

California Department of Human Resources

Request Tracking System (RTS)



RTS-Exempt Requests User Guide:

Exempt Position Request & Exempt Consultation

PROVIDED BY:
CalHR Personnel Management Division
Exempt Program
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How to Access the Request Tracking System

- Click on the link below.

<https://eservices.calhr.ca.gov/enterprisehrblazorpublic/Public/ProcessTracking/RequestSearch>

How to Register Your Email

- Before you can create a public team or view requests, you will first need to register with RTS by entering your email address, then click “Send Authorization Code.”
Note: If an individual email address is used to submit an EPR request, all communication will go to that email address. Therefore, it is recommended to use a general email if multiple individuals need to be aware of any communication relating to a request. If needed, you may follow the “How to Create/Edit a Public Team” instructions.

Authorize Email Address

You must register and confirm your email address in order to view requests.

1 Register Email 2 Confirm Email

An authorization code will be sent to the email address you provide. After you confirm the authorization code, you can view and check the status of your requests.

Email Address

Send Authorization Code

- You will receive an email containing a 4-digit code.



CalHR Request Portal

Authorization Code

Your authorization code is: **8189**

This authorization code will be valid for 30 minutes.

Do not share this email, link, or request information with others.

- Enter the 4-digit code on the screen below.

CalHR Request Portal

Need Help? View the Quick Reference Guide. X

Authorize Email

You must register and confirm your email address in order to view requests.

1 Register Email 2 Confirm Email

An email with a confirmation code has been sent to the email address you provided. Please enter the code below to confirm your email.

Email Address
angelina.snarr@calhr.ca.gov

Please check your email for the confirmation code. The confirmation code will be valid for 30 minutes. It may take several minutes to receive the email. Check your spam or junk folder if you do not receive it shortly.

Confirmation Code:

8 1 8 9

Create a 4-digit PIN that you will use to access your requests.

PIN:

Confirm PIN:

- Next, create a 4-digit easy-to-remember PIN. Note: The PIN is only valid for 24 hours. You will need to repeat this step each time to access EPR requests in RTS if time has exceeded 24 hours. Agree to the Terms & Conditions and click “Confirm Authorization Code.”

CalHR Request Portal

Need Help? View the Quick Reference Guide. X

Authorize Email

Confirmation Code:

8 1 8 9

Create a 4-digit PIN that you will use to access your requests.

PIN:

1 2 3 4

Confirm PIN:

1 2 3 4

Note

When creating a Personal Identification Number (PIN) on this website, please ensure that you do not use an easily guessable PIN such as birthdate, the last four digits of your Social Security Number (SSN), your numeric address, or any simple or repeating sequences (e.g., 1234, 0000). By proceeding with the creation of a PIN, you acknowledge that you understand and accept this advice, and agree to choose a secure and unique PIN. We are not responsible for any unauthorized access resulting from the use of weak or easily guessable PINs.

Terms & Conditions

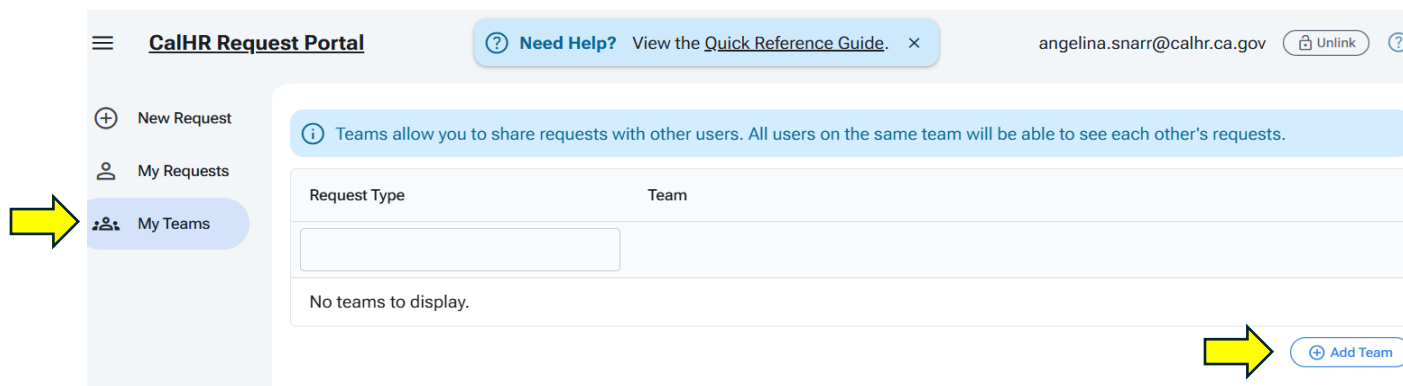
☐ I agree to the Terms and Conditions.

