Use template to check for furloughees for Civil or Non-Civil Service positions.

Email template to: [ra-pancs@state.pa.us](mailto:ra-pancs@state.pa.us)

Type: Civil Service Is position blocked? Yes

Non-Civil Service

Non-Civil Service Pay Scale Group 6 and above clearance

Confidential

Agency Name:

Facility Name:

Bureau Name:

County:

Job Name:

Job Code:

Pay Scale Group:

Bargaining Unit:

**Time/Work Code:**

**Permanent Full-Time** **Permanent Part-Time**

**Temporary Full-Time** **Temporary Part-Time**

**per diem**

**Number of vacancies**      

Comments:

For BSE only:

No furloughees \_\_\_\_\_\_\_\_\_\_

Furloughee, contact BSE for instruction \_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_

BUREAU OF STATE EMPLOYMENT

110 FINANCE BUILDING

HARRISBURG PA 17120

717-787-5703