



State of Oklahoma
Office of Management and Enterprise Services

HCM 14-09

DATE: October 2, 2014

TO: All Appointing Authorities

FROM: Lucinda Meltabarger, Administrator
Human Capital Management Division
Office of Management & Enterprise Services

SUBJECT: Updated Forms for State Agencies

The Human Capital Management Division of the Office of Management and Enterprise Services provides a listing of human resources forms on the HCM website for use by Oklahoma state agencies and their employees.

To improve their functionality and reflect changes in policy and procedure, many of the forms on the site have been updated for use, including the Employment Action Form (HCM-92), the Request for Personnel Action Form (HCM-14), Position Description Questionnaire (HCM-39) and others. State agency forms can be found at http://www.ok.gov/opm/HR_and_Employee_Services/Forms/.

Please review the revised forms and address any questions to the OMES Human Capital Management Division at:

Elizabeth Blais at (405) 522-6907 or elizabeth.blais@omes.ok.gov
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