2020 Classification Manual

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

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

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  - Required: HCM-92/Blanket Freeze

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

- 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
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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

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Required: HCM-92/Blanket Freeze for IT Positions
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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
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Required: Submit to HCM Letter by DHS or DRS
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A27  RECALL FROM RIF: REHIRE – CLASSIFIED


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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
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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

For Classification Dispute: APPROVED APPLICATION/HCM 70


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Required: HCM-92/BLANKET FREEZE, APPROVED APPLICATION/HCM

For Class Dispute: APPROVED APPLICATION/HCM 70


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Required: Submit Letter to Employee from Agency

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C11  CLASSIFIED JFD REVISION: DATA CHANGE – CLASSIFIED

Agency Uses Only When Directed by HCM After JFD Revision

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UNCLASSIFIED TEMP DETAIL TO SPECIAL DUTY – CLASSIFIED/UNCLASSIFIED

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C16  CAREER PROGRESSION: PROMOTION – CLASSIFIED

Required: HCM-92/BLANKET FREEZE

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C17  DEMOTION (DUE TO RIF): DEMOTION – CLASSIFIED

Merit Rule: 260:25-7-14

C18  REALLOCATION/VOLUNTARY DEMOTION: DEMOTION – CLASSIFIED

Required: Submit to HCM Letter Signed by Employee

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MERIT RULE: 260: 15-15-48

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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: SUBMIT LETTER TO EMPLOYEE FROM AGENCY.

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

MERIT RULE: 455:10-11-15-181

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MERIT RULE: 260:25-11-132

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MERIT RULE: 260:25-11-132

RETIREMENT: RETIREMENT – CLASSIFIED/UNCLASSIFIED

MERIT RULE: 260:25-11-132

DISCHARGE: TERMINATION – CLASSIFIED/UNCLASSIFIED

MERIT RULE: 260:25-11-132

DECEASED: TERMINATION – CLASSIFIED/UNCLASSIFIED

MERIT RULE: 260:25-11-132

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

REQUIRED: INDICATE # TEMP HRS. WORKED

MERIT RULE: 260:25-11-132

TRANSFERRED OUT: TERMINATION – CLASSIFIED


REDUCTION IN FORCE: TERMINATION – CLASSIFIED/UNCLASSIFIED

MERIT RULE: 260:25-13-38

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<tr>
<td>✓ Department</td>
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<td>✓ Pay group</td>
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</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.
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

1. Box to indicate Salary Administration Plan.
2. Pay Grade (required for classified positions).
3. Pay Step if applicable.
### Compensation Tab

| 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.
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.
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


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

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% 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.

**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

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

**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:** Submit to HCM 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.
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.

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.

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.

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.
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.

---

**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.

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**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% 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.

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% 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: Submit to HCM 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% 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.
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% 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.
**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% 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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**C10 Return to Previous Position (From Promotion): Transfer – Classified**

Required: Submit 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% 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.

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**C17  Demotion (Due to RIF): Demotion – Classified**

*Merit Rule: 260:25-7-14*

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**C18  Reallocation/Voluntary Demotion: Demotion – Classified**

*Required: Submit to HCM Letter Signed by Employee, HCM-92/Blanket Freeze if Increase in Pay*

**Merit Rules:** 260:25-7-14/260:25-5-52

**Note:** A letter from the employee requesting demotion is required to be submitted to HCM liaison.

**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.

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**C19  Legislative Transfer – Classified**

*Not for Agency Use*

**Note:** Only to be used in relation to legislation or an executive order.
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% 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%.

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% 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: Submit to HCM 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


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.

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


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**

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

**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.

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

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

**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.

---

**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.

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**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.

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**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

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

**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.

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**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.

