

PPDB EMPLOYEE PERSONNEL ACTION CODES

WITHIN SPECIFIC CATEGORIES

THE FOLLOWING PA CODES ARE TO BE USED FOR ALL SERVICE TYPES UNLESS SPECIFIED BY SPECIFIC REPRESENTATION (REPR) CODE OR STATES DIFFERENTLY IN THE PA MANUAL.

APPOINTMENTS			DIFFERENTIALS		
*	141	New Hire	*	430	Begin Work Out of Class
*	142	Reemployment	*	431	End Work Out of Class
*	144	Return from Layoff	*	440	Begin Lead Work Differential
*	146	Appointment from Unclassified Service	*	441	End Lead Work Differential
*	147	Return of an Employee to a Higher SR	*	490	Begin Pay Differential
*	148	Retiree Appointment	*	491	End Pay Differential
*	151	Seasonal New Hire	TERMINATIONS		
*	152	Reemployment of a Seasonal Employee		506	Computer Generated Termination of Job
*	153	Return of a Seasonal Employee to a Higher Salary Range		510	Layoff
*	167	'X' Repr Appointment (Temporary)		520	Resignation
*	168	Temporary Retiree Appointment		530	Retirement
*	171	Transfer -in: Promotion		540	Death
*	172	Return from T/S Removal to Previous Agency/Class		550	Dismissal
*	173	Transfer-in: Lower		555	Termination due to no show, declined, keyed in error – DAS MASTER OPERATOR USE ONLY
*	175	Transfer-in: Equal		560	Termination of a Seasonal Appointment
*	181	Appointment from OUS or semi-independent agency		567	'X' Repr. Termination
*	199	Temporary Services Worker (XTSW repr) **		570	Trial Service Removal
EMPLOYEE DATA CHANGES				572	T/S Removal/Return to Previous Agency/Class
*	230	Name/Address Change		580	Transfer to Different Agency
*	231	Personal Data Change		590	Termination of Appointment
*	232	Service Related Data Change		592	Termination - End of Limited Duration Appointment
*	234	Performance Appraisal Score Change	LEAVES		
*	235	Performance Appraisal Date Change	*	628	Leave With Pay – Education
*	237	Comp Related Data Change (will not change base or salary eligibility date)	*	629	Leave With Pay – Other
*	238	PERS:Wage/Job Class Code Change excluding 'X' Repr employees	*	631	Leave Without Pay – Military
*	239	Correction/Change to Salary Eligibility Date	*	632	Leave Without Pay – Education
*	241	Other Data Change	*	633	Leave Without Pay – Job-Incurred Sick
*	267	'X' Repr Data Change	*	634	Leave Without Pay – Non-Job Incur Sick
*	268	PERS: Wage/Job Class Code Change for 'X' Repr employees	*	635	Leave Without Pay – Academic Year
*	299	Data Change for XTSW Rep Only	*	637	Leave Without Pay - Other
*	410	Employee Repr Code Change	*	681	Return From Leave
*	420	Appointment Type Change	SUSPENSIONS		
*	450	Unit Transfer (Position Number Chg.)	*	710	Suspension With Pay
*	460	FLSA or Overtime Code Chg.	*	720	Suspension Without Pay
JOB CHANGES WITHIN AGENCY			*	750	Return from Suspension
*	321	Promotion	PAY CHANGES		
*	330	Reassignment – Equal	*	214	Scheduled Salary Adjustment for 'X' repr only
*	331	Reassignment – Lower	*	800	Pay Basis Change
*	332	Reassignment – Demotion	*	811	Increase – Base Pay Change
*	333	Reassignment – Lower in lieu of Layoff	*	812	Decrease – Base Pay Change
*	340	Return from Reassignment	*	813	Special Increase – Base Pay Change
*	341	Return from Demotion	*	814	Scheduled Salary Adjustment
*	342	Return from T/S Removal to Previous Classification	*	815	Base Pay Restored
*	344	Return from Demotion in Lieu of Layoff	SPECIAL PA ACTIONS		
RECLASSIFICATIONS/REALLOCATIONS				BIC	Budget Issue Correction
*	361	Reclassification – Upward		COR	Correct History Record
*	370	Reclassification - Downward		EFF	Effective Date Change
*	380	Reclassification – Equal		PAC	PA Code Correction
*	381	Reallocation – Upward (Higher Salary Range)		PRG	Delete a Record
*	382	Reallocation – Lower (Lower Salary Range)		OUR	For HRSD Use Only
*	383	Reallocation – Equal (No Change in Salary Range)			

*PA codes with an asterisk indicate these codes are effective the beginning of the work day.

PA Codes 147, 151, 152, 153, 181, 341, 342, 344, 555, 560 and 592 become effective 12/17/07.

PA Codes 148, 168, 172, 230, 238, 268, and 572 became effective 09/01/04.

** Note: The PA Code 199 is to be used to process a temporary services worker (Employees of Manpower, St. Vincent de Paul etc. who are assigned to work at a State agency) for purposes of having a PPDB RACF USERID assigned to them. The Temporary Services Worker is NOT a State employee and the record does not go to Payroll or APPL/CERT system. PA Codes 143, 145, 176, 177, 178, 322,323, 324, 390, 507, 591 for service types 'Z' and 'U' became obsolete effective June 2000.