### PPDB Employee Personnel Action Codes

**Numerical Order – Revised 12/1/14**

The following PA codes are used for all service types unless specified by representation(repr)code. Also refer to Employee Personnel Action Code – Descriptions

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>141</td>
<td>New Hire</td>
</tr>
<tr>
<td>142</td>
<td>Reemployment</td>
</tr>
<tr>
<td>144</td>
<td>Return from Layoff</td>
</tr>
<tr>
<td>146</td>
<td>Appointment from Unclassified Service</td>
</tr>
<tr>
<td>147</td>
<td>Return of an Employee to a Higher SR</td>
</tr>
<tr>
<td>148</td>
<td>Retiree Appointment</td>
</tr>
<tr>
<td>151</td>
<td>Seasonal New Hire</td>
</tr>
<tr>
<td>152</td>
<td>Reemployment of a Seasonal Employee</td>
</tr>
<tr>
<td>153</td>
<td>Return of a Seasonal Employee to a Higher Salary Range</td>
</tr>
<tr>
<td>167</td>
<td>‘X’ Repr Appointment (Temporary)</td>
</tr>
<tr>
<td>168</td>
<td>Temporary Retiree Appointment</td>
</tr>
<tr>
<td>171</td>
<td>Transfer –in: Promotion</td>
</tr>
<tr>
<td>172</td>
<td>Return from T/S Removal to Previous Agency/Class</td>
</tr>
<tr>
<td>173</td>
<td>Transfer-in: Lower</td>
</tr>
<tr>
<td>181</td>
<td>Appointment from OUS or semi-independent agency</td>
</tr>
<tr>
<td>199</td>
<td>Temporary Services Worker (XTSW repr) **</td>
</tr>
<tr>
<td>210</td>
<td>Temp Empl Repr Code change (ACA***benefit eligible)</td>
</tr>
<tr>
<td>214</td>
<td>Scheduled Salary Adjustment for ‘X’ repr only(Temporary)</td>
</tr>
<tr>
<td>222</td>
<td>Base Pay Rollback for ‘X’ repr(Temporary)</td>
</tr>
<tr>
<td>230</td>
<td>Name/Address Change</td>
</tr>
<tr>
<td>231</td>
<td>Personal Data Change</td>
</tr>
<tr>
<td>232</td>
<td>Service Related Data Change</td>
</tr>
<tr>
<td>234</td>
<td>Performance Appraisal Score Change</td>
</tr>
<tr>
<td>235</td>
<td>Performance Appraisal Date Change</td>
</tr>
<tr>
<td>237</td>
<td>Comp Related Data Change</td>
</tr>
<tr>
<td>238</td>
<td>PERS:Wage/Job Class Code Change: excluding ‘X’ Repr employees</td>
</tr>
<tr>
<td>239</td>
<td>Correction/Change to Salary Eligibility Date</td>
</tr>
<tr>
<td>241</td>
<td>Other Data Change</td>
</tr>
<tr>
<td>267</td>
<td>‘X’ Repr Data Change (Temporary)</td>
</tr>
<tr>
<td>268</td>
<td>PERS: Wage/Job Class Code Chg for ‘X’ Repr Empl.</td>
</tr>
<tr>
<td>290</td>
<td>Begin Bilingual Differential for XAO repr only(Temporary)</td>
</tr>
<tr>
<td>291</td>
<td>End Bilingual Differential XAO repr only(Temporary)</td>
</tr>
<tr>
<td>299</td>
<td>Data Change for XTSW Rep Only</td>
</tr>
<tr>
<td>310</td>
<td>Promotion</td>
</tr>
<tr>
<td>330</td>
<td>Reassignment – Equal</td>
</tr>
<tr>
<td>331</td>
<td>Reassignment – Lower</td>
</tr>
<tr>
<td>332</td>
<td>Reassignment – Demotion</td>
</tr>
<tr>
<td>333</td>
<td>Reassignment – Lower in lieu of Layoff</td>
</tr>
<tr>
<td>340</td>
<td>Return from Reassignment</td>
</tr>
<tr>
<td>341</td>
<td>Return from Demotion</td>
</tr>
<tr>
<td>342</td>
<td>Return from T/S Removal to Previous Classification</td>
</tr>
<tr>
<td>344</td>
<td>Return from Demotion in Lieu of Layoff</td>
</tr>
<tr>
<td>361</td>
<td>Reclassification – Upward</td>
</tr>
<tr>
<td>370</td>
<td>Reclassification – Downward</td>
</tr>
<tr>
<td>380</td>
<td>Reclassification – Equal</td>
</tr>
<tr>
<td>381</td>
<td>Reallocation – Upward (Higher Salary Range)</td>
</tr>
<tr>
<td>382</td>