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**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.
C70  Contract Renewal: Data Change – Classified/Unclassified
Merit Rule: 260:25-17-52

C71  Interchange Program: Transfer – Classified/Unclassified
Agency Uses Only When Directed by HCM
Merit Rule: 260:25-17-52

C72  End Interchange Program: Transfer – Classified/Unclassified
Agency Uses Only When Directed by HCM
Merit Rules: 260:25-17-52
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

L04  Extension of Leave with Pay: Leave of Absence – Classified/Unclassified
Required: Submit Letter to Employee from Agency
Merit Rule: 260:25-11-120

L05  Military Leave with Pay: Paid Leave of Absence – Classified/Unclassified
Merit Rule: 260:25-15-44

L06  Military Leave without Pay: Leave of Absence – Classified/Unclassified

L07  Educational Leave with Pay: Paid Leave of Absence – Classified/Unclassified

L08  Educational Leave without Pay: Leave of Absence – Classified/Unclassified

L09  Return from Leave with/without Pay: Return from Leave – Classified/Unclassified

L10  LWOP Extension Disability: Leave of Absence – Classified/Unclassified

L11  Furlough LWOP: Leave of Absence – Classified/Unclassified

L12  Return from Furlough: Return from Leave – Classified/Unclassified
Merit Rule: 260: 15-15-48

L12  Supplemented Workers’ Compensation Leave (LWOP): Data Change – Classified/Unclassified
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: Submit 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
S01 Resignation: Termination – Classified/Unclassified
Merit Rule: 260:25-11-132

S02 Retirement: Retirement – Classified/Unclassified

S03 Discharge: Termination – Classified/Unclassified

S04 Deceased: Termination – Classified/Unclassified

S05 Expiration of Unclassified Appointment: Termination – Unclassified (Generally Temporary)
Required: Indicate Number of Temp Hrs. Worked
Merit Rule: 260:25-11-134

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.

S06 Transferred Out: Termination – Classified

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

S07 Reduction in Force: Termination – Classified/Unclassified
Merit Rule: 260:25-13-38

S08 Voluntary Buyout: Termination – Classified/Unclassified
MDC Remarks of Buyout.
Statute: 74-840-2.28

S09 Voluntary Buyout: Retirement – Classified/Unclassified
MDC Remarks of Buyout.
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.
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.).

Requirements 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 status and reports to PIN.

### Create a New Position: Unclassified

**Required:** Memo requesting new position indicating effective date, unclassified job code, unclassified statutory authorization (Cite Code), location, department, FLSA status and reports to PIN.