Resend confirmation code?

Confirm Authorization Code

How to Create/Edit a Public Team

- If you need to give access to additional users, you will need to add them individually using the “My Teams” feature, located on the left-hand side. Then click on “Add Team” on the bottom right.



CalHR Request Portal

Need Help? View the [Quick Reference Guide](#).

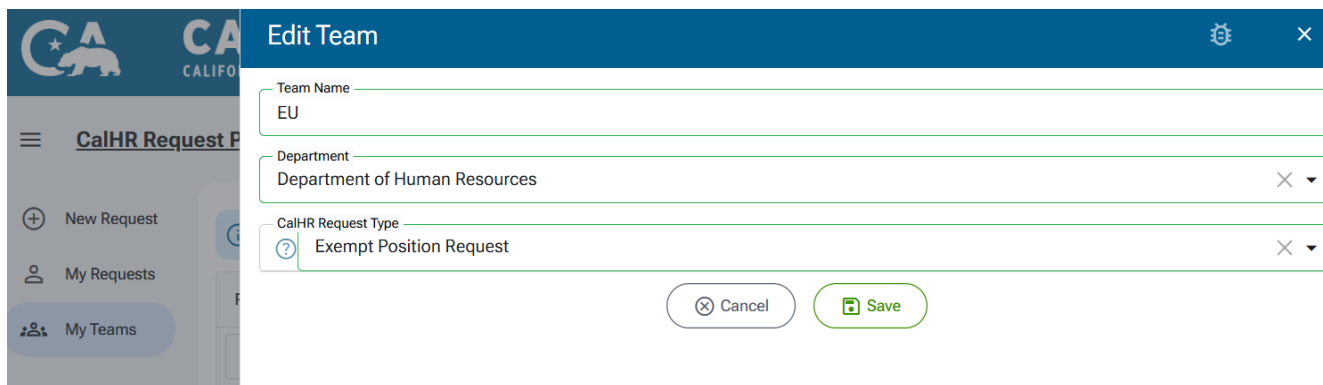
angelina.snarr@calhr.ca.gov Unlink

Teams allow you to share requests with other users. All users on the same team will be able to see each other's requests.

Request Type	Team
No teams to display.	

Add Team

- Complete the fields below. Create a name for your team, then enter the department name and select *Exempt Position Request* for “CalHR Request Type.”



