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### ADDITIONAL AUDITED FIELDS

- [Contents](#)

### PEOPLESOFT NAVIGATION – JOB DATA

- Navigation to Job Data .............................................. 14
- Work Location Tab ............................................. 15
- Job Information Tab .............................................. 16
- Payroll Tab .................................................. 17
- Salary Plan Tab .................................................. 18
- Compensation Tab .............................................. 19
- MDC Job Data .................................................. 20

### EMPLOYMENT INFORMATION

- [Contents](#)

### TRANSACTIONS

- A01 COMPETITIVE E-LIST ACTION: HIRE/REHIRE – CLASSIFIED ........................................ 23
  - Required: HCM-92/Blanket Freeze and E-List ......................................................... 23

- A02 NON-COMPETITIVE (WITH OR WITHOUT E-LIST) ACTION: HIRE/REHIRE – CLASSIFIED ........ 23
  - Required: HCM-92/Blanket Freeze ................................................................. 23

- A03 REINSTATEMENT: HIRE/REHIRE – CLASSIFIED ................................................................ 24
  - Required: HCM-92/Blanket Freeze, Approved Internal Application ............................. 24

- A04 TRANSFER/PROMOTION INTERAGENCY: REHIRE – CLASSIFIED ........................................ 24
  - Required: HCM-92/Blanket Freeze ......................................................... 24

- A05 TRANSFER/DEMOPTION INTERAGENCY: REHIRE – CLASSIFIED ........................................ 25

- A06 TRANSFER/LATERAL TRANSFER INTERAGENCY: REHIRE – CLASSIFIED ......................... 25
  - Required: HCM-92/Blanket Freeze ......................................................... 25

- A07 TRANSFER/CLASS TO SAME CLASS: REHIRE – CLASSIFIED ........................................ 25
  - Required: HCM-92/Blanket Freeze ......................................................... 25

- A09 SB 200 (VETERANS ACT): HIRE/REHIRE – CLASSIFIED ........................................ 26
  - Required: HCM-92/Blanket Freeze ......................................................... 26
  - Statute: 74-840-4.14 ........................................................................ 26

- A12 DISABILITY EMPLOYMENT PROGRAM: HIRE/REHIRE – CLASSIFIED ................................ 26
  - Required: HCM-92/Blanket Freeze and Special Appointment Indication on E-List .......... 26
  - Merit Rule: 260:25-9-100 ........................................................................ 26
A13  UNCLASSIFIED ASSIGNED ADDITIONAL DUTIES TEMPORARILY: APPOINTMENT CHANGE – SAME AGENCY/DETAIL – UNCLASSIFIED

No 92 REQUIRED: UNCLASSIFIED Temporary Assignment – DSD

A14  UNCLASSIFIED APPOINTMENT: HIRE/REHIRE – UNCLASSIFIED

REQUIRED: HCM-92/Blanket Freeze for IT Positions
STATUTE: 74-840-5.5

A15  UNCLASSIFIED STUDENT: HIRE/REHIRE – UNCLASSIFIED

REQUIRED: HCM-92/Blanket Freeze for IT Positions and Student Verification
STATUTE: 74-840-5.5(11)

A16  UNCLASSIFIED TEMPORARY: HIRE/REHIRE – UNCLASSIFIED

REQUIRED: HCM-92/Blanket Freeze for IT Positions
STATUTE: 74-840-5.5

A17  PROJECT TOURISM: HIRE/REHIRE – UNCLASSIFIED

AGENCY 566 ONLY
REQUIRED: HCM-92/Blanket Freeze for IT Positions
STATUTE: 74-840-5.5

A18  PRIORITY CONSIDERATION APPOINTMENT: REHIRE – CLASSIFIED

REQUIRED: HCM-92/Blanket Freeze
MERIT RULE: 260:25-13-70

A19  STATE WORK INCENTIVE: HIRE/REHIRE – UNCLASSIFIED

REQUIRED: LETTER BY DHS OR DRS
MERIT RULE: 260:25-17-173

A20  CAPIP *CARL ALBERT PUBLIC INTERNSHIP PROGRAM HIRE: HIRE/REHIRE/APPOINTMENT CHANGE – SAME AGENCY – UNCLASSIFIED

MERIT RULE: 260:25-17-84 / STATUTE: 74-840-3.5

A27  RECALL FROM RIF: REHIRE – CLASSIFIED


A30  CAPIP CONVERSION: APPOINTMENT CHANGE – SAME AGENCY – CLASSIFIED/UNCLASSIFIED

MERIT RULE: 260:25-17-84 / STATUTE: 74-840-3.5

A31  SWIP CONVERSION: APPOINTMENT CHANGE – SAME AGENCY – CLASSIFIED

MERIT RULE: 260:25-17-177

A40  COMPETITIVE E-LIST ACTION: APPOINTMENT CHANGE – SAME AGENCY – CLASSIFIED

REQUIRED: HCM-92/Blanket Freeze and E-List

A41  NON-COMPETITIVE E-LIST ACTION: APPOINTMENT CHANGE – SAME AGENCY – CLASSIFIED

REQUIRED: HCM-92/Blanket Freeze
A42  **REINSTATEMENT: APPOINTMENT CHANGE – SAME AGENCY – CLASSIFIED** ---------------------------- 30

- **Required:** HCM-92/BLANKET FREEZE AND APPROVED INTERNAL APPLICATION --------------------------------- 30
- **Merit Rules:** 260:25-7-4/260:25-9-102 -------------------------------------------------------------- 30

A43  **PROJECT INDEFINITE: APPOINTMENT CHANGE – SAME AGENCY – CLASSIFIED** ------------------- 30

- **Required:** HCM-92/BLANKET FREEZE ----------------------------------------------- 30
- **Merit Rule:** 260:25-9-96 ------------------------------------------------------------- 30

A44  **DISABILITY EMPLOYMENT PROGRAM: APPOINTMENT CHANGE – SAME AGENCY – CLASSIFIED** ------- 30

- **Required:** HCM-92/BLANKET FREEZE AND SPECIAL APPOINTMENT INDICATION ON E-LIST ------------------ 30
- **Merit Rule:** 260:25-9-100 ------------------------------------------------------------- 30

A47  **STATE WORK INC. PROGRAM: APPOINTMENT CHANGE – SAME AGENCY – UNCLASSIFIED** ----------- 30

- **Required:** HCM-92/BLANKET FREEZE ----------------------------------------------- 30

A48  **DIRECT HIRE (HARD-TO-FILL): APPOINTMENT CHANGE – SAME AGENCY – CLASSIFIED** ---------- 30

- **Required:** HCM-92/BLANKET FREEZE AND APPROVED APPLICATION ------------------------- 30
- **Merit Rules:** 260:25-9-110 through 260:25-9-123 ------------------------------------------ 30

A49  **DIRECT HIRE – PROF. LICENSURE (HARD-TO-FILL): APPOINTMENT CHANGE – SAME AGENCY – CLASSIFIED** -------------------------------------------- 31

- **Required:** HCM-92/BLANKET FREEZE AND APPROVED APPLICATION/COPY OF LICENSES ------------------- 31
- **Merit Rules:** 260:25-9-110 through 260:25-9-123 ------------------------------------------ 31

A50  **UNCLASSIFIED ROLLOVER TEMP APPOINTMENT: APPOINTMENT CHANGE – SAME AGENCY – UNCLASSIFIED** -------------------------------------------- 31

- **Statute:** 74-840-5.5 --------------------------------------------------------------- 31

A88  **DIRECT HIRE – (HARD-TO-FILL): HIRE/REHIRE – CLASSIFIED** ----------------------------- 31

- **Required:** HCM-92/BLANKET FREEZE AND APPROVED APPLICATION (VERIFIED BY JOBAPS OR EMAIL) 31
- **Merit Rules:** 260:25-9-110 through 260:25-9-123 ------------------------------------------ 31

A89  **DIRECT HIRE – PROFESSIONAL LICENSE (HARD-TO-FILL): HIRE/REHIRE – CLASSIFIED** ------- 31

- **Required:** HCM-92/BLANKET FREEZE, LICENSE AND APPLICATION ------------------------- 31
- **Merit Rules:** 260:25-9-110 through 260:25-9-123 ------------------------------------------ 31

C01  **PROMOTION: PROMOTION – CLASSIFIED** ---------------------------------------------------------- 32

- **Required:** HCM-92 OR BLANKET FREEZE AND APPROVED INTERNAL APPLICATION ----------------- 32
- **Merit Rules:** 260:25-7-14/260:25-11-55/260:25-11-51 --------------------------------------------- 32

C02  **DETAIL TO SPECIAL DUTY: DETAIL – CLASSIFIED** ----------------------------------------------- 32

- **Required:** HCM-92 OR BLANKET FREEZE -------------------------------------------------------- 32
- **Merit Rules:** 260:25-11-10/260:25-7-17 ------------------------------------------------------ 32

C03  **VOLUNTARY DEMOTION: DEMOTION – CLASSIFIED** ----------------------------------------------- 33

- **Required:** LETTER SIGNED BY EMPLOYEE ------------------------------------------------------ 33
- **Merit Rule:** 260:25-7-14/260:25-11-76 ------------------------------------------------------ 33

C04  **IN Voluntary DEMOTION: DEMOTION – CLASSIFIED** ----------------------------------------------- 33

- **Merit Rule:** 260:25-7-14 --------------------------------------------------------------- 33
C05  INTRA-AGENCY LATERAL TRANSFER NEW JFD: TRANSFER – CLASSIFIED

Required: HCM-92/Blanket Freeze if increase in pay and approved internal application

C06  DIRECT RECLASS: JOB RECLASSIFICATION – CLASSIFIED

Agency uses only when directed by HCM within 30 days following a JFD adoption or revision

C07  REALLOCATION/PROMOTION: PROMOTION/POSITION AUDIT/CLASS DISPUTE – CLASSIFIED

Required: HCM-92/Blanket Freeze, approved application/HCM-39
For Classification Dispute: Approved application/HCM 70

C08  REALLOCATION/INVOLUNTARY DEMOTION: DEMOTION/POSITION AUDIT/CLASS DISPUTE – CLASSIFIED

Required: HCM-92/Blanket Freeze, approved application/HCM-39
For Class Dispute: Approved application/HCM 70

C09  REALLOCATION/LATERAL TRANSFER: TRANSFER/POSITION AUDIT/CLASS DISPUTE – CLASSIFIED

Required: HCM-92/Blanket Freeze, approved application/HCM 39
For Class Dispute: Approved application/HCM 70

C10  RETURN TO PREVIOUS POSITION (FROM PROMOTION): TRANSFER – CLASSIFIED

Required: Letter to employee from agency
Merit Rule: 260:25-11-55

C11  CLASSIFIED JFD REVISION: DATA CHANGE – CLASSIFIED

Agency uses only when directed by HCM after JFD revision

C12  EXPIRATION OF DETAIL TO SPECIAL DUTY: END OF DETAIL/RETURN FROM LEAVE/TERMINATION/

UNCLASSIFIED TEMP DETAIL TO SPECIAL DUTY – CLASSIFIED/UNCLASSIFIED
Merit Rule: 260:25-11-110

C16  CAREER PROGRESSION: PROMOTION – CLASSIFIED

Required: HCM-92/Blanket Freeze
Merit Rules: 260:25-7-14/260:25-5-44

C17  DEMOTION (DUE TO RIF): DEMOTION – CLASSIFIED

Merit Rule: 260:25-7-14

C18  REALLOCATION/VOLUNTARY DEMOTION: DEMOTION – CLASSIFIED

Required: Letter signed by employee
Merit Rules: 260:25-7-14/260:25-5-52

C19  LEGISLATIVE TRANSFER – CLASSIFIED

Not for agency use
C20  PERFORMANCE PAY: PAY RATE CHANGE – CLASSIFIED/UNCLASSIFIED ---------------------------- 38

REQUIRED: CLASSIFIED, 92/BLANKET FREEZE AND PRIOR HCM APPROVAL ----------------------------- 38
MERIT RULES: 260:25-17-31/260:25-7-27-------------------------------------------------------- 38