### Classification Dispute

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

### Longevity


### Reallocation: 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%.

### 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>260:25-9-95/260:25-9-95</td>
<td>Classified</td>
<td>92/Blanket Freeze Required</td>
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<tr>
<td>A02</td>
<td>Non-Competitive (With or Without E-List) Action</td>
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<td>Classified</td>
<td>92/Blanket Freeze Required</td>
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<tr>
<td>A04</td>
<td>Transfer/Promotion Interagency</td>
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<td>A05</td>
<td>Transfer/Demotion Interagency</td>
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<td>Transfer/Lateral Transfer Interagency</td>
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<td>260:25-1-2/260:25-1-2</td>
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<td>A07</td>
<td>Transfer/Class to Same Class</td>
<td>Rehire</td>
<td>260:25-11-72/260:25-11-72</td>
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<tr>
<td>A09</td>
<td>SB 200 (Veterans Act)</td>
<td>Hire</td>
<td>Statute 74-203</td>
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<td>SB 200 (Veterans Act)</td>
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<td>Statute 74-203</td>
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<td>92/Blanket Freeze Required</td>
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<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>
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<tr>
<td>A13</td>
<td>Unclassified Assigned Additional Duties Temporarily</td>
<td>Appointment Change – Same Agency</td>
<td>Unclassified</td>
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<td>92/Blanket Freeze Required for IT Positions</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>
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<tr>
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<td>Unclassified Appointment</td>
<td>Rehire</td>
<td>Statute 74-840-5.5</td>
<td>Unclassified</td>
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<tr>
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<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>
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<tr>
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<td>Unclassified Student Appointment</td>
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<td>Statute 74-840-5.5(11)</td>
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<td>92/Blanket Freeze Required for IT Positions, Student Verification</td>
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<tr>
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<td>Unclassified Temporary Appointment</td>
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<td>Statute 74-840-5.5</td>
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<td>A17</td>
<td>Project Tourism</td>
<td>Hire</td>
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<td>Project Tourism</td>
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<td>A18</td>
<td>Priority Consideration Appointment</td>
<td>Rehire</td>
<td>260:25-13-70</td>
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<td>92/Blanket Freeze Required</td>
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<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>
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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>
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<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>
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<tr>
<td>A20</td>
<td>CAPIP *Carl Albert Public Internship Program Hire</td>
<td>Appointment Change – Same Agency</td>
<td>260:25-17-84 Statute 74-840-3.5</td>
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<tr>
<td>A20</td>
<td>CAPIP *Carl Albert Public Internship Program Hire</td>
<td>Hire</td>
<td>260:25-17-84 Statute 74-840-3.5</td>
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<td>260:25-17-84 Statute 74-840-3.5</td>
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<td>A30</td>
<td>Executive Fellow Conversion (All CAPIP Conversions)</td>
<td>Appointment Change – Same Agency</td>
<td>260:25-17-84 Statute 74-840-3.5</td>
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<tr>
<td>A31</td>
<td>SWIP Conversion</td>
<td>Appointment Change – Same Agency</td>
<td>260:25-17-177</td>
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<td>A43</td>
<td>Project Indefinite</td>
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<td>260:25-9-96</td>
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<td>A44</td>
<td>Disability Employment Program</td>
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<td>92/Blanket Freeze Required, Special Appointment Indication on E-List</td>
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<td>A47</td>
<td>State Work Inc. Program</td>
<td>Appointment Change – Same Agency</td>
<td>260:25-9-100</td>
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<td>92/Blanket Freeze Required for IT Positions</td>
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<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>
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<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>
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<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>
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<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>
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<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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<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>
<td>92/Blanket Freeze Required, Approved Application and Licensure (Verified by JobAps or Email)</td>
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<td>Merit Rule</td>
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<td>Remarks</td>
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<tr>
<td>A89</td>
<td>Direct Hire – Prof. Licensure – Hard-to-fill</td>
<td>Rehire</td>
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<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>
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<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>
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<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>
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<td>C04</td>
<td>Involuntary Demotion</td>
<td>Demotion</td>
<td>260:25-7-14/260:25-11-76</td>
<td>Classified</td>
<td>92/Blanket Freeze Required if applicable</td>
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<tr>
<td>C06</td>
<td>Direct Reclass</td>
<td>Job Reclassation</td>
<td>260:25-1-2/260:25-5-90/260:25-7-14</td>
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<td>Agency uses only when directed by HCM</td>
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<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>
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<tr>
<td>C11</td>
<td>Classified JFD Revision</td>
<td>Data Change</td>
<td>260:25-11-55</td>
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<tr>
<td>C12</td>
<td>Expiration of Detail to Special Duty</td>
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<td>End of Detail Termination Return from Leave 260:25-11-110</td>
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<td>C12</td>
<td>End of Detail/Unclassified Temp Detail to Duty</td>
<td>Data Change End Of Detail</td>
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<td>C16</td>
<td>Career Progression</td>
<td>Promotion</td>
<td>260:25-7-14/260:25-5-44</td>
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<td>92/Blanket Freeze Required</td>
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<td>C17</td>