<td>Reallocation – Lower (Lower Salary Range)</td>
</tr>
<tr>
<td>383</td>
<td>Reallocation – Equal (No Change in Salary Range)</td>
</tr>
<tr>
<td>410</td>
<td>Employee Repr Code Change</td>
</tr>
<tr>
<td>414</td>
<td>HB2020 Statutory Assignment Change</td>
</tr>
<tr>
<td>420</td>
<td>Appointment Type Change</td>
</tr>
<tr>
<td>430</td>
<td>Begin Work Out of Class</td>
</tr>
<tr>
<td>431</td>
<td>End Work Out of Class</td>
</tr>
<tr>
<td>440</td>
<td>Begin Lead Work Differential</td>
</tr>
<tr>
<td>441</td>
<td>End Lead Work Differential</td>
</tr>
<tr>
<td>450</td>
<td>Unit Transfer (Position Number Chg.)</td>
</tr>
<tr>
<td>460</td>
<td>FLSA or Overtime Code Chg.</td>
</tr>
<tr>
<td>490</td>
<td>Begin Pay Differential</td>
</tr>
<tr>
<td>491</td>
<td>End Pay Differential</td>
</tr>
<tr>
<td>506</td>
<td>Computer Generated Termination of Job</td>
</tr>
<tr>
<td>510</td>
<td>Layoff</td>
</tr>
<tr>
<td>520</td>
<td>Resignation</td>
</tr>
<tr>
<td>530</td>
<td>Retirement</td>
</tr>
<tr>
<td>540</td>
<td>Death</td>
</tr>
<tr>
<td>550</td>
<td>Dismissal</td>
</tr>
<tr>
<td>555</td>
<td>Termination due to no show, declined, keyed in error – DAS Use Only</td>
</tr>
<tr>
<td>560</td>
<td>Termination of a Seasonal Appointment</td>
</tr>
<tr>
<td>567</td>
<td>‘X’ Repr. Termination(Temporary)</td>
</tr>
<tr>
<td>570</td>
<td>Trial Service Removal</td>
</tr>
<tr>
<td>572</td>
<td>T/S Removal/Return to Previous Agency/Class</td>
</tr>
<tr>
<td>580</td>
<td>Transfer to Different Agency</td>
</tr>
<tr>
<td>590</td>
<td>Termination of Appointment</td>
</tr>
<tr>
<td>592</td>
<td>Termination - End of Limited Duration Appointment</td>
</tr>
<tr>
<td>628</td>
<td>Leave With Pay – Education</td>
</tr>
<tr>
<td>629</td>
<td>Leave With Pay – Other</td>
</tr>
<tr>
<td>631</td>
<td>Leave Without Pay – Military</td>
</tr>
<tr>
<td>632</td>
<td>Leave Without Pay – Education</td>
</tr>
<tr>
<td>633</td>
<td>Leave Without Pay – Job-Incurred Sick</td>
</tr>
<tr>
<td>634</td>
<td>Leave Without Pay – Non-Job Incr Sick</td>
</tr>
<tr>
<td>635</td>
<td>Leave Without Pay – Academic Year</td>
</tr>
<tr>
<td>637</td>
<td>Leave Without Pay - Other</td>
</tr>
<tr>
<td>681</td>
<td>Return From Leave</td>
</tr>
<tr>
<td>710</td>
<td>Suspension With Pay</td>
</tr>
<tr>
<td>720</td>
<td>Suspension Without Pay</td>
</tr>
<tr>
<td>750</td>
<td>Return from Suspension</td>
</tr>
<tr>
<td>800</td>
<td>Pay Basis Change</td>
</tr>
<tr>
<td>806</td>
<td>Base Pay Change – Merit Increase 1st half step</td>
</tr>
<tr>
<td>811</td>
<td>Base Pay Change – Merit Increase Annual</td>
</tr>
<tr>
<td>812</td>
<td>Base Pay Change – Decrease (disciplinary)</td>
</tr>
<tr>
<td>813</td>
<td>Base Pay Change – Special Increase</td>
</tr>
<tr>
<td>814</td>
<td>Salary Adjustment – Bargained, Legis and/or Settlements</td>
</tr>
<tr>
<td>815</td>
<td>Base Pay Restored</td>
</tr>
<tr>
<td>816</td>
<td>Base Pay Change – Off Step to On Step</td>
</tr>
<tr>
<td>817</td>
<td>Base Pay Change – Pay Inequity</td>
</tr>
<tr>
<td>820</td>
<td>Base Pay Rollback</td>
</tr>
<tr>
<td>821</td>
<td>Base Pay Reduction in lieu of Furlough</td>
</tr>
<tr>
<td>825</td>
<td>Base Pay Restore from Cost Reduction</td>
</tr>
<tr>
<td>826</td>
<td>Base Pay Change – Merit Increase 2nd half step</td>
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</tbody>
</table>