Edit Team

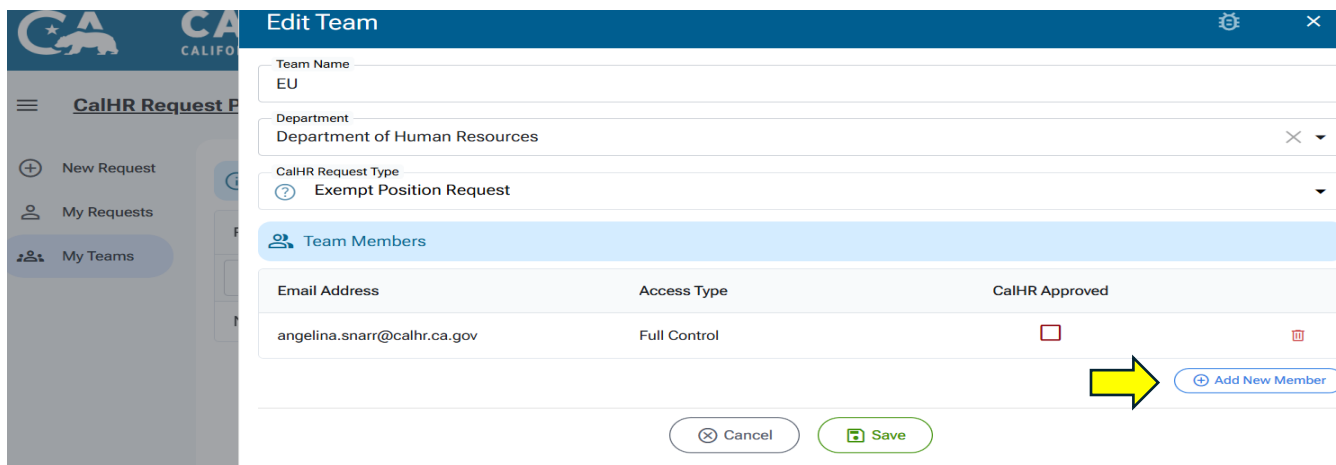
Team Name
EU

Department
Department of Human Resources

CalHR Request Type
Exempt Position Request

Cancel Save

- Click “Add New Team Member” to add an individual to the Team. Be sure to allow *full control* (this will **not** allow them to edit but will allow them to communicate about the request if needed).



Edit Team

Team Name
EU

Department
Department of Human Resources

CalHR Request Type
Exempt Position Request

Team Members

Email Address	Access Type	CalHR Approved
angelina.snarr@calhr.ca.gov	Full Control	☐

Add New Member

Cancel Save

- Once you've added all team members, click "Save." A request will be sent (via email) to CalHR for approval.

Edit Team

Team Name: EU

Department: Department of Human Resources

CalHR Request Type: Exempt Position Request

Team Members

Email Address	Access Type	CalHR Approved
angelina.snarr@calhr.ca.gov	Full Control	☐
Raquel.Belmontes@calhr.ca.gov	Full Control	☐
Vanessa.Slade@calhr.ca.gov	Full Control	☐

[Add New Member](#)

[Cancel](#) [Save](#)

CalHR Request Portal

angelina.snarr@calhr.ca.gov [Unlink](#) [?](#)

My Teams

Teams allow you to share requests with other users. All users on the same team will be able to see each other's requests.

Request Type	Team
Exempt Position Request	EU Some accounts are pending CalHR Approval ☐ angelina.snarr@calhr.ca.gov - Full Control ☐ Raquel.Belmontes@calhr.ca.gov - Full Control ☐ Vanessa.Slade@calhr.ca.gov - Full Control

[Add Team](#)

- The person who created the Team will receive an email indicating the Team members have been approved.



CalHR Request Portal

RTS Public Team Member Approval

angelina.snarr@calhr.ca.gov has been approved as a member of the public team **EU**.

Do not share this email, link, or request information with others.

How to Submit an EPR Package

- Click on “New Request” on the left-hand side. Select “Personnel Management Division” for the Request Category, and then click “Start Request” for the Exempt Position Request.

The screenshot shows the CalHR Request Portal interface. The left sidebar has a 'New Request' button highlighted with a yellow arrow. The main content area is titled 'New Request' and shows a search bar for 'CalHR Requests'. Below the search bar, there are three request categories: 'Board Item (Classification Revision)', 'Exempt Consultation', and 'Exempt Position Request'. The 'Exempt Position Request' category is selected, and its 'Start Request' button is highlighted with a yellow arrow. The 'Request Category' dropdown is set to 'Personnel Management Division'.

- Before completing the EPR, read the “Instructions for EPR” at the top of the page. The EPR consists of three different sections: Appointee, Pay Scale, and Approval that must be completed.

The screenshot shows the EPR form. The left sidebar has a red box around the 'Appointee' tab. The main content area is titled 'Department Info' and includes fields for 'Department', 'Request Type', 'Name', 'Effective Date', 'Salary', 'Level', and 'Explain (if Other)'. Below this is the 'Appointee Information' section, which includes fields for 'Current Class', 'Employing Department', and 'Monthly Salary'. The 'Next' button is visible at the bottom right.

□ “APPOINTEE” Section:

The screenshot shows a web application interface for the 'APPOINTEE' section. It features a sidebar with three tabs: 'Appointee' (highlighted with a yellow triangle), 'Pay Scale' (highlighted with a yellow triangle), and 'Approval' (highlighted with a blue triangle). The main content area is divided into two sections. The 'Department Info' section contains a 'Department' dropdown menu. The 'Appointee Information' section contains several fields: 'Request Type' (dropdown), 'Explain (if Other)' (text field), 'Name' (text field), 'Effective Date' (date field with a calendar icon), 'Salary' (text field), and 'Level' (dropdown menu). Each field has a small orange key icon next to it, indicating a required field.