C21  COST OF LIVING INCREASE: PAY RATE CHANGE – CLASSIFIED/UNCLASSIFIED 38

STATUTE: 74-840-2.17 -------------------------------------------------------------------------- 38

C22  GRADE/PAY BAND CHANGE: DATA CHANGE – CLASSIFIED --------------------------------------- 38

REQUIRED: AGENCY USES ONLY WHEN DIRECTED BY HCM AFTER JFD REVISION ---------------------- 38
MERIT RULE: 260:25-7-13----------------------------------------------------------------------- 38

C24  CLASSIFIED SALARY ADJUSTMENT LEGISLATIVE: PAY RATE CHANGE – CLASSIFIED ------------- 38

MERIT RULE: 260:25-7-1---------------------------------------------------------------------- 38

C26  COMPLETION PROB/TRIAL PERIOD AND PAY INCREASE: COMPLETION OF PROBATION/TRIAL – CLASSIFIED ------------------------------- 38

REQUIRED: CLASSIFIED, 92/BLANKET FREEZE ----------------------------------------------------- 38
MERIT RULE: 260:25-7-22----------------------------------------------------------------------- 38

C27  RECALL FROM RIF DEMOTION: TRANSFER – CLASSIFIED ---------------------------------------- 38

MERIT RULE: 260:25-7-8------------------------------------------------------------------------ 38

C28  EQUITY ADJUSTMENT: PAY RATE CHANGE – CLASSIFIED ---------------------------------------- 39

REQUIRED: 92/BLANKET FREEZE-------------------------------------------------------------------- 39
MERIT RULE: 260:25-7-26----------------------------------------------------------------------- 39

C29  SKILL-BASED PAY ADJUSTMENT: PAY RATE CHANGE – CLASSIFIED/UNCLASSIFIED --------------- 39

REQUIRED: CLASSIFIED AND IT POSITIONS 92/BLANKET FREEZE AND PRIOR HCM APPROVAL ------------ 39
MERIT RULE: 260:25-7-24----------------------------------------------------------------------- 39

C30  TRANSFER INTRA-AGENCY (SUB AGENCY ONLY) – CLASSIFIED -------------------------------- 39

C31  LATERAL TRANSFER, INTRA-AGENCY, SAME JFD AND LEVEL/PIN CHANGE: TRANSFER – CLASSIFIED -- 40

IF INCREASE IN PAY: 92/BLANKET FREEZE REQUIRED----------------------------------------------- 40

C32  CLASSIFIED TO UNCLASSIFIED: APPOINTMENT CHANGE – SAME AGENCY – UNCLASSIFIED -------- 40

REQUIRED: LETTER FROM EMPLOYEE--------------------------------------------------------------- 40
STATUTE: 74-840-5.5----------------------------------------------------------------------------- 40

C33  UNCLASSIFIED INCREASED PAY AND/OR INCREASED LEVEL: APPOINTMENT CHANGE – SAME AGENCY – UNCLASSIFIED -------------------------------- 41

REQUIRED: FOR IT POSITIONS 92/BLANKET FREEZE--------------------------------------------------- 41
STATUTE: 74-840-5.5----------------------------------------------------------------------------- 41

C34  UNCLASSIFIED ASSIGNED ADDITIONAL DUTIES W/ INCREASE IN PAY: APPOINTMENT CHANGE – SAME AGENCY – UNCLASSIFIED-------------------------- 41

REQUIRED: FOR IT POSITIONS 92/BLANKET FREEZE--------------------------------------------------- 41
C35 UNCLASSIFIED LOWER LEVEL AND/OR DECREASE IN PAY: APPOINTMENT CHANGE – SAME AGENCY/PAY RATE CHANGE – UNCLASSIFIED

C36 UNCLASSIFIED APPOINTMENT CHANGE SAME AGENCY/PIN CHANGE – NO PAY INCREASE: APPOINTMENT CHANGE – SAME AGENCY – UNCLASSIFIED

C37 UNCLASSIFIED INCREASE TO MARKET RATE: PAY RATE CHANGE – UNCLASSIFIED

C38 UNCLASSIFIED INCREASE TO EQUITABLE RATE: PAY RATE CHANGE – UNCLASSIFIED

C39 UNCLASSIFIED SALARY ADJUSTMENT – LEGISLATIVE: PAY RATE CHANGE – UNCLASSIFIED

C40 FULL- TO PART-TIME: DATA CHANGE – CLASSIFIED/UNCLASSIFIED

C41 PART- TO FULL-TIME: DATA CHANGE – CLASSIFIED/UNCLASSIFIED

C42 CHANGE IN PART-TIME PERCENTAGE: DATA CHANGE – CLASSIFIED/UNCLASSIFIED

C43 UNCLASSIFIED TEMP TO UNCLASSIFIED REGULAR: APPOINTMENT CHANGE – SAME AGENCY – UNCLASSIFIED

C45 MARKET ADJUSTMENT: PAY RATE CHANGE – CLASSIFIED

C50 PROBATIONARY EXTENSION/ADJUSTMENT: PROBATION – CLASSIFIED

C51 PERMANENT STATUS: COMPLETION OF PROBATION/TRIAL – CLASSIFIED

C52 PERMANENT (PROJECT INDEFINITE): COMPLETION OF PROB/TRIAL – CLASSIFIED

C60 ADD PAY DIFFERENTIAL: PAY RATE CHANGE – CLASSIFIED/UNCLASSIFIED

C61 REMOVE PAY DIFFERENTIAL: PAY RATE CHANGE – CLASSIFIED/UNCLASSIFIED
C62 CHANGE EXISTING PAY DIFFERENTIAL: PAY RATE CHANGE – CLASSIFIED/UNCLASSIFIED

C63 FLSA RATE ADJUSTMENT: PAY RATE CHANGE – CLASSIFIED/UNCLASSIFIED

C70 CONTRACT RENEWAL: DATA CHANGE – CLASSIFIED/UNCLASSIFIED

C71 INTERCHANGE PROGRAM: TRANSFER – CLASSIFIED/UNCLASSIFIED

AGENCY USES ONLY WHEN DIRECTED BY HCM

C72 END INTERCHANGE PROGRAM: TRANSFER – CLASSIFIED/UNCLASSIFIED

AGENCY USES ONLY WHEN DIRECTED BY HCM

L01 LEAVE WITHOUT PAY: LEAVE OF ABSENCE – CLASSIFIED/UNCLASSIFIED

L02 SICK LEAVE WITHOUT PAY: LEAVE OF ABSENCE – CLASSIFIED/UNCLASSIFIED

L03 EXTENSION OF LEAVE WITHOUT PAY: LEAVE OF ABSENCE – CLASSIFIED/UNCLASSIFIED

L03 EXTENSION OF LEAVE WITH PAY: LEAVE OF ABSENCE – CLASSIFIED/UNCLASSIFIED

L04 MILITARY LEAVE WITH PAY: PAID LEAVE OF ABSENCE – CLASSIFIED/UNCLASSIFIED

L05 MILITARY LEAVE WITHOUT PAY: LEAVE OF ABSENCE – CLASSIFIED/UNCLASSIFIED

L06 EDUCATIONAL LEAVE WITH PAY: PAID LEAVE OF ABSENCE – CLASSIFIED/UNCLASSIFIED

L07 EDUCATIONAL LEAVE WITHOUT PAY: LEAVE OF ABSENCE – CLASSIFIED/UNCLASSIFIED

L08 RETURN FROM LEAVE WITH/WITHOUT PAY: RETURN FROM LEAVE – CLASSIFIED/UNCLASSIFIED

L09 LWOP EXTENSION DISABILITY: LEAVE OF ABSENCE – CLASSIFIED/UNCLASSIFIED
FURLOUGH LWOP: LEAVE OF ABSENCE – CLASSIFIED/UNCLASSIFIED


RETURN FROM FURLOUGH: RETURN FROM LEAVE – CLASSIFIED/UNCLASSIFIED

MERIT RULE: 260:15-15-48

SUPPLEMENTED WORKERS’ COMPENSATION LEAVE (LWOP): DATA CHANGE – CLASSIFIED/UNCLASSIFIED

MERIT RULE: 260:15-15-48

SUPPLEMENTED LWOP (NOT WC): DATA CHANGE – CLASSIFIED/UNCLASSIFIED


RETURN TO REGULAR DUTY: DATA CHANGE – CLASSIFIED/UNCLASSIFIED


SUSPENSION WITH PAY: PAID LEAVE OF ABSENCE/SUSPENSION – CLASSIFIED/UNCLASSIFIED

MERIT RULE: 260:25-11-120

REQUIRED: LETTER TO EMPLOYEE FROM AGENCY.

SUSPENSION WITHOUT PAY: UNPAID LEAVE OF ABSENCE/SUSPENSION – CLASSIFIED/UNCLASSIFIED

MERIT RULES: 455:10-11-15

RETURN FROM SUSPENSION WITH/WITHOUT PAY: RETURN FROM LEAVE/RETURN FROM SUSPENSION – CLASSIFIED/UNCLASSIFIED

MERIT RULE: 260:25-11-15

SUSPENSION – PARTIAL DAY <8 HRS: DATA CHANGE – CLASSIFIED/UNCLASSIFIED

RESIGNATION: TERMINATION – CLASSIFIED/UNCLASSIFIED

MERIT RULE: 260:25-11-132

RETIREMENT: RETIREMENT – CLASSIFIED/UNCLASSIFIED

DISCHARGE: TERMINATION – CLASSIFIED/UNCLASSIFIED

DECEASED: TERMINATION – CLASSIFIED/UNCLASSIFIED

EXPIRATION OF UNCLASSIFIED APPOINTMENT: TERMINATION – UNCLASSIFIED (GENERALLY TEMPORARY)

REQUIRED: INDICATE # TEMP HRS. WORKED

TRANSFERRED OUT: TERMINATION – CLASSIFIED


REDUCTION IN FORCE: TERMINATION – CLASSIFIED/UNCLASSIFIED

MERIT RULE: 260:25-13-38

VOLUNTARY BUYOUT: TERMINATION – CLASSIFIED/UNCLASSIFIED

MERIT RULE: 260:25-13-38

MDC REMARKS OF BUYOUT.

STATUTE: 74-840-2.28

VOLUNTARY BUYOUT: RETIREMENT – CLASSIFIED/UNCLASSIFIED
MDC REMARKS OF BUYOUT. .................................................................................................................. 50
STATUTE: 74-840-2.28 ......................................................................................................................... 50

S10 TRANSFER TO NON-MERIT AGENCY: TERMINATION – CLASSIFIED/UNCLASSIFIED .............. 50
S11 NO PAYABLE HOURS: TERMINATION – CLASSIFIED/UNCLASSIFIED ........................................ 51
   TO BE USED FOR EMPLOYEES WHO DO NOT REPORT TO WORK ON THEIR HIRE DATE. .................. 51
S12 RESIGNATION/ABANDONMENT: TERMINATION – CLASSIFIED/UNCLASSIFIED ....................... 51
   MERIT RULE: 260:25-11-132 ........................................................................................................... 51
S14 RESIGNATION – FOR CAUSE: TERMINATION – CLASSIFIED/UNCLASSIFIED ................................. 51
S15 RESIGNATION – PROBATIONARY: TERMINATION – CLASSIFIED ................................................... 51
S16 RESIGNATION – PROBATION FOR CAUSE: TERMINATION – CLASSIFIED ................................... 51
S17 EXPIRATION OF TEMPORARY APPOINTMENT – UNCLASSIFIED .................................................. 51
S18 PROBATIONARY DISCHARGE – CLASSIFIED ................................................................................. 51
X01 PAYROLL CORRECTION: DATA CHANGE – CLASSIFIED/UNCLASSIFIED .................................... 52
   MDC REMARKS ARE REQUIRED. ...................................................................................................... 52

