

Notice of Personnel Action (NOPA) Reprint Request Form

Use this form to submit a NOPA reprint request for ONE transaction and effective date only. For another transaction(s) and/or effective date(s), you must submit an additional form(s).

To complete the form: You must first save it to your computer/laptop; then open it in Adobe Acrobat or Adobe Acrobat Reader DC and enter your information.

To submit the form: In ConnectHR select document type **CS Audits - NOPA Reprint Request**.

TO:
State Controller's Office
Personnel and Payroll Services Division
Statewide Civil Service Audits

Employee full name:

Employee full SSN: _____

Effective date of transaction: _____ (mm/dd/yyyy)

Transaction code: _____

HR contact information (requestor's name, universal email, and phone number):

Authorized signature:

Remarks:

6/5/2024