

EMPLOYEE PERSONNEL ACTION CODE - DESCRIPTIONS

Revised 10/21/11

Email group.ppdb@state.or.us for assistance

HIRES (Effective Beginning of Work Day)	
<u>141</u>	New Hire – Permanent, Limited Duration & Academic. (Not For PERS Retiree And Not Temporary Appointments)
<u>142</u>	Reemployment of previous state employees within two years to state service in a classification with a salary range same or lower, or return from demotion or return following downward reclassification to any Agency in the same, equal or lower classification(Salary Range) for which qualified - Permanent, Limited Duration & Academic. (Not For PERS Retiree And Not Temporary Appointments)
<u>144</u>	Return from Layoff within two years within the same agency and classification as laid off (termination would have been PA code 510 layoff) When an employee is reemployed after layoff to another agency, use PA code 142 - Permanent, Limited Duration, Seasonal & Academic. (Not For PERS Retiree And Not Temporary Appointments)
<u>146</u>	Appointment from Unclassified Service - Permanent, Limited Duration & Academic (Not For PERS Retiree And Not Temporary Appointments)
<u>147</u>	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)
<u>148</u>	PERS RETIREE Appointment (New Hire or Reemployment) - Permanent, Limited Duration, Seasonal & Academic (Not Temporary Appointments, See PA Code 168)
<u>151</u>	Initial appointment of a Seasonal Employee (Not For PERS Retiree And Not Temporary Appointments)
<u>152</u>	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)
<u>153</u>	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)
<u>167</u>	Temporary, Contract or Non-State Employee (XA Repr) (Not PERS Retiree)
<u>168</u>	Temporary Appointment (XA Repr) USE FOR PERS RETIREE
<u>171</u>	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)
<u>172</u>	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)
<u>173</u>	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)
<u>175</u>	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)
<u>181</u>	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>222</u>	Base Pay Rollback for Temporary Employees – This code was implemented 3/1/09 and is used to roll back a Temporary employee’s base pay due to cost reductions. To restore Temporary employee’s base pay, use PA code 214.
<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)
<u>290</u>	BEGIN Bilingual differential for Temporary XAO repr only (SEIU Temporary Employees)
<u>291</u>	END Bilingual differential Temporary for XAO repr only (SEIU Temporary Employees)

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</u>

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PROMOTIONS & REASSIGNMENTS within same Agency (Effective Beginning of Work Day)	
	<u>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)
<u>340</u>	Return from Reassignment <u>within same Agency:</u> 1) upward movement (within same agency) from demotion to a classification having an equal or lower salary range. OR 2) to report return from downward reclassification to his/her former classification within two years. OR 3) to report return from demotion to same classification in same agency that was demoted from within 2 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. You may need to use one of the following Pa codes also to change the full class comp. • To also change the Repr code use PA Code 410 to allow that change. To change the Service Type use PA Code 237 with the other PA codes. • 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 Use for Permanent, Seasonal, Limited Duration, Academic appointments only.

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MISCELLANEOUS ACTIONS - Repr change, Appt type change, FLSA chg and Differential (Effective Beginning of Work Day)	
<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 - Use for Permanent, Seasonal, Limited Duration, Academic appointments only.
<u>441</u>	End Lead Work Differential – The Effective date for this code should be the beginning of the 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) - Use for Permanent, Seasonal, Limited Duration, Academic appointments only.
<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. This includes temporary appointments also. 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

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TERMINATIONS (Effective date is end of Work Day)

580	Transfer out to a Different Agency Number. Other agency will use PA Code(s) 171, 173 or 175 for their Transfer In Action.
590	Termination of Appointment (Board Members, Management Dismissal, etc.)
592	Termination of Limited Duration Appointment (assignment completed)

LEAVES & SUSPENSIONS

(Effective Beginning of Day – If the employee works part of a day, then use the next day for effective date)

628	Leave With Pay – Education
629	Leave With Pay – Other
631	Leave Without Pay – Military
632	Leave Without Pay – Education
633	Leave Without Pay – Job-Incurred Sick
634	Leave Without Pay – Non-Job Incur Sick
635	Leave Without Pay – Academic Year
637	Leave Without Pay – Other
681	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)
710	Suspension With Pay (Revokes Employee's RACFID)
720	Suspension Without Pay (Revokes Employee's RACFID)
750	Return from Suspension with or without pay

SALARY CHANGE ACTIONS (Effective Beginning of Day)

800	Pay Basis Change – Example: Salaried, Part-time, Hourly, Job share, Intermittent
811	Base Pay Increase – base pay change for merit Increases relating to the Salary Eligibility Date (SED).
812	Base Pay Decrease – Disciplinary pay decrease

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SALARY CHANGE ACTIONS (Effective Beginning of Day)	
<u>813</u>	Base Pay Increase – Special – base pay rate change due to exceptional work performance or other reasons determined appropriate by the appointing authority.
<u>814</u>	Scheduled Salary Adjustment – Collective Bargained or Legislatively approved salary adjustments
<u>815</u>	Base Pay Restored – Use this to restore Base Pay after a Decrease PA Code 812 has been used
<u>822</u>	Base Pay Rollback – This code was implemented 3/1/09 and is used to roll back an employee's base pay due to cost reductions.
<u>824</u>	Base Pay Reduction – In lieu of Furlough – This code was implemented 3/1/09 to be used for changing employee's pay when employee opts for a pay reduction in lieu of taking a furlough day off.
<u>825</u>	Base Pay Restoration from cost reduction. This code can be used to return employee from a rollback or return base pay to previous pay before a reduction in base pay in Lieu of Furlough.

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>FUT</u>	FUTURE HIRE PA CDE: This PA code is used to enter a new hire for a future month in order to create a USER ID for RACF or Security. Information does NOT go to payroll. The 'FUT' PA code action will enable IT staff to setup access to e-mail and other systems prior to the employee's first day of work to minimize workload at the beginning of each month. Once the effective date of the 'FUT' becomes current month, the agency MUST use the PA code 'PAC' to change the 'FUT' into a valid 1xx (excluding 167 and 168) appointment PA Code.
<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.

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HISTORICAL PPDB PERSONNEL ACTION CODE AND FIELD CHANGES SINCE 2000:

6/2000 – PA codes Obsolete: 143, 145, 176, 177, 178, 277, 322, 323, 324, 390, 507, 591 for Svc Types 'Z' and 'U'.

03/01/04 – Employee Identification Number (OR#) added to PPDB

09/01/04 – New PA Codes added – 148, 168, 172, 230, 238, 268, 572

9/1/04 – New Field added to PBED screen F2: "PERS Cde: Wage/Job Class:

09/01/05 – New Field added to PBED screen F2: Layoff Service Date (LSD)

10/05/05 – New PA Codes added – 239, 382, 383, 490, 491

04/04/07 – New PA Code added – 214

09/04/07 – Stop printing F1 Personal Display screen

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

10/2008 – New PA Code added – FUT

3/1/2009 – New PA Codes added – 222, 822, 824, 825

1/2011 – New name fields added to F1 screen

10/21/2011 – New PA codes added – 290, 291