□ **Department Info**

- *Department:* Name of department submitting the request.
NOTE: If your department provides personnel services to another department or agency and is submitting a request on their behalf, select the name of that department or agency.

□ **Appointee Info**

- *Request Type:* Describes the action being requested. If none of the options apply to your request, select “Other” and complete the “Explain” field to the right.
- *Name:* Name of the current or proposed appointee.
- *Effective Date:* Proposed effective date of class change(s) and/or the proposed effective date of appointment.
NOTE: If the appointee already took their Oath of Office, the effective date must be the Oath date.
- *Salary:* Proposed salary rate for the current or proposed appointee.
- *Level:* Salary level of the Exempt class (if applicable).

□ **If the appointee is currently a state employee**

- *Current Class:* Class code and title of appointee’s current classification.
- *Employing Department:* State department in which the appointee is currently employed.
- *Monthly Salary:* Appointee’s current base salary

- Once the “Appointee” section is complete, click Next.

□ “PAY SCALE” Section:

□ **Current Pay Scale Information**

- Classification: Select the classification the individual is being appointed to.
- Exempt Level: Salary level of the classification the individual is being appointed to (if applicable).

□ **Proposed Pay Scale Information**

- Do NOT complete the proposed pay scales information if there are NO proposed changes to the class.
- If there are proposed changes, ONLY complete the field(s) you are proposing to change.
- Click “Yes” or “No” if the request to establish a new class based on legislation or a conversion.
- *Additional Notes:* Brief summary of the request being submitted.

□ **Documentation/Attachments**

- Attached required documents such as the justification memorandum (if applicable), duty statement(s), and organizational chart(s).
- You are allowed to attach multiple documents.

□ “APPROVAL” Section:

- ❑ **Requesting Department**
 - Requester's Name and Title: Name and title of the person submitting the request.
 - Email: Email address of the person submitting the request.
- ❑ **Agency (if applicable)**
 - Name and Title of Approving Official: Name and title of the person at Agency approving the request.
 - Agency Name: Full agency name (no acronyms).

❑ When all required and applicable fields are complete, click "Submit Form."

Appointee ▶ **Requesting Department**

Pay Scale ▶ Requester's Name and Title: Angelina Snarr, Program Advisor

Approval ▶ Email: angelina.snarr@calhr.ca.gov

Agency (if applicable)

Name and Title of Approving Official: _____

Agency Name: _____

Next >>

Submit Form

- ❑ You will receive an automated message via email confirming your request was submitted and received by CalHR. Your request is assigned a request number for tracking purposes. The message will contain the "Request #," "Request Type," and "Submitted on" date. You can access your request by clicking on "View Request."

 **CalHR Request # 25.6241**

New Request Received

Thank you for submitting your request. The following details have been submitted:

Request #: 25.6241

Request Type: Exempt Position Request

Submitted on: 12/2/2025

[View Request](#)

Do not share this email, link, or request information with others.

How to Check the Status of a Request

- Go to “My Requests” on the left-hand side. Once you’ve registered your email, click on a request under the “Request #” column to view the request details.

The screenshot shows the 'User Requests' interface. On the left, a sidebar contains 'New Request' and 'My Requests' (highlighted with a yellow arrow). The main area has tabs for 'Active', 'Unsubmitted', 'Completed', and 'Other Request Communication'. Below these is a table with columns: Request #, Request Type, Title, Request Status, Current Task, and Create Date. Two rows are visible, both for 'Exempt Position Request' with status 'In Progress'. The first row's 'Request #' is #25.4203, highlighted with a yellow arrow.

Request #	Request Type	Title	Request Status	Current Task	Create Date
Q #25.4203	Exempt Position Request		In Progress	Intake Form	7/23/2025 10:27:04 AM
Q #25.4175	Exempt Position Request		In Progress	Intake Form	7/21/2025 2:39:42 PM

- The request details also display the “Request Status” at the top of the page.

The screenshot shows the details for 'Request #25.4203'. A red box highlights the top header area with the following information:

Request #	Created	Request Status	CalHR Process
#25.4203	7/23/2025 10:27:04 AM	In Progress	Intake Form

Below the header, there are tabs for 'Exempt Position Request' (selected) and 'Communication'. The main content area is titled 'Exempt Position Request' and includes sections for 'User Information', 'Instructions', and 'Department Info'. The 'Department Info' section shows the 'Department' as 'Department of Corrections and Rehabilitation' and the 'Schema Code' as 'ID00'.

