

EMPLOYEE PERSONNEL ACTION CODE - DESCRIPTIONS

Revised 12/17/07

Email group.ppdb@state.or.us for questions or comments

HIRES (Effective Beginning of Work Day)	
141	New Hire – Permanent, Limited Duration & Academic. (Not For PERS Retiree And Not Temporary Appointments)
142	Reemployment of a previous state employee within two years to state service in a classification with a salary range same or lower - Permanent, Limited Duration & Academic. (Not For PERS Retiree And Not Temporary Appointments)
144	Return from Layoff within two years - Permanent, Limited Duration, Seasonal & Academic (Not For PERS Retiree And Not Temporary Appointments)
146	Appointment from Unclassified Service - Permanent, Limited Duration & Academic (Not For PERS Retiree And Not Temporary Appointments)
147	Appointment of a previous state employee within two years to state service in a classification with a salary range higher than previously held. Permanent, Limited Duration & Academic (Not For PERS Retiree And Not Temporary Appointments)
148	PERS RETIREE Appointment (New Hire or Reemployment) - Permanent, Limited Duration, Seasonal & Academic (Not Temporary Appointments, See PA Code 168)
151	Initial appointment of a Seasonal Employee (Not For PERS Retiree And Not Temporary Appointments)
152	Appointment of a returning Seasonal employee to a classification having the same class, equal salary range or lower salary range. (Not For PERS Retiree And Not Temporary Appointments)
153	Appointment of a returning Seasonal employee to a classification having a higher salary range than previously held. (Not For PERS Retiree And Not Temporary Appointments)
167	Temporary, Contract or Non-State Employee (XA Repr) (Not PERS Retiree)
168	Temporary Appointment (XA Repr) USE FOR PERS RETIREE
171	Transfer-in with Promotion to a Higher Salary Range <u>from a Different Agency Number</u> . Do not use on employee within the same agency. (Other agency should use PA Code 580)
172	Return from Trial Service Removal <u>to Previous Agency</u> and Class. Do not use on employee within same agency. (Other agency should use PA Code 572 to show transferring back to other agency)
173	Transfer-in to Lower Salary Range (Demotion) <u>from a Different Agency</u> Do not use on employee within same agency. (Other agency should use PA Code 580)
175	Transfer-in to equal Salary Range <u>from a Different Agency</u> Do not use on employee within same agency. (Other agency should use PA Code 580)
181	Appointment from Higher Education or Semi-Independent agency

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EMPLOYEE DATA CHANGES (Effective Beginning of Work Day)	
<u>214</u>	Temporary Employee Salary Adjustment (X repr)
<u>230</u>	Name/Address Change – Name, Address, City, State, Zip only
<u>231</u>	Personal Data Change – Province, Country, Home Phone, Birthdate, Sex, Ethnic, Original Hire Date, Disabled, Vet: Date Of Entry, Discharge, Eligibility
<u>232</u>	Service Related Data Change – Status, TS Ends, RSD, Leave Accrual, work phone & extension, directory print, doublefill code, agency use code, Agency use/disp, & Pay distribution.
<u>234</u>	Performance Appraisal Score
<u>235</u>	Performance Appraisal Date Change
<u>237</u>	Compensation Related Data Change (Most fields open on the Employee Pay Display (F3) screen and some fields open on Job Display (F2) screen. (Base can not be changed with this PA Code)
<u>238</u>	PERS:Wage/Job Class Code Change: Used for Permanent, Limited Duration, Seasonal, Academic (Not used for Temporary Employees – See PA Code 268)
<u>239</u>	Salary Eligibility Date Change (SED)
<u>241</u>	Other Data Change: Work phone, Extension, Directory print, Doublefill code, Agy Use/Disp, Agy Use Code, Pay Distribution.
<u>267</u>	Temporary, Contract or Non-State Repr Data Change (X Repr only) (Not used on Permanent, Limited Duration, Seasonal or Academic Employees)
<u>268</u>	PERS: Wage/Job Class Code Change: Used for Temporary Employees only (X repr only)
PROMOTIONS & REASSIGNMENTS within same Agency (Effective Beginning of Work Day)	
<u>321</u>	Promotion to a new job with higher salary range <u>within the same Agency.</u> (Creates PA Code 506 terminating previous job)
<u>330</u>	Reassignment – Equal Salary Range/Different Position Number <u>within the same Agency.</u> If new position number has same duties refer to PA Code 450. (Creates PA Code 506 terminating previous job)
<u>331</u>	Reassignment Lower Voluntary – Lower Salary Range/Different Position Number <u>within the same Agency.</u> (Creates PA Code 506 terminating previous job)
<u>332</u>	Reassignment Involuntary – Demotion Lower Salary Range/Different position number <u>within the same Agency.</u> (Creates PA Code 506 terminating previous job)
<u>333</u>	Reassignment – Lower in lieu of Layoff <u>within the same Agency.</u> (Creates PA Code 506 terminating previous job)

