Resignation Date:		
	Vacation Payout (upon termination):		Number of days
	Unpaid Leave of Absence	From:	To:
	Name Change	Old:	New:
	Other:		

I certify that the information on this form is true and correct and that this personnel action is consistent with the requirements of the Pretrial Services Act, 725 ILCS 185.	
CMO/ Director	Date

PRETRIAL SERVICES PERSONNEL CHANGE (PSPC) FORM INSTRUCTIONS

This form is to provide OSPS with information for New Hires and Change of Status (i.e. transfers, promotions, salary adjustments, etc.). The form must be signed and dated by the department director. All PSPC forms must be **typed**.

NEW HIRES

This section is for new hires to the pretrial/probation/court service departments. If the new employee has previous experience in Illinois pretrial/court services, please identify the location and duration of their prior service in the space provided. Remember to verify they are on the OSPS eligibility list prior to the start of service to receive reimbursement for that position.

CHANGE OF STATUS

Change of Position, select one of the appropriate options provided. An example of “promotion within current level” would be a promotion from Pretrial Officer to Senior Pretrial Officer.

Previous and new position titles must be consistent with the coinciding position numbers/titles on the Approved Personnel List. Please provide the hire date on the appropriate line.

Salary Adjustment, this section must match a subsequent pay increase approved in the annual plan process, whether in your compensation plan, contract or other approved documentation. If the pay increase has not previously been approved in the annual plan process, a supplemental request **must** be submitted and approved prior to including the increase on any invoice voucher. Please list current grades/steps or new grades/steps for each employee.

There are two sections offered in this section that include options for Approved Contractual Agreement, Performance, and Other. The total percentage and dollar amounts should include the total percentages when multiple options are selected. The "Other/Additional Information" section is listed for an explanation of the other adjustment option and should also include any breakdown explanations for total amounts provided.

Miscellaneous Changes, “Termination/Resignation date” is the employee's last day on the job (not necessarily the employee's last day on payroll). Upon termination of employment payment for unused vacation leave shall be reimbursable up to a maximum of 30 days. Sick leave, personal days, and comp time are not reimbursable. Please indicate the number of days being reimbursed.

In any voucher period, when an employee's monthly salary is greater or less than their normal salary amount, please check “Other” and provide a detailed explanation on the bottom or back of the form. “Leave of absence” refers to unpaid leaves only.

Non-reimbursable items include overtime pay, on-call/extra duty pay, and shift differential.

The information on the PSPC form must match what is entered on the voucher for the appropriate month. If not, you may be contacted to revise or submit a corrected form.

For departments of 20 or more employees that will receive the **exact same pay increase**, you may submit an attachment to the PSPC form known as the PSPC Spreadsheet in addition to a summary PSPC form. On the original PSPC Form, please indicate the County/Department and Circuit at the top of the form and indicate the type of pay increase for all employees in the Salary Adjustment section, along with appropriate signatures. Next complete a list of all employees who receive the increase including position number, name, grade/step, amount of increase and new salary on the PSPC Spreadsheet form using as many copies as necessary. The PSPC Spreadsheet will **not be accepted for monthly step increases for a handful of employees, position changes, terminations, etc. unless authorized by OSPS**.

If questions arise concerning any information in the process of preparing the PSPC Form, PSPC Spreadsheet, or reimbursement voucher, please contact the OSPS Compliance Officer your county/department is assigned.

All forms shall be uploaded to this [link](#) by the 15th of the month.