**Special PA Actions**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>BIC</td>
<td>Budget Issue Correction</td>
</tr>
<tr>
<td>COR</td>
<td>Correct History Record</td>
</tr>
<tr>
<td>EFF</td>
<td>Effective Date Change</td>
</tr>
<tr>
<td>FUT</td>
<td>Future Hire PA Code</td>
</tr>
<tr>
<td>PAC</td>
<td>PA Code Correction</td>
</tr>
<tr>
<td>PRG</td>
<td>Delete a Record</td>
</tr>
<tr>
<td>OUR</td>
<td>For HRSD Use Only</td>
</tr>
<tr>
<td>SUM</td>
<td>Summarized Record (Info only)</td>
</tr>
</tbody>
</table>

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

**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) to have a PPDB RACF USERID assigned to them. The Temporary Services Personnel of the State agency is NOT a State employee and the record does not go to Payroll. DAS enters all XTSW appointments

**ACA = Affordable Care Act**


### PPDB EMPLOYEE PERSONNEL ACTION CODES

**WITHIN SPECIFIC CATEGORIES – REVISED 12/01/14**

The following PA codes are used for all service types unless specified by representation (repr) code. Also refer to Employee Personnel Action Code – Descriptions

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#### DIFFERENTIALS

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<tr>
<td>290</td>
<td>Begin Bilingual Differential XAO repr only(temporary)</td>
</tr>
<tr>
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<td>End Bilingual Differential XAO repr only(temporary)</td>
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<td>430</td>
<td>Begin Work Out of Class</td>
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<td>441</td>
<td>End Lead Work Differential</td>
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<tr>
<td>490</td>
<td>Begin Pay Differential</td>
</tr>
<tr>
<td>491</td>
<td>End Pay Differential</td>
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#### TERMINATIONS

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<tr>
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<tbody>
<tr>
<td>506</td>
<td>Computer Generated Termination of Job</td>
</tr>
<tr>
<td>510</td>
<td>Layoff</td>
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<td>Resignation</td>
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<td>540</td>
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<tr>
<td>550</td>
<td>Dismissal</td>
</tr>
<tr>
<td>567</td>
<td>'X' Repr. Termination (Temporary)</td>
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<tr>
<td>570</td>
<td>Trial Service Removal</td>
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<td>572</td>
<td>T/S Removal/Return to Previous Agency/Class</td>
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<td>Transfer to Different Agency</td>
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#### EMPLOYEE DATA CHANGES