How to Send RTS Communication Messages

- Go to “My Requests” and click on the request you would like to send a communication for. Click on “Communication.”

 Click “Send New Communication to CalHR.”

☐ A text box will appear. Type in your message and/or question to CalHR. If needed, you can add an attachment.

Send Communication

The following communication will be sent to the appropriate CalHR contact.

Rich text editor toolbar and area.

Send Communication Add Attachment

How to Edit a Request after Submission

- Departments are not allowed to edit an EPR after submission. If edits are needed, you must contact CalHR via Communications to request to re-open the EPR. Once re-opened, you will receive an email message alerting you that the EPR is re-opened for editing.

How to Submit an Exempt Request/Inquiry

- Click on “New Request” on the left-hand side. Select “Personnel Management Division” for the Request Category, and then click “Start Request” for the Exempt Position Request.

The screenshot shows the CalHR Request Portal interface. The left sidebar has a 'New Request' button highlighted with a yellow arrow. The main content area is titled 'New Request' and contains a search bar and three request cards. The first card is 'Board Item (Classification Revision)', the second is 'Exempt Consultation', and the third is 'Exempt Position Request'. The 'Exempt Consultation' card has a 'Start Request' button highlighted with a yellow arrow. The 'Request Category' dropdown is set to 'Personnel Management Division'.

- Enter your Email Address and select the Requesting Department. Note: If your department provides personnel services to another department or agency and is submitting a request on their behalf, select the name of that department or agency for the Requesting Department.



Exempt Consultation Intake Form

The screenshot shows the 'User Information' section of the Exempt Consultation Intake Form. It includes a form with the following fields:

- Email Address:** angelina.snarr@calhr.ca.gov
- Requesting Department:** A dropdown menu.
- Update:** A button to save the information.

- Select a “Request Type” from the drop-down. Refer to the *Request Type Glossary Document* under the “Instructions.” This glossary describes each request type and

documents required for submission, as well links to resources.



Exempt Consultation Intake Form

User Information

Instructions

Please refer to the **Request Type Glossary (see below)** for a description of each request type and the documents required.

[Request Type Glossary Document](#)

Request Details

Request Type

If Other, Explain

☐ Provide a brief description of the request you are submitting. If submitting an inquiry versus a formal request, use this text box to enter your question. Then, select “Yes” or “No” if your request or inquiry is highly sensitive or urgent.

Request Description or Inquiry

Is this Request or Inquiry highly sensitive or urgent requiring immediate attention?

☐ Yes ☐ No

- ☐ Use the “Justification” box to explain the need of the request and how it is supported. This text box takes place of the justification memo; therefore, a justification memo does not need to be submitted. Then, attach the required documents for the request type. Click “Submit Form.”

Justification

Documentation / Attachment(s)

Documentation / Attachment(s) #1
Documentation / Attachment Choose

+ Add Row

- ☐ You will receive an automated message via email confirming your request was submitted and received by CalHR. Your request is assigned a request number for tracking purposes. The message will contain the “Request #,” “Request Type,” and “Submitted on” date. You can access your request by clicking on “View Request.”



CalHR Request # 26.8792

New Request Received

Thank you for submitting your request. The following details have been submitted:

Request #: 26.8792

Request Type: Exempt Consultation

Submitted on: 3/30/2026

[View Request](#)

Do not share this email, link, or request information with others.

- If needed, refer the “How to Check the Status of a Request” and “How to Send RTS Communication Messages” instructions.

How to Report a System Issue (bug)

- Click on the bug icon in the upper right-hand corner.



- Enter your email address and provide a brief summary of the issue in the “Comments” field. Then click “Submit.”

A screenshot of a web form titled "Report an Issue". The form has a light blue header with a close button (X). Below the header, there is a blue box with an information icon and the text: "A screenshot of your browser window will be submitted in an e-mail with your comments." Below this, there is a text input field labeled "Email" with a cursor inside. Below the email field is a large text area labeled "Comments". At the bottom of the form is a blue button with a gear icon and the text "Submit".