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PROMOTIONS & REASSIGNMENTS within same Agency (Effective Beginning of Work Day)	
<u>340</u>	Return from Reassignment <u>within same Agency</u> : 1) upward movement (within same agency) from demotion to a classification (other than that from which demoted, having an equal or lower salary range. OR 2) to report return from downward reclassification to his/her former classification within two years. (Creates PA Code 506 terminating previous job)
<u>341</u>	Reemployed back to former classification in which was demoted <u>within same agency</u>
<u>342</u>	Trial Service removal / Return to previous classification <u>within same agency</u>
<u>344</u>	Return of an employee which demoted in lieu of layoff to the same classification prior to demotion <u>within same agency</u>

RECLASSES & REALLOCATIONS (Effective Beginning of Work Day)	
<ul style="list-style-type: none"> • PA Codes 361, 370, 380, 381, 382, 383 will only change the 4 digit class number. • To change the Repr code use PA Code 410. To change the Service Type use PA Code 237. • This group of PA Codes does not allow a change to a different position number. 	
<u>361</u>	Employee Reclassification – Classification Change Upward (higher salary range)
<u>370</u>	Employee Reclassification – Classification Change Downward (lower salary range).
<u>380</u>	Employee Reclassification – Classification Change Equal (no change in salary range)
<u>381</u>	Employee Reallocation – Classification Change Upward (higher salary range)
<u>382</u>	Employee Reallocation – Classification Change Downward (lower salary range)
<u>383</u>	Employee Reallocation – Classification Change Equal (no change in salary range)

MISCELLANEOUS ACTIONS - Repr change, Appt type change, FLSA chg and Differential (Effective Beginning of Work Day)	
<u>410</u>	Employee Representation Code Change (Not Temporary) Example: SEIU employee class changing to Management Class would change Repr: from OA to MMS.
<u>420</u>	Appointment Type Change (Not Temporary) Use for Permanent, Seasonal, Limited Duration, Academic appointments only.
<u>430</u>	Begin Work Out of Class
<u>431</u>	End Work Out of Class – The Effective date for this code should be the beginning of the Work Day
<u>440</u>	Begin Lead Work Differential
<u>441</u>	End Lead Work Differential – The Effective date for this code should be the beginning of the Work Day

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MISCELLANEOUS ACTIONS - Repr change, Appt type change, FLSA chg and Differential (Effective Beginning of Work Day)	
<u>450</u>	Position Number Chg to same Class-Comp (within same Agency) (If new position number has different duties/class-comp, refer to PA Code 330)
<u>460</u>	FLSA or Overtime Code Chg.
<u>490</u>	Begin Pay Differential - Used for all other differentials except WOC (see PA Code 430) and LWD (See PA Code 440).
<u>491</u>	End Pay Differential - Used for all other differentials except WOC and LWD The Effective date for this code should be the beginning of the Work Day

