

Request Tracking System (RTS) Preview



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Overview

- What is the Request Tracking System (RTS)?
 - The RTS is a tool for departments and agencies to submit requests to CalHR for consideration.
 - This tool replaces the old email methods of submission.
 - RTS gives CalHR management metrics and status reporting.
 - Creates new efficiency and effectiveness in our processes.


Benefits

- Tracking and Status Updates
- Efficiency/Effectiveness
 - Automation of Certain Processes
- Workload Distribution/Metrics
- Transparency

Types of Portals

- Exempt Program Portals In Production
 - Exempt Position Request (EPR)
 - Exempt Consultation
- Board Item Request (under construction)
- CalHR anticipates introducing more portals for other common items submitted to PMD (such as CEAs, 625s, RA 180-day requests, etc.)

EPR & Exempt Consultation Portal



CalHR

CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

CalHR Request Portal

Need Help?

View the [Quick Reference Guide](#).

×

invaliduseremailaddress

Unlink

?

New Request

My Requests

New Request

New Request

CalHR Requests

Search available CalHR requests using the filters below.

×

Request Category

Personnel Management Division

×

▼

Search...

Search

Exempt Consultation

Use this request for all types of Exempt Program requests that are not appropriate for the Exempt Position Request.

Personnel Management Division

Start Request →


Exempt Position Request

An Exempt Position Request is required for an exempt appointment, establishment of an exempt classification, and/or changes to an exempt position (i.e., title, salary level, footnote, etc.)

Personnel Management Division

Start Request →

EPR: Appointee Information

 Exempt Position Request

User Information

Instructions

Instructions for EPR

To submit an Exempt Position Request (EPR), Departments, Agencies, Boards, and Commissions must complete each applicable field below for the current and/or proposed information and upload required documents for the package. Required documents include a justification memorandum, duty statement(s), and complete organizational chart(s). A department's submittal of an EPR package indicates you have already received Agency approval before submitting the request (if you report to an Agency). Note, you will not be able to submit an incomplete request.

Please refer to the following resources to complete the request

- [Exempt Employee Salaries - CalHR](#)
- [Human Resources Manual - CalHR](#)
- [Exempt Salary Schedule](#)

Appointee | Department Info

Department

Appointee Information

Request Type Explain (if Other)


Name Effective Date Salary

Level

If the appointee is currently a state employee

Current Class Employing Department Monthly Salary

Next >>

- Department
 - Tied to the Appointing Class
- Request Type
 - New to EPR form
- Level
 - Exempt Salary Chart
- Required Fields 

EPR: Current & Proposed Pay Scale Info (1/2)

Current Information and Proposed Changes, if any: (Current information is available on Controller's CSP Screen or the Human Resources Network (HR NET))

Pay Scale

Approval

Current Pay Scale Information

Classification

Exempt Level (If Applicable)

Proposed Pay Scale Information

Please only fill out fields that you are requesting to change.

Class Title <input type="text"/>	Exempt Level <input type="text"/>
WWG <input type="text"/>	CBID <input type="text"/>
Class Min Salary <input type="text"/>	Class Max Salary <input type="text"/>
Incumbent Monthly Salary <input type="text"/>	Authority/Entitlement <input type="text"/>
Footnotes <input type="text"/>	
New exempt class based on new legislation <input type="radio"/> ? Yes No	New exempt class based on the conversion <input type="radio"/> ? Yes No
If new conversion, Civil Service Class to be Converted <input type="text"/>	Position Number <input type="text"/>

Additional Notes

B I U [List Bulleted] [List Numbered] [List Disclosed] [List Indented] [Link] [Unlink]




- Current Class Info
 - Appointing Class
- Proposed Info
 - Changes to Class
- Additional Notes
 - Brief Summary

EPR: Current & Proposed Pay Scale (2/2)

The screenshot shows a web interface for the 'Documentation / Attachments' section. At the top is a blue header bar with the text 'Documentation / Attachments'. Below this is a table with one row titled 'Documentation / Attachments #1'. To the right of the table title is a red trash icon. Below the table is a section labeled 'Applicable Documentation' with a 'Choose' button. At the bottom right of the table area is a '+ Add Row' link. At the bottom of the form are two buttons: '<< Previous' on the left and 'Next >>' on the right.

- Attach Applicable EPR Documents
- Allows Multiple Attachments

EPR: Approval

-  Appointee
-  Pay Scale
-  Approval

Requesting Department

Requester's Name and Title


Email

Agency (if applicable)

Name and Title of Approving Official

Agency Name

<< Previous

 Required questions need to be completed.

 Submit Form

EPR: My Requests

- Check request status

Home

Request Tracking

Request Management

User Tasks

Request Dashboard

My Requests

New Request

Data View

My Requests

New

Active Unsubmitted Completed

Request #	Request Type	Title	Request Status	Current Task	Create Date
#25.5306	Exempt Position Request		In Progress	Intake Form	10/6/2025 1:11:10 PM

- Communicate with CalHR

Request #25.5306

Created10/6/2025 1:11:10 PM

Request StatusIn Progress

CalHR ProcessIntake Form

Exempt Position Request

Communication

Send New Communication to CalHR

From	Subject	Created
CalHR System	Request Submitted	10/6/2025 1:11:11 PM

Exempt Consultation: Request Summary



Exempt Consultation Intake Form

User Information +

Request Summary |

Request Details

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 Summary

Request Type

Description (If Other was selected)

Justification

B *I* U

- Request Types
 - Exempt OOC
 - New/Revised Pay Diff
 - Special Consultant
 - RA 180-Day Exception
 - Lump Sum
- Justification Field
 - Replaces Justification Memo

Exempt Consultation: Request Details

User Information

Request Details

First Name Last Name Effective Date

Current Information and Proposed Changes, if any: (Current information is available on Controller's CSP Screen or the Human Resources Network (HR NET))

Current Classification

Proposed Classification

Please only fill out fields that you are requesting to change.

Assignment Start Assignment End

CBID Work Week Group

Attachment(s)

Attachment(s) #1

5MB file size max.

Document/Attachment

Choose

+ Add Row

- Request Details used for all Request Types
- Attach Required Documents for Request

Upcoming Activities

- Exempt Program is currently piloting the system with a few departments.
- After the pilots are complete, we have a communication and implementation plan to go-live next year with the two portals for all Exempt Program requests.
- The Board Item Request portal is currently under development.
- Other portals will be designed as well to provide our customers with the best user experience.

Portal Links

- [Exempt Request Portal](#)



Questions?
Thank you for joining us today!