EMAIL YOUR CLASS/COMP LIAISON FOR THE BUSINESS MATTERS LISTED BELOW: ................... 54
BUILD A BRIDGE/INTERAGENCY TRANSFER ..................................................................................... 54
CREATE A NEW POSITION: CLASSIFIED ............................................................................................ 54
CREATE A NEW POSITION: UNCLASSIFIED ....................................................................................... 54
CLASSIFICATION DISPUTE ................................................................................................................. 54
LONGEVITY ........................................................................................................................................ 54
REALLOCATION: CLASSIFIED .............................................................................................................. 54
REINSTATEMENT .................................................................................................................................. 54
The following fields are not addressed specifically in this manual but will also be audited when possible. Fields include:

**Additional Audited Fields**

<table>
<thead>
<tr>
<th>Work Location</th>
<th>Job Information</th>
<th>Payroll</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Department</td>
<td>✓ FLSA</td>
<td>✓ Pay group</td>
<td>✓ Frequency</td>
</tr>
<tr>
<td>✓ Location</td>
<td>✓ FTE</td>
<td>✓ Tax loc “OK State”</td>
<td>✓ Rate code</td>
</tr>
<tr>
<td></td>
<td>✓ Workday hours entered</td>
<td></td>
<td>✓ Compensation rate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Currency</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Frequency</td>
</tr>
</tbody>
</table>

**Employment Data**
- ✓ Company seniority date
- ✓ Benefits service date
- ✓ Probation date, if applicable
Navigation to Job Data

1. Click Workforce Administration to open submenu.
2. Click Job Information to open submenu.
3. Click Job Data to open search fields.
4. Enter information available for employee.
5. Click Include History checkbox to enable looking at past transactions. (This can also be done when looking at the record by clicking Include History at the bottom right.)
6. Click Search to commence search.
Work Location Tab

1. Employee name.
2. Six-digit employee ID number.
3. Drop-down box for the Transaction Action.
5. Certificate Number from the eligibility list (E-List).
7. Cite code (required for unclassified positions).
8. Fields displaying information tied to PIN, including Department and Location.
9. Space for HCM liaison to review transaction. Look here for comments.
10. Employee ID number of the person who entered the transaction.
11. Link to Employment Data (also available on other tabs).
1. Current Job Code — title should match title from PIN. If there are letters, the job is classified. If there are only numbers, the job is unclassified.
2. Regular or Temporary job status.
3. Field to indicate whether the employee is unclassified, permanent, on probation, or on trial period.
4. Full-time or part-time.
5. FTE (full-time equivalent).
6. FLSA status.
7. Number of hours in employee’s workday.
1. Pay Group for employee.
2. Tax Location Code should be “OK STATE.”
### Salary Plan Tab

<table>
<thead>
<tr>
<th>Work Location</th>
<th>Job Information</th>
<th>Payroll</th>
<th>Salary Plan</th>
<th>Compensation</th>
<th>Job ID</th>
<th>MDC Job Data</th>
</tr>
</thead>
</table>

- **Effective Date:** 07/01/2012
- **Effective Sequence:** 0
- **Job Indicator:** Primary Job

**Salary Plan**

<table>
<thead>
<tr>
<th><strong>Salary Administration Plan</strong></th>
<th>2. <strong>Grade:</strong></th>
<th>3. <strong>Step:</strong></th>
</tr>
</thead>
</table>

- **Includes Wage Progression Rule**

**Job Data**

1. Box to indicate Salary Administration Plan.
2. Pay Grade (required for classified positions).
3. Pay Step if applicable.
1. Rate of pay per pay period.
2. How often pay periods occur (monthly, biweekly, etc.).
3. Calculated difference in pay compared to previous row.
4. Pay Rate in different increments.
5. Pay Rate Code and rate of pay. Currency should be USD.
1. Field to allow the entry of comments about the transaction. If action is an X01, these comments are required.
Employment Information

1. If employee is on probation, the date the probation ends should be entered in this box. Once the probation ends, the date should be removed.
2. Click here to return to the main Job Data page, Work Location.
TRANSACTIONS
A01 Competitive E-List Action: Hire/Rehire – Classified
Required: HCM-92/Blanket Freeze and E-List

Define: “After receipt of a certificate, the appointing authority may consider and select anyone whose name is within the hiring rule...” 260:25-9-92.

*REHIRE: Former or current employee hired off an E-List.

Work Location/Job Information
Verify certificate number is entered and hire is approved in JobAps.
Verify PIN matches job code.

Job Information
Verify empl class is on prob class.

Salary Plan/Compensation
Verify comp rate is within pay band.

MDC Job Data
Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

A02 Non-Competitive (With or Without E-List) Action: Hire/Rehire – Classified
Required: HCM-92/Blanket Freeze

Define: “An appointing authority of an agency having unskilled, semi-skilled or similar jobs designated by the administrator as noncompetitive ...” 260:25-9-95.

Note: Check cert number in JobAps, if provided. Cert number may be listed as 11111 for non-competitive jobs only.

Audit as an A01.
**A03  Reinstatement: Hire/Rehire – Classified**

**Required:** HCM-92/Blanket Freeze, Approved Internal Application  

**Define:** “A permanent employee who leaves the classified service is eligible for reinstatement.” 260:25-9-102.  
**Note:** Refer to Merit Rule 260:25-9-102 for qualified service for reinstatement. Reference Exception (b) in Merit Rule 260:25-7-4 (Rate of Pay).

*Prior to entering action, an internal application is submitted to HCM-Applicant Services for approval or approved internal E-List.

**Work Location/Job Information**  
Verify PIN matches job code.

**Job Information**  
Verify prior classified service, empl class on prob class or perm class. Agency can waive probation if noted in MDC remarks.

**Salary Plan/Compensation**  
Verify comp rate is within pay band. If reinstated to a position in the same job family and level as employee’s previous position with less than a 30-day break in service, salary **cannot** exceed the employee’s previous salary.

**MDC Job Data**  
Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

**A04  Transfer/Promotion Interagency: Rehire – Classified**

**Required:** HCM-92/Blanket Freeze  
**Merit Rules:** 260:25-11-55/260:25-7-14

**Define:** “*Interagency Transfer* means an action in which an employee leaves employment with one agency and enters employment with another agency while continuously employed with the state.” 260:25-1-2.  
“Promotion means the reclassification of a classified employee to a different job with a higher Pay Band assignment or to a higher level within the same job family.” 260:25-1-2.  
**Note:** Only available if separating agency entered an S06, Transfer.

**Work Location/Job Information**  
Verify PIN matches job code.

**Job Information**  
Verify empl class is on PClass/TP (trial period) or perm class.  
**Note:** “Can only put them on trial period if the receiving agency has the job family from which the employee was promoted in its classification plan.”

**Salary Plan /Compensation**  
Compare pay band to comp rate. Must give employee no less than 5 percent or the minimum hiring rate of new pay band.

**MDC Job Data**  
Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.
**A05  Transfer/Demotion Interagency: Rehire – Classified**

**Merit Rules:** 260:25-11-76/260:25-7-14

**Define:** “Demotion means the reclassification of a classified employee to a different job with a lower pay band assignment or to a lower level within the same job family.” 260:25-1-2.

**Note:** Only available if separating agency entered an S06, Transfer.

Audit as an A04.

**Salary Plan**
Verify pay band goes down.

**Compensation**
Verify comp rate is decreased, stays the same or goes to the minimum of the new pay band.

---

**A06  Transfer/Lateral Transfer Interagency: Rehire – Classified**

**Required:** HCM-92/Blanket Freeze
**Merit Rules:** 260:25-1-2/260:25-11-72

**Define:** “Lateral Transfer means the reassignment of an employee to another state job with the same pay band assignment as the job family level in which the employee was classified prior to the lateral transfer.” 260:25-1-2.

**Note:** Only available if separating agency entered an S06, Transfer.

**Job Information**
Verify changing job codes.
(May have same job code, didn’t use A07)

**Salary Plan/Compensation**
Verify the pay band stays the same from previous record.
No increase in salary; may decrease salary.

**MDC Job Data**
Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

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**A07  Transfer/Class to Same Class: Rehire – Classified**

**Required:** HCM-92/Blanket Freeze
**Merit Rules:** 260:25-11-72/260:25-11-39

**Define:** Transfer employee to the same JFD and level.

**Notes:** Only available if separating agency entered an S06, Transfer.

**Work Location/Job Information**
Titles must match to previous record; same JFD and level.

**Compensation**
No increase in salary; may decrease salary.

**MDC Job Data**
Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.
A09  SB 200 (Veterans Act): Hire/Rehire – Classified

Required: HCM-92/Blanket Freeze
Statute: 74-840-4.14

Define: “Veteran means a person who has been honorably discharged from the armed forces of the United States and who has been a resident of Oklahoma for at least one year before the date of examination.” 260:25-1-2.

MDC Job Data
Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

Audit as an A01 – No cert number is required.

A12  Disability Employment Program: Hire/Rehire – Classified

Required: HCM-92/Blanket Freeze and Special Appointment Indication on E-List
Merit Rule: 260:25-9-100

Audit as an A01.

MDC Job Data: Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

A13  Unclassified Assigned Additional Duties Temporarily: Appointment Change – Same Agency/Detail – Unclassified

No 92 Required: Unclassified Temporary Assignment – DSD

Note: Regarding unclassified detail to special duty: This code should be used when a classified or unclassified employee will be temporarily assigned to an unclassified position.

If the employee will be temporarily assigned to a classified position, use the C02 transaction code instead.

A14  Unclassified Appointment: Hire/Rehire – Unclassified

Required: HCM-92/Blanket Freeze for IT Positions
Statute: 74-840-5.5


Work Location/Job Information
Verify empl class is unclass, also make sure PIN matches job code and unclass cite code is entered.

Salary Plan
Verify salary admin plan is UNCL.

MDC Job Data
For IT positions, verify 92 is submitted to HCM or explanation for exemption. i.e., blanket freeze for IT positions.
A15  Unclassified Student: Hire/Rehire – Unclassified

Required: HCM-92/Blanket Freeze for IT Positions and Student Verification
Statute: 74-840-5.5(11)

Note: An undergraduate student assistant is required to be enrolled in 10 hours of undergraduate courses and a graduate student must be enrolled in five hours of graduate courses. During the summer, students are required to be enrolled in a minimum of six hours of undergraduate courses.

Job Information
Verify reg/temp says student.

MDC Job Data
For IT positions, verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

A16  Unclassified Temporary: Hire/Rehire – Unclassified

Required: HCM-92/Blanket Freeze for IT Positions
Statute: 74-840-5.5

Note: Temporary employees may not work more than 999 hours.

Work Location
Verify unclassified job cite is T008 or T007.

Job Information
Verify regular/temp is temp, and empl/class is unclass.

Salary Plan
Verify salary admin plan is unclass.

MDC Job Data
For IT positions, verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

A17  Project Tourism: Hire/Rehire – Unclassified

Agency 566 Only
Required: HCM-92/Blanket for IT Positions
Statute: 74-840-5.5

MDC Job Data
For IT positions, verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

A18  Priority Consideration Appointment: Rehire – Classified

Required: HCM-92/Blanket Freeze
Merit Rule: 260:25-13-70

Audit like A01.
**A19  State Work Incentive: Hire/Rehire – Unclassified**

**Required:** Letter by DHS or DRS  
**Merit Rule:** 260:25-17-173

**Define:** “The State Work Incentive Program is aimed at employing participants in the Temporary Assistance to Needy Families Program in Oklahoma and vocational rehabilitation clients of the Department of Rehabilitation Services in entry-level positions within the state service.” 260:25-17-170.

**Note:** “Agencies may employ eligible persons in the State Work Incentive Program for up to two years in full-time or part-time unclassified status.”

**Work Location/Job Information**
Verify empl class is unclass, also make sure PIN matches job code and unclass cite code is entered.