<td>Demotion (Due to RIF)</td>
<td>Demotion</td>
<td>260:25-7-14</td>
<td>Classified</td>
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<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>
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<td>C19</td>
<td>Legislative Transfer – Classified</td>
<td>Transfer</td>
<td>HB 2140</td>
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<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>
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<thead>
<tr>
<th>Reason Code</th>
<th>Reason</th>
<th>Action</th>
<th>Merit Rule</th>
<th>Classified/ Unclassified</th>
<th>Remarks</th>
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<tbody>
<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>
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<tr>
<td>C22</td>
<td>Grade/Pay Band Change</td>
<td>Data Change</td>
<td>260:25-7-14/260:25-11-71/260:25-11-39</td>
<td>Classified</td>
<td>Only if agency has actual sub-agency. Use C31 to move locations.</td>
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<tr>
<td>C24</td>
<td>Classified Salary Adjustment Legislative</td>
<td>Pay Rate Change</td>
<td>260:25-7-1</td>
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<td>C26</td>
<td>Completion Prob/Trial Period and Pay Increase</td>
<td>Completion of Prob/Trial</td>
<td>260:25-7-22</td>
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<td>92/Blanket Freeze Required</td>
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<td>C27</td>
<td>Recall From RIF Demotion</td>
<td>Transfer</td>
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<td>C29</td>
<td>Skill-Based Pay Adjustment</td>
<td>Pay Rate Change</td>
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<td>C30</td>
<td>Transfer Intra-Agency (Sub Agency Only)</td>
<td>Transfer</td>
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<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 – Same Agency</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 – Same Agency</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 – Same Agency</td>
<td>Statute 74-840-5.5</td>
<td>Unclassified</td>
<td>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 – Same Agency</td>
<td>Statute 74-840-5.5</td>
<td>Unclassified</td>
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<tr>
<td>C36</td>
<td>Unclassified Appointment Change Same Agency/PIN Change – No Pay Increase</td>
<td>Appointment Change – Same Agency</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>Statute 74-840-5.5</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>Statute 74-840-5.5</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>Statute 74-840-5.5</td>
<td>Unclassified</td>
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</tr>
<tr>
<td>C40</td>
<td>Full- to Part-Time</td>
<td>Data Change</td>
<td>260:25-11-33</td>
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<tr>
<td>C41</td>
<td>Part- to Full-Time</td>
<td>Data Change</td>
<td>260:25-11-33</td>
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<tr>
<td>C42</td>
<td>Change in Part-Time Percentage</td>
<td>Data Change</td>
<td>260:25-11-33</td>
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<tr>
<td>C43</td>
<td>Unclassified Temp to Unclassified Regular</td>
<td>Appointment Change Same Agency</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>
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<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>
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<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>
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<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>
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<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>
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<td>C60</td>
<td>Add Pay Differential</td>
<td>Pay Rate Change</td>
<td>260:25-7-7</td>
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<td>Prior HCM Approval</td>
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<tr>
<td>C61</td>
<td>Remove Pay Differential</td>
<td>Pay Rate Change</td>
<td>260:25-7-7</td>
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<td>C62</td>
<td>Change Existing Pay Differential</td>
<td>Pay Rate Change</td>
<td>260:25-7-7</td>
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<td>C63</td>
<td>FLSA Rate Adjustment</td>
<td>Pay Rate Change</td>
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<td>Both</td>
<td>92/Blanket Freeze Required</td>
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<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>
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<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>
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<tr>
<td>L01</td>
<td>Leave Without Pay</td>
<td>Leave Of Absence</td>
<td>260:25-15-47</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>
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<tr>
<td>L09</td>
<td>LWOP Extension Disability</td>
<td>Leave Of Absence</td>
<td>260:25-15-47</td>
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<tr>
<td>L10</td>
<td>Furlough LWOP</td>
<td>Leave Of Absence</td>
<td>260:25-15-48</td>
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<td>L12</td>
<td>Supplemented Workers Compensation Leave (LWOP)</td>
<td>Data Change</td>
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<td>L13</td>
<td>Supplemented LWOP (Not WC)</td>
<td>Data Change</td>
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<td>L20</td>
<td>Suspension With Pay</td>
<td>Paid Leave Of Absence</td>
<td>260:25-11-128</td>
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<td>Merit Rule</td>
<td>Classified/ Unclassified</td>
<td>Remarks</td>
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<td>L20</td>
<td>Suspension With Pay</td>
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<td>L21</td>
<td>Suspension Without Pay</td>
<td>Unpaid Leave of Absence</td>
<td>455:10-11-15</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>
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<td>L23</td>
<td>Suspension – Partial Day &lt; 8 Hrs</td>
<td>Data Change</td>
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<td>S01</td>
<td>Resignation</td>
<td>Termination</td>
<td>260:25-11-132</td>
<td>Both</td>
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<tr>
<td>S02</td>
<td>Retirement</td>
<td>Retirement</td>
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<td>Both</td>
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<tr>
<td>S03</td>
<td>Discharge</td>
<td>Termination</td>
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<td>Both</td>
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<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>
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<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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<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>
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<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>
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<tr>
<td>S10</td>
<td>Transfer to Non-Merit Agency</td>
<td>Termination</td>
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<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>
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<td>Classified</td>
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<tr>
<td>S17</td>
<td>Expiration for Temporary Appointment – For Cause</td>
<td></td>
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<td>Unclassified</td>
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<tr>
<td>S18</td>
<td>Probationary Discharge</td>
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<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>
</tr>
</tbody>
</table>
2020 Classification Manual
Presented By
Human Capital Management
Classification/Compensation Division