EMPLOYMENT FORMS

Idaho Peace Office Standards and Training
Agency Portal How-To

3/29/2021
TO BEGIN, LOG INTO YOUR AGENCY PORTAL
IF YOU ARE LOOKING FOR A FORM YOU’VE PREVIOUSLY WORKED ON, ITS LOCATED UNDER “EMPLOYMENT FORMS”
From here you can search your individual. Be sure you’re in the correct tab and the correct assignment tab is selected. As a fail safe, you can select all 4.
IF THIS IS AN INITIAL HIRE, SELECT “NEW INITIAL EMPLOYMENT FORM”

IF YOU ARE CHANGING AN EMPLOYMENT STATUS, JUMP TO SLIDE 10
If they've never been a law enforcement officer in Idaho, enter their information in the first line.

Once search is selected, this alert box will pop up. Select "employee not listed" to initiate the employment form.
IF THEY HAVE BEEN EMPLOYED WITH AN AGENCY IN IDAHO BEFORE, THIS DIALOG BOX WILL APPEAR

By selecting their name, it will initiate an employment form for your agency
TO ACCESS THE FORM, RETURN TO YOUR DASHBOARD AND SELECT “EMPLOYMENT FORMS”
SELECT WHICH OFFICER YOU'D LIKE TO BEGIN WITH

3/29/2021

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Assigned To</th>
<th>POST ID</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test, Officer</td>
<td>Agency (unsubmitted)</td>
<td>03/29/2021</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>03/29/2021</td>
<td></td>
</tr>
</tbody>
</table>
PLEASE FILL OUT EVERY BOX. ONCE FINISHED, SUBMIT TO POST AT THE BOTTOM OF THE FORM
IF THERE IS AN ISSUE WITH THE EMPLOYMENT FORM, POST WILL SEND IT BACK WITH NOTES.

- Most often we are just looking for clarification. Those rejected can be found under employment forms.
FOR CHANGING AN EMPLOYEE'S STATUS, SELECT “NEW SEPARATION/CHANGE IN STATUS FORM”
SEARCH YOUR EMPLOYEE, THEN SELECT THEIR NAME. THIS WILL OPEN A CHANGE IN STATUS FORM.
Scroll down to the middle of the page and select “transfer”

This will create a second line. This is where the new employment information goes. The only thing that needs added to the first line of employment is the **end date**

Be sure to complete all boxes to prevent the form from being returned for correction
If they are needed to be separated from the agency, select “separation.” It will generate the “end date” and “end action” box. Add their final date of employment and the reason for the separation.

*Note: If the separation is a future date, the form will be processed after date of separation.
Once the employment information is filled out, complete any information that is needed in the “edit employee info” as well as the attestation, then submit to POST.
If you have more questions about employment forms please contact

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