**Salary Plan**
Verify salary admin plan is unclass.

---

**A20  CAPIP *Carl Albert Public Internship Program Hire: Hire/Rehire/Appointment Change – Same Agency – Unclassified**

**Merit Rule:** 260:25-17-84 / Statute: 74-840-3.5

**Work Location**
Verify unclassified job cite is T008 or T007 (insert only when hiring an undergraduate intern.)

**Job Information**
Verify regular/temp is student, and empl/class is unclass.

**Salary Plan**
Verify salary admin plan is unclass.

---

**A27  Recall from RIF: Rehire – Classified**

**Merit Rule:** 260:25-13-50 through 260:25-13-53

**Define:** “... permanent classified employees and employees in probationary status after reinstatement from permanent classified status without a break in service who are removed from a job family level as a result of a reduction-in-force in an agency shall be eligible for recall by that agency to the job family level from which removed for 18 months after the effective date of separation or demotion.” 260:25-13-50.
**A30 CAPIP Conversion: Appointment Change – Same Agency – Classified/Unclassified**

**Merit Rule:** 260:25-17-84 / Statute: 74-840-3.5

**Define:** “An *Executive Fellow* shall be eligible for appointment to a position in the classified or unclassified service of the state and shall be deemed as meeting all other statutory requirements if the participant has: (1) Been certified by the appointing authority as having successfully completed a two-year internship within a 3-year period; and (2) Met all requirements of education and experience.” 260:25-17-84.

**Work Location/Job Information**
Make sure PIN matches job code.

**Job Information**
If classified, verify empl class is perm class or PClass/TP, up to discretion of the agency. If unclassified, empl class should be unclass.

**Salary Plan**
Verify salary admin plan matches empl class.

---

**A31 SWIP Conversion: Appointment Change – Same Agency – Classified**

**Merit Rule:** 260:25-17-177

**Define:** “… Persons employed by merit system agencies under the State Work Incentive Program shall be eligible for conversion to permanent classified status at the discretion of the appointing authority if …” 260:25-17-177.

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**A40 Competitive E-List Action: Appointment Change – Same Agency – Classified**

**Required:** HCM-92/Blanket Freeze and E-List


**Audit like A01.**

For competitive (non-internal) certificate hires only. Used for current employees of the same agency with no prior classified service or for employees of the same agency that applied externally. All others should use code such as C01 or C31.

**MDC Job Data**
Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

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**A41 Non-Competitive E-List Action: Appointment Change – Same Agency – Classified**

**Required:** HCM-92/Blanket Freeze

**Merit Rules:** 260:25-9-95/260:25-11-30/260:25-7-3

**Audit like an A02.**

**MDC Job Data**
Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.
A42 Reinstatement: Appointment Change – Same Agency – Classified

Required: HCM-92/Blanket Freeze and Approved Internal Application

Audit like A03.

MDC Job Data
Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

A43 Project Indefinite: Appointment Change – Same Agency – Classified

Required: HCM-92/Blanket Freeze
Merit Rule: 260:25-9-96

A44 Disability Employment Program: Appointment Change – Same Agency – Classified

Required: HCM-92/Blanket Freeze and Special Appointment Indication on E-List
Merit Rule: 260:25-9-100

Job Information
Verify job code changes.

MDC Job Data
Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

A47 State Work Inc. Program: Appointment Change – Same Agency – Unclassified

Required: HCM-92/Blanket Freeze for IT Positions

Job Information
Verify job code changes.

MDC Job Data
For IT positions, verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

A48 Direct Hire (Hard-to-fill): Appointment Change – Same Agency – Classified

Required: HCM-92/Blanket Freeze and Approved Application

Define: “Direct hire authority means the authorization for an appointing authority to certify the qualifications of and appoint an eligible applicant to a position requiring professional practice licensure or to a position which has been identified by the administrator as hard-to-fill.”

“Hard-to-fill positions means a vacant position or positions in a job family for which a state agency has been unable to identify an adequate applicant pool within the past two months of open competitive recruitment.” 260:25-1-2.

Note: Use when a direct hire still on probation changes to completely new direct hire position and restarts probation period.

Audit like A03.

MDC Job Data
Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.
A49  Direct Hire – Prof. Licensure (Hard-to-fill): Appointment Change – Same Agency – Classified

Required: HCM-92/Blanket Freeze and Approved Application/Copy of Licenses


Define: “Professional practice licensure … such a job shall involve work requiring knowledge of an advanced type in a field of science or learning, customarily obtained by a prolonged course of specialized instruction or study such as a bachelor’s degree from an accredited college or university.” 260:25-9-111.

Note: Use when a direct hire still on probation changes to completely new direct hire position and restarts probation period.

Audit like A03.

MDC Job Data
Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

A50  Unclassified Rollover Temp Appointment: Appointment Change – Same Agency – Unclassified

Statute: 74-840-5.5

Note: This is an A16 and S05 combined. Use only when less than 30 days break in service. When working for two agencies, employee may not exceed 999 hours combined.

Audit like an A16.

MDC Job Data
Verify temporary hours are posted and are not more than 999 hours.

A88  Direct Hire – (Hard-to-fill): Hire/Rehire – Classified

Required: HCM-92/Blanket Freeze and Approved Application (Verified by JobAps or Email)


Audit like A01 without E-List.

Hiring agency must have current direct hire authority from HCM for the job code used.

MDC Job Data
Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

A89  Direct Hire – Professional License (Hard-to-fill): Hire/Rehire – Classified

Required: HCM-92/Blanket Freeze, License and Application


Audit like A01, except without E-List.
**C01  Promotion: Promotion – Classified**

Required: HCM-92 or Blanket Freeze and Approved Internal Application


**Define:** “Promotion means the reclassification of a classified employee to a different job with a higher pay band assignment or to a higher level within the same job family.” 260:25-1-2. “Supervisor is one who has been assigned authority and responsibility for evaluating the performance of [other state employees].” 260:25-1-2.

**Note:** Supervisor means responsible for performance evaluations of subordinates. Also, going from one supervisor level to another supervisor level is a C01; however, no PIN change is required if in same position.

**Work Location/Job Information**
Verify PIN matches job code.

**Job Information**
Verify PIN changing from previous record and were permanent. Make sure current record is on trial, if not on trial include remarks “waive trial period” in MDC.

**Compensation**
Must give employee no less than a 5 percent increase or move to minimum hiring rate of new Pay Band.

**MDC Job Data**
Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

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**C02  Detail to Special Duty: Detail – Classified**

Required: HCM-92 or Blanket Freeze

Merit Rules: 260:25-11-110/260:25-7-17

**Define:** “When the services of a permanent classified employee are temporarily needed in a job family or level other than the one to which the incumbent is regularly assigned the employee may be detailed to special duty. … An employee shall not be placed on detail to special duty more than 12 months in any 36-month period.” 260:25-11-110.

**Note:** After 12 months has to meet MMQ’s and fill out an HCM9 and 4B or return to previous position via C12.

**Work Location**
Verify PIN changes from previous record. Also, verify expected job end date is entered.

**Work Location/Job Information**
Verify PIN matches job code.

**Compensation**
Must give employee no less than 5 percent or minimum hiring range of new pay band.

**MDC Job Data**
Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.
**C03 Voluntary Demotion: Demotion – Classified**

**Required:** Letter Signed by Employee, HCM-92/Blanket Freeze if Increase in Pay  
**Merit Rule:** 260:25-7-14/260:25-11-76

**Define:** “Voluntary demotion: an appointing authority may demote an employee, provided the employee voluntarily makes such a request in writing and meets the current minimum qualifications for the class job family level to which demotion is requested as certified by the administrator. ...” 260:25-11-76.

**Work Location/Job Information**  
Verify PIN/level/JFD changes. May serve a trial period.

**Salary Plan**  
Verify in lower pay band from previous record, if applicable.

**Compensation**  
Pay shall be the same or reduced. If pay increases in line with the position hiring rate, an HCM-92 is required.

**MDC Job Data**  
If required, verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

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**C04 Involuntary Demotion: Demotion – Classified**

**Required:** HCM-92/Blanket Freeze if Increase in Pay  
**Merit Rule:** 260:25-7-14  
**Merit Protection Commission 455:10-11-14**

**Define:** “Involuntary demotion: any employee in the classified service may be ... demoted by the agency, department, institution or officer by whom employed, for misconduct, insubordination, inefficiency, habitual drunkenness, inability to perform the duties of the position in which employed. ...” 455:10-11-14.

**Work Location/Job Information**  
Verify PIN/level/JFD changes.

**Salary Plan**  
Verify in lower pay band from previous record, if applicable.

**Compensation**  
Pay shall be the same or reduced. If pay increases in line with the position hiring rate, an HCM-92 is required.

**MDC Job Data**  
If required, verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.
**C05  Intra-Agency Lateral Transfer New JFD: Transfer – Classified**

**Required:** HCM-92/Blanket Freeze if Increase in Pay and Approved Internal Application


**Define:** “Intra-agency transfer means moving an employee from one position to another position with the same agency either with or without reclassification.” 260:25-1-2.

**Work Location**
Verify PIN changes and new job title.

**Job Information**
Verify new JFD or job code changes; verify on trial period unless waived in MDC remarks.

**Salary Plan**
Verify in same pay band from previous record.

**Compensation**
May provide up to 5 percent increase in salary.

**MDC Job Data**
If required: verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

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**C06  Direct Reclass: Job Reclassification – Classified**

**Agency Uses Only When Directed by HCM within 30 Days Following a JFD Adoption or Revision**


**Define:** “Reclassification means the process of changing a classified employee from one job family to another job family or from one job family level to another job family level in the same job family, resulting in a change in the employee’s assigned job code.” 260:25-1-2.

**Compensation**
No change in compensation; rate of pay shall be fixed.
C07  Reallocation/Promotion: Promotion/Position Audit/Class Dispute – Classified

Required: HCM-92/Blanket Freeze, Approved Application/HCM-39
For Classification Dispute: Approved Application/HCM 70

Define: "Allocation" or "Position allocation" means the process by which Human Capital Management designates a position to an established job family. A position is allocated on the basis of duties, authority, responsibilities, classification guides and other appropriate factors. "Reallocation" or "Position reallocation" means the process of reassigning an established position, occupied or vacant, from one job family to another. 260:25-1-2.

Work Location
PIN should be the same from previous record.

Job Information
Verify titles change and job code changes.

Compensation
Must give employee no less than 5 percent or minimum hiring range of new pay band.

MDC Job Data
If required, verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

C08  Reallocation/Involuntary Demotion: Demotion/Position Audit/Class Dispute – Classified

Required: HCM-92/Blanket Freeze, Approved Application/HCM-39
For Classification Dispute: Approved Application/HCM 70

Job Information
Verify JFD and/or level changes.

Salary Plan
Verify titles change and job code changes.

Compensation
Pay should be the same or reduced; pay may increase if in line with position hiring rate.

MDC Job Data
If required, verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.
C09 Reallocation/Lateral Transfer: Transfer/Position Audit/Class Dispute – Classified

Required: HCM-92/Blanket Freeze, Approved Application/HCM 39
For Class Dispute: Approved Application/HCM 70

**Work Location**
Verify PIN stays the same.

**Work Location/Job Information**
Verify titles change and job code changes.

**Salary Plan**
Verify pay band stays the same.

**Compensation**
May provide up to 5 percent increase in salary.

**MDC Job Data**
If required, verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

C10 Return to Previous Position (From Promotion): Transfer – Classified

Required: Letter to Employee from Agency
Merit Rule: 260:25-11-55

**Work Location/Job Information**
Verify returning to previous PIN/JFD.

**Compensation**
Verify returned to previous comp rate.

C11 Classified JFD Revision: Data Change – Classified

Agency Uses Only When Directed by HCM after JFD Revision

C12 Expiration of Detail to Special Duty: End of Detail/Return from Leave/Termination/Unclassified Temp Detail to Special Duty – Classified/Unclassified

Verify there was a C02/A13.

**Compensation**
Verify employee is returning to previous salary.
C16  Career Progression: Promotion – Classified

Required: HCM-92/Blanket Freeze  
Merit Rules: 260:25-7-14/260:25-5-44

Define: “Career progression means a type of intra-agency promotion in which an employee is advanced from one level of a job family to a higher non-supervisory level in the same job family.” 260:25-1-2.