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<th>Code</th>
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<tr>
<td>210</td>
<td>Temp Empl Repr Code change (ACA***benefit eligible)</td>
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<td>Name/Address Change</td>
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<td>234</td>
<td>Performance Appraisal Score Change</td>
</tr>
<tr>
<td>235</td>
<td>Performance Appraisal Date Change</td>
</tr>
<tr>
<td>237</td>
<td>Comp Related Data Change (will not change base or salary eligibility date)</td>
</tr>
<tr>
<td>238</td>
<td>PERS:Wage/Job Class Code Change excluding 'X' Repr employees</td>
</tr>
<tr>
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<td>Correction/Change to Salary Eligibility Date</td>
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<td>267</td>
<td>'X' Repr Data Change</td>
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<tr>
<td>268</td>
<td>PERS: Wage/Job Class Code Change for 'X' Repr employees</td>
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<td>299</td>
<td>Data Change for XT/S Rep Only</td>
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<tr>
<td>410</td>
<td>Employee Repr Code Change</td>
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<tr>
<td>414</td>
<td>HB 2020 Statutory Assignment Change</td>
</tr>
<tr>
<td>420</td>
<td>Appointment Type Change</td>
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<tr>
<td>450</td>
<td>Unit Transfer (Position Number Chg.)</td>
</tr>
<tr>
<td>460</td>
<td>FLSA or Overtime Code Chg.</td>
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#### LEAVES

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<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>628</td>
<td>Leave With Pay – Education</td>
</tr>
<tr>
<td>629</td>
<td>Leave With Pay – Other</td>
</tr>
<tr>
<td>631</td>
<td>Leave Without Pay – Military</td>
</tr>
<tr>
<td>632</td>
<td>Leave Without Pay – Education</td>
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</table>

#### SUSPENSIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>710</td>
<td>Suspension With Pay</td>
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<tr>
<td>720</td>
<td>Suspension Without Pay</td>
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#### PAY CHANGES

<table>
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<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>214</td>
<td>Scheduled Salary Adjustment for 'X' repr (Temps) only</td>
</tr>
<tr>
<td>222</td>
<td>Base Pay Rollback for 'X' repr (Temps)</td>
</tr>
<tr>
<td>800</td>
<td>Pay Basis Change</td>
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#### JOB CHANGES WITHIN AGENCY

<table>
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<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>321</td>
<td>Promotion</td>
</tr>
<tr>
<td>330</td>
<td>Reassignment – Equal</td>
</tr>
<tr>
<td>331</td>
<td>Reassignment – Lower</td>
</tr>
<tr>
<td>332</td>
<td>Reassignment – Demotion</td>
</tr>
<tr>
<td>333</td>
<td>Reassignment – Lower in lieu of Layoff</td>
</tr>
<tr>
<td>340</td>
<td>Return from Reassignment</td>
</tr>
<tr>
<td>341</td>
<td>Return from Demotion</td>
</tr>
<tr>
<td>342</td>
<td>Return from T/S Removal to Previous Classification</td>
</tr>
<tr>
<td>344</td>
<td>Return from Demotion in Lieu of Layoff</td>
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#### RECLASSIFICATIONS/REALLOCATIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>361</td>
<td>Reclassification – Upward</td>
</tr>
<tr>
<td>370</td>
<td>Reclassification - Downward</td>
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</table>

#### SPECIAL PA ACTIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>380</td>
<td>Reclassification – Equal</td>
</tr>
<tr>
<td>381</td>
<td>Reallocation – Upward (Higher Salary Range)</td>
</tr>
<tr>
<td>382</td>
<td>Reallocation – Lower (Lower Salary Range)</td>
</tr>
<tr>
<td>383</td>
<td>Reallocation – Equal (No Change in Salary Range)</td>
</tr>
</tbody>
</table>

**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.

**ACA = Affordable Care Act**

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