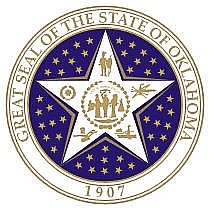
Business Process

Human Capital Management

Rejected Job Actions

BP-02



## Business Process Definition

This document defines the process established between Office of Personnel Management (OPM) and CORE Human Capital Management (HCM) Team regarding preventing rejected job actions from affecting payroll processing and HCM reporting. However, this process is a temporary work around until a third party software solution can be implemented.Process Steps

## **Process Steps**

**Responsibility:** Agency Representative

**Process Steps:**

1. Enter job actions that have been approved within the agency.

**Responsibility:** Office of Personnel Management (OPM)

**Process Steps:**

1. OPM has statutory responsibility for approving personnel actions for classified employees and certain actions for unclassified employees. Some Non-Merit agencies are excluded from the review process all together.
2. The OPM Liaison reviews the job actions and enters an Approval or Rejection along with their initials and any applicable comments.
3. If an action is rejected, the OPM liaison may notify the agency via e-mail that the action will be superseded if not corrected by a specified date.

**Responsibility:** Agency Representative

**Process Steps:**

1. Monitor the action status through the OPM-14 Summary screen which shows actions that have been rejected or are still awaiting OPM review.
2. Rejected actions must be corrected or removed in a timely manner. Generally, this will require a HelpDesk case for CORE to modify or delete the record. If the action is future-dated, the agency can delete it without HelpDesk correction.
3. Agencies may need to contact their OPM Liaison to discuss a rejected action.
4. If the rejected action involves a hire which is inconsistent with law or rule, the agency should contact the Employees Benefits Council and the appropriate retirement agency for the steps required to recoup the benefit allowance and retirement contributions if necessary.

**Responsibility:** CORE Human Capital Management Team

**Process Steps:**

1. A member of the CORE team will make requested changes to the rejected action, and through the CRM application, notify the requestor and the OPM Liaison that the change has been completed.
2. The CRM case will contain before and after screen shots of the changes made.

**Responsibility:** Office of Personnel Management (OPM)

**Process Steps:**

1. Review previously rejected actions that have been corrected to ensure they now comply with the merit rules. If so, the rejection will be changed to Approved.
2. If a notice to correct has not been acted on by the date specified, the OPM liaison will:
   1. add a new job transaction to return the employee record to its’ prior state. This will be done with a new Action/Reason combination: Data Change / OPM Supersede Action.
   2. or, in the case where the rejected action is a Hire or Rehire, and the hire is determined to be illegal,OPM will remove the authorization for continuing the individual’s payroll using an action of Remove Payroll Authorization.
   3. In either case, the OPM Review previously marked Rejected will then be changed to Superseded so it drops from the OPM 14 Summary.
   4. OPM will notify the agency that the transaction has been entered to supersede or remove payroll authorization.
3. Repeated disregard for correcting rejected transactions may result in the imposition of administrative sanctions pursuant to authority granted by the Oklahoma Personnel Act.

**Responsibility:** CORE Human Capital Management Team

**Process Steps:**

1. CORE will not remove voided transaction unless requested by OPM.
2. If a Payroll has been processed with the void transaction in place the void must be superceeded, not removed