Note: If moving up to a position with supervisory authority, transaction should be a C01 promotion. If the JFD states incumbent reviews job performance has to be a C01, promotion. Moving from supervisory position to another supervisory position should also be entered in as a C01, promotion.

Job Information
Check previous record to make sure moving up a level (A to B/C, etc.) and make sure prior record is perm: Employee cannot progress while on probation or trial period.
Make sure current record is on Trial.

Compensation
Must give employee no less than 5 percent or minimum hiring range of new pay band.

MDC Job Data
If empl class is on perm, then MDC remarks say “waive trial period.” Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

C17  Demotion (Due to RIF): Demotion – Classified

Merit Rule: 260:25-7-14

C18  Reallocation/Voluntary Demotion: Demotion – Classified

Required: Letter Signed by Employee, HCM-92/Blanket Freeze if Increase in Pay  
Merit Rules: 260:25-7-14/260:25-5-52

Job Information
Verify JFD and/or level changes.

Salary Plan
Verify in lower pay band from previous record, if applicable.

Compensation
Pay shall be the same or reduced. If pay increases in line with the position hiring rate, an HCM-92 is required.

MDC Job Data
If required, verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

C19  Legislative Transfer – Classified

Not for Agency Use  
HB 2140
C20  Performance Pay: Pay Rate Change – Classified/Unclassified

**Required:** Classified, 92/Blanket Freeze and Prior HCM Approval
**Merit Rules:** 260:25-17-31/260:25-7-27

**Define:** “Performance-based adjustments enable appointing authorities to award a salary increase or lump sum payment to employees who have achieved an overall rating of “meet standards” or better on their most recent performance evaluation.” 260:25-7-27.

**MDC Job Data**
For classified and IT positions, verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

C21  Cost of Living Increase: Pay Rate Change – Classified/Unclassified

**Statute:** 74-840-2.17

C22  Grade/Pay Band Change: Data Change – Classified

**Required:** Agency Uses Only When Directed by HCM after JFD Revision
**Merit Rule:** 260:25-7-13

C24  Classified Salary Adjustment Legislative: Pay Rate Change – Classified

**Merit Rule:** 260:25-7-1

**Compensation**
Verify there is only a change in comp rate.

**MDC Job Data**
Reference legislative mandate, e.g., Senate bill, House bill or statute.

C26  Completion Prob/Trial Period and Pay Increase: Completion of Probation/Trial – Classified

**Required:** Classified, 92/Blanket Freeze
**Merit Rule:** 260:25-7-22

**Define:** “An appointing authority may provide salary adjustments not to exceed 5 percent to probationary classified employees achieving permanent status following the initial probationary period.” 260:25-7-22.

**Note:** Remove probationary date in employment data.

**Job Information**
Verify current empl class is perm, check previous record to make sure record is on probation/trial.

**Compensation**
Verify the employee gets a salary increase up to 5 percent.

**Employment Data**
Verify that the probation date has been removed. Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

C27  Recall from RIF Demotion: Transfer – Classified

**Merit Rule:** 260:25-7-8
**C28 Equity Adjustment: Pay Rate Change – Classified**

*Required: 92/Blanket Freeze*
*Merit Rule: 260:25-7-26*

**Define:** “An appointing authority may provide equity-based pay adjustments when employees are significantly underpaid relative to other employees performing the same or similar duties, or employees with the same role or accountably, in the same job family and level within the same agency.” 260:25-7-26.

**Note:** Verify there is another incumbent within agency in same job code who is making the same salary to which the comp rate is increased.

**MDC Job Data**
Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

**C29 Skill-Based Pay Adjustment: Pay Rate Change – Classified/Unclassified**

*Required: Classified and IT positions 92/Blanket Freeze and Prior HCM Approval*
*Merit Rule: 260:25-7-24*

**Define:** “Such programs shall be related to the acquisition or possession of additional skills and abilities which can be applied to the work to be performed and which will increase the value of the employee to the agency.” 260:25-7-24.

**Note:** Verify there is a skill-based pay plan on file for agency.

**Compensation**
In pay compensation make sure skill-based pay is added in as a separate amount.

**MDC Remarks**
Comments required explaining SKBP and effective date.
For classified and IT positions, verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

**C30 Transfer Intra-Agency (Sub Agency Only) – Classified**

**Note:** This is only for agencies that have an actual sub-agency. This is not for moving an employee to a different location/building. Use C31 instead.
C31  Lateral Transfer, Intra-Agency, Same JFD and Level/PIN Change: Transfer – Classified

*If Increase in Pay: 92/Blanket Freeze Required

**Note:** Probationary employees cannot be transferred unless exception/approval provided. This code may be used for PIN change only.

**Work Location**
Verify that location, department or PIN changes.

**Job Information**
Job Code stays the same as previous record. Verify on Trial Period unless waived in MDC Remarks. **If PIN change only, please add remarks noting, “No TP required for PIN change only.”**

**Compensation**
May provide up to 5 percent increase in salary.

**MDC Job Data**
If required, verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

C32  Classified to Unclassified: Appointment Change – Same Agency – Unclassified

*Required: Letter from Employee
Statute: 74-840-5.5*

**Define:** “Unclassified means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration.” 260:25-1-2

**Note:** A letter from the employee resigning classified service is required to be submitted to HCM liaison.

**Work Location**
Verify job code matches PIN; PIN may or may not change.

**Job Information**
Verify job code changed, verify empl class is unclassified.
**C33 Unclassified Increased Pay and/or Increased Level: Appointment Change – Same Agency – Unclassified**

**Required for IT positions: 92/Blanket Freeze**

**Statute: 74-840.5.5**

**Define:** “Unclassified means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration.” 260:25-1-2.

**Note:** To be used when the job code changes and pay increases. **Reallocation may be required; request reallocation from HCM liaison prior to entering job data record.**

**Work Location**
Verify job code matches PIN; PIN may or may not change.

**Job Information**
Verify job code changed, level changed (if applicable), verify empl class is unclassified.

**Compensation**
Verify comp rate increased.

**MDC Job Data**
For IT positions, verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

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**C34 Unclassified Assigned Additional Duties w/ Increase in Pay: Appointment Change – Same Agency – Unclassified**

**Required for IT positions: 92/Blanket Freeze**

**Statute: 74-840.5.5**

**Define:** “Unclassified means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration.” 260:25-1-2.

**Note:** To be used when the job code stays the same and pay increases due to the addition of duties. **If gaining supervisory duties, use the C33.**

**Work Location**
Verify job code matches PIN; PIN may or may not change.

**Job Information**
Job code stays the same. Verify empl class stays unclassified.

**Compensation**
Verify comp rate increased.

**MDC Job Data**
For IT positions, verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.
C35  Unclassified Lower Level and/or Decrease in Pay: Appointment Change – Same Agency/Pay Rate Change – Unclassified

Statute: 74-840-5.5

Define: “Unclassified means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration.” 260:25-1-2

Note: Reallocation required to lower level; request reallocation from HCM liaison prior to entering job data record.

Work Location
Verify job code matches PIN.

Job Information
Level may or may not change; verify empl class is unclassified.

Compensation
Comp rate may or may not change.

C36  Unclassified Appointment Change Same Agency/PIN Change – No Pay Increase: Appointment Change – Same Agency – Unclassified

Statute: 74-840-5.5

Define: “Unclassified means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration.” 260:25-1-2

Note: May be used for PIN change only.

Work Location
Verify change to PIN and/or job code. Job code must match PIN.

Job Information
Job code may or may not change.

Compensation
Verify comp rate did not increase.
C37  Unclassified Increase to Market Rate: Pay Rate Change – Unclassified

**Define:** “Unclassified means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration.” 260:25-1-2.

**Work Location**
PIN stays the same.

**Job Information**
Job code stays the same; verify empl class is unclassified.

**Compensation**
Verify comp rate increased.

**MDC Job Data**
For IT positions, verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

C38  Unclassified Increase to Equitable Rate: Pay Rate Change – Unclassified

**Define:** “Unclassified means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration.” 260:25-1-2.

**Note:** Verify there is another incumbent within agency in same job code who is making the same salary to which the comp rate is increased.

**Work Location**
PIN stays the same.

**Job Information**
Job code stays the same; verify empl class is unclassified.

**Compensation**
Verify comp rate increased.

**MDC Job Data**
For IT positions, verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.
**C39  Unclassified Salary Adjustment Legislative: Pay Rate Change – Unclassified**

**Define:** “Unclassified means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration.” 260:25-1-2.

**Note:** Use C39 for legislative increases only; this code does not replace C25.

**Job Information**
Job code stays the same, verify empl class is unclassified.

**Compensation**
Verify comp rate increased.

**MDC Job Data**
Reference legislative mandate, e.g., Senate bill, House bill or statute.

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**C40  Full- to Part-Time: Data Change – Classified/Unclassified**

**Merit Rule:** 260:25-11-33

**Note:** “Probationary employees originally appointed part-time shall not be changed to full-time until the probationary period has been completed. However, a probationary employee originally appointed full-time may request and be changed to part-time.”

**Job Information**
Full/part should be part-time. FTE should be less than 1.00.

---

**C41  Part- to Full-Time: Data Change – Classified/Unclassified**

**Merit Rule:** 260:25-11-33

**Job Information**
Verify that previous record is perm. CANNOT go Full-Time if on trial/prob. Full/part should be full-time; FTE should be 1.00.

---

**C42  Change in Part-Time Percentage: Data Change – Classified/Unclassified**

**Job Information**
Verify change in standard hours.
C43  Unclassified Temp to Unclassified Regular: Appointment Change – Same Agency – Unclassified

Required: For IT positions 92/Blanket Freeze
Statute: 74-840-5.5


Work Location
Verify job code matches PIN.

Job Information
Job code may change, verify empl class is unclassified and regular.

Compensation
Comp rate may or may not change.

MDC Job Data
For IT positions, verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

C45  Market Adjustment: Pay Rate Change – Classified

Prior HCM Approval, 92/Blanket Freeze Required
Merit Rule: 260:25-7-20

Define: “… an appointing authority may make market adjustments for employee(s) in a job family or job family levels.” 260:25-7-20

Compensation
Verify new salary matches previously-approved market increase from HCM.

MDC Job Data
Verify 92 is submitted to HCM or explanation for exemption, i.e., blanket freeze.

C50  Probationary Extension/Adjustment: Probation – Classified

Indicate # Days/Hrs. LWOP and New Prob/Trial End Date

Define: “The appointing authority may not extend the probationary period, but may adjust the probationary period due to leave without pay. ... The final working day of the probationary period shall be made known to the employee at the time of entry on duty and at the time of any adjustment or waiver of the probationary period.” 260:25-11-30.

Note: Must have LWOP during probation; indicate number of days/hrs.

Employment Data
New probationary completion date must be in the employment data section.

MDC Job Data
New probationary completion date must be in the remarks section.
C51  Permanent Status: Completion of Probation/Trial – Classified

Remove Probationary Date in Employment Data

**Note:** If increase in pay, use C26.

**Job Information**
Verify current empl class is perm; previous record empl class is prob class/trial period.

**Compensation**
No change in compensation.

**Employment Data**
Verify that the probationary date has been removed.

C52  Permanent (Project Indefinite): Completion of Prob/Trial – Classified

Merit Rules: 260:25-9-96

C60  Add Pay Differential: Pay Rate Change – Classified/Unclassified

Prior HCM Approval
Merit Rule: 260:25-7-7

**Define:** “The administrator may authorize a pay differential for a position within a job family because of special duty requirements related to the position. This may include shift pay, on-call pay ... and other types of differentials based on special work requirements. ...” 260:25-7-7.