TERMINATIONS (Effective date is end of Work Day)	
<u>506</u>	Termination of Job (this is computer generated with PA codes 321, 330, 331, 332, 333, 340, 341, 342, 344 only)
<u>510</u>	Layoff
<u>520</u>	Resignation (Employee Voluntarily Resignation, not used for disciplinary or other types of terminations)
<u>530</u>	Retirement
<u>540</u>	Death
<u>550</u>	Dismissal (not to be used with Executive Service employees)
<u>555</u>	Termination of any 1xx PA code appointment that was entered into PPDB yet employee never worked. Send Email with explanation to group.ppdb@state.or.us (PA CODE - DAS USE ONLY)
<u>560</u>	Termination of a seasonal employee due to end of season
<u>567</u>	Temporary, contract or Non-state Employee Termination (XA Repr)
<u>570</u>	Trial Service Removal
<u>572</u>	Trial Service Removal/Return to Previous Agency and Class. Other Agency should use PA Code 172 for the Return to Previous Agency/Class
<u>580</u>	Transfer out to a Different Agency Number. Other agency will use PA Code(s) 171, 173 or 175 for their Transfer In Action.
<u>590</u>	Termination of Appointment (Board Members, Management Dismissal, etc.)
<u>592</u>	Termination of Limited Duration Appointment (assignment completed)

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LEAVES & SUSPENSIONS	
(Effective Beginning of Day – If the employee works part of a day, then use the next day for effective date)	
<u>628</u>	Leave With Pay – Education
<u>629</u>	Leave With Pay – Other
<u>631</u>	Leave Without Pay – Military
<u>632</u>	Leave Without Pay – Education
<u>633</u>	Leave Without Pay – Job-Incurred Sick
<u>634</u>	Leave Without Pay – Non-Job Incur Sick
<u>635</u>	Leave Without Pay – Academic Year
<u>637</u>	Leave Without Pay – Other
<u>681</u>	Return From Leave with or without pay (may need to adjust RSD, SED, and other dates upon return from LWOP, see contract language and/or policy for each representation)
<u>710</u>	Suspension With Pay (Revokes Employee's RACFID)
<u>720</u>	Suspension Without Pay (Revokes Employee's RACFID)
<u>750</u>	Return from Suspension with or without pay
SALARY CHANGE ACTIONS (Effective Beginning of Day)	
<u>800</u>	Pay Basis Change – Example: Salaried, Part-time, Hourly, Job share, Intermittent
<u>811</u>	Base Pay Increase – This is used for the annual Merit Increase relating to the Salary Eligibility Date (SED).
<u>812</u>	Base Pay Decrease – Disciplinary pay decrease
<u>813</u>	Base Pay – Special Increase
<u>814</u>	Salary Adjustment – Collective Bargained or Legislatively approved salary increases
<u>815</u>	Base Pay Restored – Use this to restore Base Pay after a Decrease PA Code 812 has been used

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SPECIAL PA ACTIONS – USE CAUTION WHEN USING THESE CODES	
→For Assistance Send Email To: group.ppdb@state.or.us ←	
<u>BIC</u>	Budget Issue Correction: This Code is used to process an action on an employee's record to place the employee in the correct authorization/position number as a result of Legislative Action, E-Board Actions or Reallocation Actions. Also to correct a hiring action that was done on an employee to reflect the correct position number.
<u>COR</u>	Correct History Record: This PA Code will only allow changes on History records. The changes in history do not edit against current rates tables. This PA code does not retro into the next newer record.
<u>EFF</u>	Effective Date Change: This code changes the effective date of a record in the database. This will only work if the employee's record does NOT have another database record with the same effective date you want to change your record to.
<u>PAC</u>	PA Code Correction: (Changes a PA code from one PA Code to a different PA Code)
<u>PRG</u>	Purge a Record: (Used only to purge a current record. Cannot purge New Job PA Codes) Please contact PPDB Group before purging as there could be other ways to correct the record.

12/17/07 – New PA Codes added 147, 151, 152, 153, 181, 341, 342, 344, 555, 560, 592