**Compensation**
Pay compensation: Make sure pay differential is added as a separate amount from base salary.

C61  Remove Pay Differential: Pay Rate Change – Classified/Unclassified

Merit Rule: 260:25-7-7

**Compensation**
Verify pay differential is removed.

C62  Change Existing Pay Differential: Pay Rate Change – Classified/Unclassified

Merit Rule: 260:25-7-7

**Compensation**
Verify pay changes.

C63  FLSA Rate Adjustment: Pay Rate Change – Classified/Unclassified

Required: 92/Blanket Freeze
Merit Rule: 260:25-7-7

**Note:** To be used if increasing comp rate to meet the new threshold to maintain employee’s exempt status.

**Compensation**
Verify pay rate changes.
<table>
<thead>
<tr>
<th>C70</th>
<th>Contract Renewal: Data Change – Classified/Unclassified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Merit Rule: 260:25-17-52</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C71</th>
<th>Interchange Program: Transfer – Classified/Unclassified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Agency Uses Only When Directed by HCM</td>
</tr>
<tr>
<td></td>
<td>Merit Rule: 260:25-17-52</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C72</th>
<th>End Interchange Program: Transfer – Classified/Unclassified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Agency Uses Only When Directed by HCM</td>
</tr>
<tr>
<td></td>
<td>Merit Rules: 260:25-17-52</td>
</tr>
<tr>
<td>L01</td>
<td>Leave without Pay: Leave of Absence – Classified/Unclassified</td>
</tr>
<tr>
<td>-----</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>L02</td>
<td>Sick Leave without Pay: Leave of Absence – Classified/Unclassified</td>
</tr>
<tr>
<td>L03</td>
<td>Extension of Leave without Pay: Leave of Absence – Classified/Unclassified</td>
</tr>
<tr>
<td>L03</td>
<td>Extension of Leave with Pay: Leave of Absence – Classified/Unclassified</td>
</tr>
<tr>
<td></td>
<td>Required: Letter to Employee from Agency</td>
</tr>
<tr>
<td></td>
<td>Merit Rule: 260:25-11-120</td>
</tr>
<tr>
<td>L04</td>
<td>Military Leave with Pay: Paid Leave of Absence – Classified/Unclassified</td>
</tr>
<tr>
<td></td>
<td>Merit Rule: 260:25-15-44</td>
</tr>
<tr>
<td>L05</td>
<td>Military Leave without Pay: Leave of Absence – Classified/Unclassified</td>
</tr>
<tr>
<td>L06</td>
<td>Educational Leave with Pay: Paid Leave of Absence – Classified/Unclassified</td>
</tr>
<tr>
<td>L07</td>
<td>Educational Leave without Pay: Leave of Absence – Classified/Unclassified</td>
</tr>
<tr>
<td>L08</td>
<td>Return from Leave with/without Pay: Return from Leave – Classified/Unclassified</td>
</tr>
<tr>
<td>L09</td>
<td>LWOP Extension Disability: Leave of Absence – Classified/Unclassified</td>
</tr>
<tr>
<td>L10</td>
<td>Furlough LWOP: Leave of Absence – Classified/Unclassified</td>
</tr>
<tr>
<td>L11</td>
<td>Return from Furlough: Return from Leave – Classified/Unclassified</td>
</tr>
<tr>
<td></td>
<td>Merit Rule: 260: 15-15-48</td>
</tr>
<tr>
<td>L12</td>
<td>Supplemented Workers’ Compensation Leave (LWOP): Data Change – Classified/Unclassified</td>
</tr>
</tbody>
</table>
L13  Supplemented LWOP (NOT WC): Data Change – Classified/Unclassified

L14  Return to Regular Duty: Data Change – Classified/Unclassified


L20  Suspension with Pay: Paid Leave of Absence/Suspension – Classified/Unclassified

  Merit Rule: 260:25-11-120
  Required: Letter to employee from Agency.

  Note: Using the Suspension action will change the payroll status to suspended, which can prevent payroll from processing. This can be avoided by using the Leave of Absence action instead, and then using the Return from Suspension action to indicate it was a suspension.

L21  Suspension without Pay: Unpaid Leave of Absence/Suspension – Classified/Unclassified

  Merit Rules: 455:10-11-15

  Note: Using the Suspension action will change the payroll status to suspended, which can prevent payroll from processing. This can be avoided by using the Leave of Absence action instead, and then using the Return from Suspension action to indicate it was a suspension.

L22  Return from Suspension with/without Pay: Return from Leave/Return from Suspension – Classified/Unclassified

  Merit Rule: 260:25-11-15

L23  Suspension – Partial Day <8 Hrs: Data Change – Classified/Unclassified
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Classification</th>
<th>Merit Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>S01</td>
<td>Resignation: Termination – Classified/Unclassified</td>
<td></td>
<td>260:25-11-132</td>
</tr>
<tr>
<td>S02</td>
<td>Retirement: Retirement – Classified/Unclassified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S03</td>
<td>Discharge: Termination – Classified/Unclassified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S04</td>
<td>Deceased: Termination – Classified/Unclassified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S05</td>
<td>Expiration of Unclassified Appointment: Termination – Unclassified (Generally Temporary)</td>
<td>Unclassified (Generally Temporary)</td>
<td>260:25-11-134</td>
</tr>
</tbody>
</table>

**Note:** Also can be used for end of grants.

**Work Location**
Verify unclassified cite code is T008.

**Job Information**
Verify reg/temp is temp.

**MDC Job Data**
In remark section, verify Temp hours worked is posted and no more than 999 hours.


**Note:** Make sure receiving agency accepts transfers before using an S06.


| S08 | Voluntary Buyout: Termination – Classified/Unclassified  |                     | Statute: 74-840-2.28                |

| S09 | Voluntary Buyout: Retirement – Classified/Unclassified   |                     | Statute: 74-840-2.28                |

| S10 | Transfer to Non-Merit Agency: Termination – Classified/Unclassified |                     |                                     |
S11 No Payable Hours: Termination – Classified/Unclassified
To be used for employees who do not report to work on their hire date.

S12 Resignation/Abandonment: Termination – Classified/Unclassified
Merit Rule: 260:25-11-132
To be used for employees who are absent from work without prior approval and have not contacted an agency representative within five working days.

S14 Resignation – For Cause: Termination – Classified/Unclassified
The agency is prepared to begin the termination process; however, allows the employee to resign in lieu of discharge.

S15 Resignation – Probationary: Termination – Classified
Probationary employee resigns of their own will.

S16 Resignation – Probation for Cause: Termination – Classified
Probationary employees who do not pass required academies or trainings.

S17 Expiration of Temporary Appointment – Unclassified
Temporary employees that have temporary hours remaining but are being discharged due to performance issues or violation of policy.

S18 Probationary Discharge – Classified
Probationary employee is discharged for performance issues or violation of policy.
**X01 Payroll Correction: Data Change – Classified/Unclassified**

**MDC remarks are required.**

**Note:** Use for correcting record when unable to use Correct History due to confirmed payroll.

If your agency has not confirmed a payroll for the employee since the transaction was entered, correct history can be used for any changes. Contact the Help Desk. Be sure to include both name and employee ID to ensure accuracy.

If your agency extracts from PeopleSoft HRMS to a different system and that extract has already run, you will need to be aware of the discrepancies between the two systems.

**Once payroll has been confirmed for the employee,** there are three methods for correcting a transaction once entered into PeopleSoft:

- Adding an X01 or effective-dated row.
- Contacting the Help Desk.
- Changing the entry. (If it isn’t tied to a particular effective date, it can be changed at any time by the user.).

**Requires effective-dated row or X01:**

Data values on biographical data or job data which do have an impact on payroll or extracts should not be corrected — a new effective-dated row must be added. If you need to add a row to correct Job Information, select the appropriate data change transaction (e.g., division change, pay group change, etc.).

The data change, X01 correction, transaction type should only be used to correct salary or other fields which affect HCM’s review process. Be sure to indicate the reason for the correction in the MDC remarks, and if payroll needs to process a retroactive adjustment.

**Fields requiring this action include:**

- Name.
- Position number.
- Compensation (comp rate code for base pay and comp rate code for a supplemental that is consistently paid, and/or the actual monthly or biweekly amount).
- Earnings distribution page for department ID and/or account code.
- Time reporter page for status, effective date and/or workgroup.

- Address.
- Department ID.
- Location code.
- Pay group.
- Holiday schedule.
- Workers’ comp code.
- Division.

**Requires Help Desk case:**

Data values that do not impact payroll, such as employee class or regular/temporary, can still be corrected by contacting the Help Desk. When contacting the Help Desk, be sure to include both name and employee ID to ensure accuracy.

**Can be corrected at any time:**

- Social Security number, birth date, ethnic group, phone numbers and dates on the employment data page are not effective-dated.
- Longevity date can be corrected by the user and does not require a correct history Help Desk case; however, changes to the date must be done in coordination with payroll’s execution of the longevity process.

You can add a row to benefit program participation without affecting the job data effective date, in case you forget during an appointment change or rehire.
OTHER BUSINESS
Email your Class/Comp Liaison for the business matters listed below:

### Build a Bridge/Interagency Transfer

Required:
1. Name.
2. Empl ID/SSN (if empl ID is unavailable).
3. PIN.
4. Job code.
5. Pay group.
6. Effective date.

### Create a New Position: Classified

Required: HCM-39, letter requesting new position, organizational chart, effective date, department, location, FLSA and reports to PIN.

### Create a New Position: Unclassified

Required: Memo requesting new position indicating effective date, unclassified job code, unclassified statutory authorization, location, department, FLSA and reports to PIN.

### Classification Dispute

Required: HCM-70, cover letter, organizational chart and internal grievance decision.

### Longevity


### Reallocations: Classified

Required: HCM-39. Must be signed with appointing authority/incumbent’s, HCM-92/blanket freeze exception, organizational chart and must be date-stamped.

Note: Job description on the HCM-39 has to equal 100 percent.

### Reinstatement

Definition: Reinstatement means the reappointment of a former permanent classified employee as provided in the Merit Rules or the replacing of an eligible person’s name on an E-List.
REASON CODE LIST
<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Reason</th>
<th>Action</th>
<th>Merit Rule</th>
<th>Classified/ Unclassified</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A02</td>
<td>Non-Competitive (With or Without E-List) Action</td>
<td>Hire</td>
<td>260:25-9-95/260:25-11-30/260:25-7-3</td>
<td>Classified</td>
<td>92/Blanket Freeze Required</td>
</tr>
<tr>
<td>A02</td>
<td>Non-Competitive (With or Without E-List) Action</td>
<td>Rehire</td>
<td>260:25-9-95/260:25-11-30/260:25-7-3</td>
<td>Classified</td>
<td>92/Blanket Freeze Required</td>
</tr>
<tr>
<td>A04</td>
<td>Transfer/Promotion Interagency</td>
<td>Rehire</td>
<td>260:25-11-55/260:25-7-14</td>
<td>Classified</td>
<td>92/Blanket Freeze Required</td>
</tr>
<tr>
<td>A05</td>
<td>Transfer/Demotion Interagency</td>
<td>Rehire</td>
<td>260:25-11-76/260:25-7-14</td>
<td>Classified</td>
<td></td>
</tr>
<tr>
<td>A06</td>
<td>Transfer/Lateral Transfer Interagency</td>
<td>Rehire</td>
<td>260:25-1-2/260:25-11-72</td>
<td>Classified</td>
<td>92/Blanket Freeze Required</td>
</tr>
<tr>
<td>A07</td>
<td>Transfer/Class to Same Class</td>
<td>Rehire</td>
<td>260:25-11-72/260:25-11-39</td>
<td>Classified</td>
<td>92/Blanket Freeze Required</td>
</tr>
<tr>
<td>A09</td>
<td>SB 200 (Veterans Act)</td>
<td>Hire</td>
<td>Statute 74-203</td>
<td>Classified</td>
<td>92/Blanket Freeze Required</td>
</tr>
<tr>
<td>A09</td>
<td>SB 200 (Veterans Act)</td>
<td>Rehire</td>
<td>Statute 74-203</td>
<td>Classified</td>
<td>92/Blanket Freeze Required</td>
</tr>
<tr>
<td>A12</td>
<td>Disability Employment Program</td>
<td>Hire</td>
<td>260:25-9-100</td>
<td>Classified</td>
<td>92/Blanket Freeze Required, Special Appointment Indication on E-List</td>
</tr>
<tr>
<td>A12</td>
<td>Disability Employment Program</td>
<td>Rehire</td>
<td>260:25-9-100</td>
<td>Classified</td>
<td>92/Blanket Freeze Required, Special Appointment Indication on E-List</td>
</tr>
<tr>
<td>A13</td>
<td>Unclassified Assigned Additional Duties Temporarily</td>
<td>Appointment Change – Same Agency</td>
<td>Unclassified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A14</td>
<td>Unclassified Appointment</td>
<td>Hire</td>
<td>Statute 74-840-5.5</td>
<td>Unclassified</td>
<td>92/Blanket Freeze Required for IT Positions</td>
</tr>
<tr>
<td>A14</td>
<td>Unclassified Appointment</td>
<td>Rehire</td>
<td>Statute 74-840-5.5</td>
<td>Unclassified</td>
<td>92/Blanket Freeze Required for IT Positions</td>
</tr>
<tr>
<td>A15</td>
<td>Unclassified Student Appointment</td>
<td>Hire</td>
<td>Statute 74-840-5.5(11)</td>
<td>Unclassified</td>
<td>92/Blanket Freeze Required for IT Positions, Student Verification</td>
</tr>
<tr>
<td>A15</td>
<td>Unclassified Student Appointment</td>
<td>Rehire</td>
<td>Statute 74-840-5.5(11)</td>
<td>Unclassified</td>
<td>92/Blanket Freeze Required for IT Positions, Student Verification</td>
</tr>
<tr>
<td>A16</td>
<td>Unclassified Temporary Appointment</td>
<td>Hire</td>
<td>Statute 74-840-5.5</td>
<td>Unclassified</td>
<td>92/Blanket Freeze Required for IT Positions</td>
</tr>
<tr>
<td>A16</td>
<td>Unclassified Temporary Appointment</td>
<td>Rehire</td>
<td>Statute 74-840-5.5</td>
<td>Unclassified</td>
<td>92/Blanket Freeze Required for IT Positions</td>
</tr>
<tr>
<td>A17</td>
<td>Project Tourism</td>
<td>Hire</td>
<td>Statute 74-840-5.5</td>
<td>Unclassified</td>
<td>92/Blanket Freeze Required for IT Positions</td>
</tr>
<tr>
<td>A17</td>
<td>Project Tourism</td>
<td>Rehire</td>
<td>Statute 74-840-5.5</td>
<td>Unclassified</td>
<td>92/Blanket Freeze Required for IT Positions</td>
</tr>
<tr>
<td>A18</td>
<td>Priority Consideration Appointment</td>
<td>Rehire</td>
<td>260:25-13-70</td>
<td>Classified</td>
<td>92/Blanket Freeze Required</td>
</tr>
<tr>
<td>A19</td>
<td>State Work Incentive</td>
<td>Hire</td>
<td>260:25-17-173</td>
<td>Unclassified</td>
<td>Letter by DHS or DRS</td>
</tr>
<tr>
<td>Reason Code</td>
<td>Reason</td>
<td>Action</td>
<td>Merit Rule</td>
<td>Classified/ Unclassified</td>
<td>Remarks</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------</td>
<td>-----------------------------</td>
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<td>----------------------------------------------</td>
</tr>
<tr>
<td>A19</td>
<td>State Work Incentive</td>
<td>Rehire</td>
<td>260:25-17-173</td>
<td>Unclassified</td>
<td>Letter by DHS or DRS</td>
</tr>
<tr>
<td>A20</td>
<td>CAPIP * Carl Albert Public Internship</td>
<td>Appointment Change – Same Agency</td>
<td>260:25-17-84, Statute 74-840-3.5</td>
<td>Unclassified</td>
<td></td>
</tr>
<tr>
<td>A20</td>
<td>CAPIP * Carl Albert Public Internship</td>
<td>Hire</td>
<td>260:25-17-84, Statute 74-840-3.5</td>
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</tr>
<tr>
<td>A20</td>
<td>CAPIP * Carl Albert Public Internship</td>
<td>Rehire</td>
<td>260:25-17-84, Statute 74-840-3.5</td>
<td>Unclassified</td>
<td></td>
</tr>
<tr>
<td>A30</td>
<td>Executive Fellow Conversion (All CAPIP</td>
<td>Appointment Change – Same Agency</td>
<td>260:25-17-84, Statute 74-840-3.5</td>
<td>Both</td>
<td></td>
</tr>
<tr>
<td>A31</td>
<td>SWIP Conversion</td>
<td>Appointment Change – Same Agency</td>
<td>260:25-17-177</td>
<td>Classified</td>
<td></td>
</tr>
<tr>
<td>A43</td>
<td>Project Indefinite</td>
<td>Appointment Change – Same Agency</td>
<td>260:25-9-96</td>
<td>Classified</td>
<td>92/Blanket Freeze Required</td>
</tr>
<tr>
<td>A44</td>
<td>Disability Employment Program</td>
<td>Appointment Change – Same Agency</td>
<td>260:25-9-100</td>
<td>Classified</td>
<td>92/Blanket Freeze Required, Special Appointment Indication on E-List</td>
</tr>
<tr>
<td>A47</td>
<td>State Work Inc. Program</td>
<td>Appointment Change – Same Agency</td>
<td>260:25-9-100</td>
<td>Unclassified</td>
<td>92/Blanket Freeze Required for IT Positions</td>
</tr>
<tr>
<td>A48</td>
<td>Direct Hire – Hard-to-fill</td>
<td>Appointment Change – Same Agency</td>
<td>260:25-9-110 through 260:25-9-123</td>
<td>Classified</td>
<td>92/Blanket Freeze Required, Approved Application (Verified by JobAps or Email)</td>
</tr>
<tr>
<td>A49</td>
<td>Direct Hire – Prof. Licensure – Hard-to-fill</td>
<td>Appointment Change – Same Agency</td>
<td>260:25-9-110 through 260:25-9-123</td>
<td>Classified</td>
<td>92/Blanket Freeze Required, Approved Application/ Copy of Licenses (Verified by JobAps or Email)</td>
</tr>
<tr>
<td>A50</td>
<td>Unclassified Rollover Temp Appointment</td>
<td>Appointment Change – Same Agency</td>
<td>Statute 74-840-5.5</td>
<td>Unclassified</td>
<td></td>
</tr>
<tr>
<td>A88</td>
<td>Direct Hire – Hard-to-fill</td>
<td>Hire</td>
<td>260:25-9-110 through 260:25-9-123</td>
<td>Classified</td>
<td>92/Blanket Freeze Required, Approved Application (Verified by JobAps or Email)</td>
</tr>
<tr>
<td>A88</td>
<td>Direct Hire – Hard-to-fill</td>
<td>Rehire</td>
<td>260:25-9-110 through 260:25-9-123</td>
<td>Classified</td>
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<tr>
<td>A89</td>
<td>Direct Hire – Prof. Licensure – Hard-to-fill</td>
<td>Hire</td>
<td>260:25-9-110 through 260:25-9-123</td>
<td>Classified</td>
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<td>Reason Code</td>
<td>Reason</td>
<td>Action</td>
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<td>Remarks</td>
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<td>------------</td>
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<td>-------------------------------------------------------------------------</td>
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<tr>
<td>A89</td>
<td>Direct Hire – Prof. Licensure – Hard-to-fill</td>
<td>Rehire</td>
<td>260:25-9-110 through 260:25-9-123</td>
<td>Classified</td>
<td>92/Blanket Freeze Required, Approved Application and Licensure (Verified by JobAps or Email)</td>
</tr>
<tr>
<td>C01</td>
<td>Promotion</td>
<td>Promotion</td>
<td>260:25-7-14/260:25-11-55/260:25-11-51</td>
<td>Classified</td>
<td>92/Blanket Freeze Required, Approved Internal Application</td>
</tr>
<tr>
<td>C02</td>
<td>Detail to Special Duty</td>
<td>Detail</td>
<td>260:25-11-110/260:25-7-17</td>
<td>Classified</td>
<td>92/Blanket Freeze Required</td>
</tr>
<tr>
<td>C03</td>
<td>Voluntary Demotion</td>
<td>Demotion</td>
<td>260:25-7-14/260:25-11-76</td>
<td>Classified</td>
<td>Letter signed by employee required, 92/Blanket Freeze Required if applicable</td>
</tr>
<tr>
<td>C04</td>
<td>Involuntary Demotion</td>
<td>Demotion</td>
<td>260:25-7-14/260:25-11-76 Merit Protection Commission 455:10-11-14</td>
<td>Classified</td>
<td>92/Blanket Freeze Required if applicable</td>
</tr>
<tr>
<td>C06</td>
<td>Direct Reclass</td>
<td>Job Reclassification</td>
<td>260:25-1-2/260:25-5-90/260:25-7-14</td>
<td>Classified</td>
<td>Agency uses only when directed by HCM</td>
</tr>
<tr>
<td>C10</td>
<td>Return to Previous Position (From Promotion)</td>
<td>Transfer</td>
<td>260:25-11-55</td>
<td>Classified</td>
<td>Letter required to employee from agency</td>
</tr>
<tr>
<td>C11</td>
<td>Classified JFD Revision</td>
<td>Data Change</td>
<td></td>
<td>Classified</td>
<td>Not for agency use – Use only when directed by HCM after JFD revision</td>
</tr>
<tr>
<td>C12</td>
<td>Expiration of Detail to Special Duty</td>
<td>End of Detail Terminatio</td>
<td>260:25-11-110</td>
<td>Classified</td>
<td></td>
</tr>
<tr>
<td>C16</td>
<td>Career Progression</td>
<td>Promotion</td>
<td>260:25-7-14/260:25-5-44</td>
<td>Classified</td>
<td>92/Blanket Freeze Required</td>
</tr>
<tr>
<td>C17</td>
<td>Demotion (Due to RIF)</td>
<td>Demotion</td>
<td>260:25-7-14</td>
<td>Classified</td>
<td></td>
</tr>
<tr>
<td>C18</td>
<td>Reallocation/Voluntary Demotion</td>
<td>Demotion</td>
<td>260:25-7-14/260:25-5-52</td>
<td>Classified</td>
<td>Letter signed by employee required, 92/Blanket Freeze Required if applicable</td>
</tr>
<tr>
<td>C19</td>
<td>Legislative Transfer – Classified</td>
<td>Transfer</td>
<td>HB 2140</td>
<td>Classified</td>
<td>Not for agency use</td>
</tr>
<tr>
<td>C20</td>
<td>Performance Pay</td>
<td>Pay Rate Change</td>
<td>260:25-17-31/260:25-7-27</td>
<td>Classified</td>
<td>Prior HCM Approval Needed/92/Blanket Freeze Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>Unclassified</td>
<td></td>
</tr>
<tr>
<td>Reason Code</td>
<td>Reason</td>
<td>Action</td>
<td>Merit Rule</td>
<td>Classified/ Unclassified</td>
<td>Remarks</td>
</tr>
<tr>
<td>-------------</td>
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</tr>
<tr>
<td>C21</td>
<td>Cost of Living Increase</td>
<td>Pay Rate Change</td>
<td>Statute 74-840-2.17</td>
<td>Both</td>
<td></td>
</tr>
<tr>
<td>C22</td>
<td>Grade/Pay Band Change</td>
<td>Data Change</td>
<td>260:25-7-12</td>
<td>Classified</td>
<td>Agency uses only when directed by HCM after JFD revision</td>
</tr>
<tr>
<td>C24</td>
<td>Classified Salary Adjustment Legislative</td>
<td>Pay Rate Change</td>
<td>260:25-7-1</td>
<td>Classified</td>
<td></td>
</tr>
<tr>
<td>C26</td>
<td>Completion Prob/Trial Period and Pay Increase</td>
<td>Completion of Prob/Trial</td>
<td>260:25-7-22</td>
<td>Classified</td>
<td>92/Blanket Freeze Required</td>
</tr>
<tr>
<td>C27</td>
<td>Recall From RIF Demotion</td>
<td>Transfer</td>
<td>260:25-7-8</td>
<td>Classified</td>
<td>92/Blanket Freeze Required</td>
</tr>
<tr>
<td>C28</td>
<td>Equity Adjustment</td>
<td>Pay Rate Change</td>
<td>260:25-7-26</td>
<td>Classified</td>
<td></td>
</tr>
<tr>
<td>C29</td>
<td>Skill-Based Pay Adjustment</td>
<td>Pay Rate Change</td>
<td>260:25-7-24</td>
<td>Both</td>
<td>92/Blanket Freeze Required/HCM Approval Required</td>
</tr>
<tr>
<td>C30</td>
<td>Transfer Intra-Agency (Sub Agency Only)</td>
<td>Transfer</td>
<td></td>
<td>Classified</td>
<td>Only if agency has actual sub-agency. Use C31 to move locations.</td>
</tr>
<tr>
<td>C31</td>
<td>Lateral Transfer, Intra-Agency, Same JFD and LVL/PIN Change</td>
<td>Transfer</td>
<td>260:25-7-14/260:25-11-71/260:25-11-39</td>
<td>Classified</td>
<td>If increase in pay, 92/Blanket Freeze Required May also be used to change PIN for classified</td>
</tr>
<tr>
<td>C32</td>
<td>Classified to Unclassified Service</td>
<td>Appointment Change</td>
<td>Statute 74-840-5.5</td>
<td>Unclassified</td>
<td>Letter from employee resigning classified service required</td>
</tr>
<tr>
<td>C33</td>
<td>Unclassified Increased Level and Increased Pay</td>
<td>Appointment Change</td>
<td>Statute 74-840-5.5</td>
<td>Unclassified</td>
<td>For IT positions, 92/Blanket Freeze Required; If reallocation required, 92/Blanket Freeze Required Use if job code changes and pay increases</td>
</tr>
<tr>
<td>C34</td>
<td>Unclassified Assigned Additional Duties/Increase in Pay</td>
<td>Appointment Change</td>
<td>Statute 74-840-5.5</td>
<td>Unclassified</td>
<td>For IT positions, 92/Blanket Freeze Required. Use if job code stays the same and pay increases due to added duties—Use C33 if supervisor duties are added</td>
</tr>
<tr>
<td>C35</td>
<td>Unclassified Lower Level/Decrease in Pay</td>
<td>Appointment Change</td>
<td>Statute 74-840-5.5</td>
<td>Unclassified</td>
<td></td>
</tr>
<tr>
<td>C36</td>
<td>Unclassified Appointment Change Same Agency/PIN Change – No Pay Increase</td>
<td>Appointment Change</td>
<td>Statute 74-840-5.5</td>
<td>Unclassified</td>
<td>May also be used to change PIN for unclassified</td>
</tr>
<tr>
<td>C37</td>
<td>Unclassified Increase to Market Rate</td>
<td>Pay Rate Change</td>
<td></td>
<td>Unclassified</td>
<td>For IT positions, 92/Blanket Freeze Required</td>
</tr>
<tr>
<td>C38</td>
<td>Unclassified Increase to Equitable Rate</td>
<td>Pay Rate Change</td>
<td></td>
<td>Unclassified</td>
<td>For IT positions, 92/Blanket Freeze Required</td>
</tr>
<tr>
<td>C39</td>
<td>Unclassified Salary Adjustment – Legislative</td>
<td>Pay Rate Change</td>
<td></td>
<td>Unclassified</td>
<td></td>
</tr>
<tr>
<td>C40</td>
<td>Full- to Part-Time</td>
<td>Data Change</td>
<td>260:25-11-33</td>
<td>Both</td>
<td></td>
</tr>
<tr>
<td>C41</td>
<td>Part- to Full-Time</td>
<td>Data Change</td>
<td>260:25-11-33</td>
<td>Both</td>
<td></td>
</tr>
<tr>
<td>C42</td>
<td>Change in Part-Time Percentage</td>
<td>Data Change</td>
<td>260:25-11-33</td>
<td>Both</td>
<td></td>
</tr>
<tr>
<td>C43</td>
<td>Unclassified Temp to Unclassified Regular</td>
<td>Appointment Change</td>
<td>Statute 74-840-5.5</td>
<td>Unclassified</td>
<td>For IT positions, 92/Blanket Freeze Required</td>
</tr>
<tr>
<td>Reason Code</td>
<td>Reason</td>
<td>Action</td>
<td>Merit Rule</td>
<td>Classified/ Unclassified</td>
<td>Remarks</td>
</tr>
<tr>
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<tr>
<td>C45</td>
<td>Market Adjustment</td>
<td>Pay Rate Change</td>
<td>260:25-7-20</td>
<td>Classified</td>
<td>Prior HCM Approval, 92/Blanket Freeze Required</td>
</tr>
<tr>
<td>C50</td>
<td>Probationary Extension/Adjustment</td>
<td>Probation</td>
<td>260:25-11-30/260:25-11-36</td>
<td>Classified</td>
<td>Indicate # Days/Hrs. LWOP And New Prob/Trial End Date</td>
</tr>
<tr>
<td>C51</td>
<td>Permanent Status</td>
<td>Completion of Probation/Trial</td>
<td>260:25-7-22/260:25-11-30/260:25-11-31</td>
<td>Classified</td>
<td>Remove probationary date in employment data if increase in pay, should be C26</td>
</tr>
<tr>
<td>C52</td>
<td>Permanent (Project Indefinite): Completion of Probation/Trial</td>
<td>Completion of Probation/Trial</td>
<td>260:25-9-96</td>
<td>Classified</td>
<td></td>
</tr>
<tr>
<td>C60</td>
<td>Add Pay Differential</td>
<td>Pay Rate Change</td>
<td>260:25-7-7</td>
<td>Both</td>
<td>Prior HCM Approval</td>
</tr>
<tr>
<td>C61</td>
<td>Remove Pay Differential</td>
<td>Pay Rate Change</td>
<td>260:25-7-7</td>
<td>Both</td>
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<tr>
<td>C62</td>
<td>Change Existing Pay Differential</td>
<td>Pay Rate Change</td>
<td>260:25-7-7</td>
<td>Both</td>
<td></td>
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<tr>
<td>C63</td>
<td>FLSA Rate Adjustment</td>
<td>Pay Rate Change</td>
<td>260:25-7-7</td>
<td>Both</td>
<td>92/Blanket Freeze Required</td>
</tr>
<tr>
<td>C70</td>
<td>Contract Renewal</td>
<td>Data Change</td>
<td>260:25-17-52</td>
<td>Both</td>
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<tr>
<td>C71</td>
<td>Interchange Program</td>
<td>Transfer</td>
<td>260:25-17-52</td>
<td>Both</td>
<td>Agency uses only when directed by HCM</td>
</tr>
<tr>
<td>C72</td>
<td>End Interchange Program</td>
<td>Transfer</td>
<td>260:25-17-52</td>
<td>Both</td>
<td>Agency uses only when directed by HCM</td>
</tr>
<tr>
<td>L01</td>
<td>Leave Without Pay</td>
<td>Leave Of Absence</td>
<td>260:25-15-47</td>
<td>Both</td>
<td></td>
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<tr>
<td>L03</td>
<td>Extension of Leave With Pay</td>
<td>Paid Leave Of Absence</td>
<td>260:25-11-120</td>
<td>Both</td>
<td></td>
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<tr>
<td>L06</td>
<td>Educational Leave With Pay</td>
<td>Paid Leave Of Absence</td>
<td>260:25-15-42</td>
<td>Both</td>
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<tr>
<td>L09</td>
<td>LWOP Extension Disability</td>
<td>Leave Of Absence</td>
<td>260:25-15-47</td>
<td>Both</td>
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<tr>
<td>L10</td>
<td>Furlough LWOP</td>
<td>Leave Of Absence</td>
<td>260:25-15-48</td>
<td>Both</td>
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<tr>
<td>L12</td>
<td>Supplemented Workers Compensation Leave (LWOP)</td>
<td>Data Change</td>
<td></td>
<td>Both</td>
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</tr>
<tr>
<td>L13</td>
<td>Supplemented LWOP (Not WC)</td>
<td>Data Change</td>
<td></td>
<td>Both</td>
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<tr>
<td>L20</td>
<td>Suspension With Pay</td>
<td>Paid Leave Of Absence</td>
<td>260:25-11-128</td>
<td>Both</td>
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<td>Reason Code</td>
<td>Reason</td>
<td>Action</td>
<td>Merit Rule</td>
<td>Classified/ Unclassified</td>
<td>Remarks</td>
</tr>
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<tr>
<td>L20</td>
<td>Suspension With Pay</td>
<td>Suspension</td>
<td>260:25-11-128</td>
<td>Both</td>
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</tr>
<tr>
<td>L21</td>
<td>Suspension Without Pay</td>
<td>Unpaid Leave of Absence</td>
<td>455:10-11-15</td>
<td>Both</td>
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<tr>
<td>L22</td>
<td>Return From Suspension With/Without Pay</td>
<td>Return From Leave</td>
<td>260:25-11-15</td>
<td>Both</td>
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<tr>
<td>L23</td>
<td>Suspension – Partial Day &lt;8 Hrs</td>
<td>Data Change</td>
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<td>Both</td>
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<tr>
<td>S01</td>
<td>Resignation</td>
<td>Termination</td>
<td>260:25-11-132</td>
<td>Both</td>
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</tr>
<tr>
<td>S02</td>
<td>Retirement</td>
<td>Retirement</td>
<td></td>
<td>Both</td>
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</tr>
<tr>
<td>S03</td>
<td>Discharge</td>
<td>Termination</td>
<td></td>
<td>Both</td>
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<tr>
<td>S04</td>
<td>Deceased</td>
<td>Termination</td>
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<td>Both</td>
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<td>S05</td>
<td>Expiration of Unclassified Appointment</td>
<td>Termination</td>
<td>260:25-11-134</td>
<td>Unclassified</td>
<td>MDC Tab in Remark Section, Must have temp hours worked</td>
</tr>
<tr>
<td>S06</td>
<td>Transferred Out</td>
<td>Termination</td>
<td>260:25-11-74, 260:25-11-72</td>
<td>Classified</td>
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<tr>
<td>S07</td>
<td>Reduction in Force</td>
<td>Termination</td>
<td>260:25-13-38</td>
<td>Both</td>
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<tr>
<td>S08</td>
<td>Voluntary Buyout</td>
<td>Termination</td>
<td>Statute 74-840-2.28</td>
<td>Both</td>
<td>MDC Remarks of Buyout</td>
</tr>
<tr>
<td>S09</td>
<td>Voluntary Buyout</td>
<td>Retirement</td>
<td>Statute 74-840-2.28</td>
<td>Both</td>
<td>MDC Remarks of Buyout</td>
</tr>
<tr>
<td>S10</td>
<td>Transfer to Non-Merit Agency</td>
<td>Termination</td>
<td></td>
<td>Both</td>
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</tr>
<tr>
<td>S11</td>
<td>No Payable Hours</td>
<td>Termination</td>
<td></td>
<td>Both</td>
<td>To be used when employee does not report to work on hire date entered in system</td>
</tr>
<tr>
<td>S12</td>
<td>Resignation/Abandonment</td>
<td>Termination</td>
<td>260:25-11-132</td>
<td>Both</td>
<td>To be used for employees who are absent from work without prior approval and have not contacted an agency representative within five working days</td>
</tr>
<tr>
<td>S14</td>
<td>Resignation – For Cause</td>
<td>Termination</td>
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<tr>
<td>S15</td>
<td>Resignation – Probationary</td>
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<tr>
<td>S16</td>
<td>Resignation – Prob for Cause</td>
<td></td>
<td></td>
<td>Classified</td>
<td></td>
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<tr>
<td>S17</td>
<td>Expiration for Temporary Appointment – For Cause</td>
<td>Termination</td>
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<td>Unclassified</td>
<td></td>
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<td>S18</td>
<td>Probationary Discharge</td>
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<td>Classified</td>
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<tr>
<td>X01</td>
<td>Payroll Correction</td>
<td>Data Change</td>
<td></td>
<td>Both</td>
<td>MDC Remarks are required to explain why it was used</td>
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