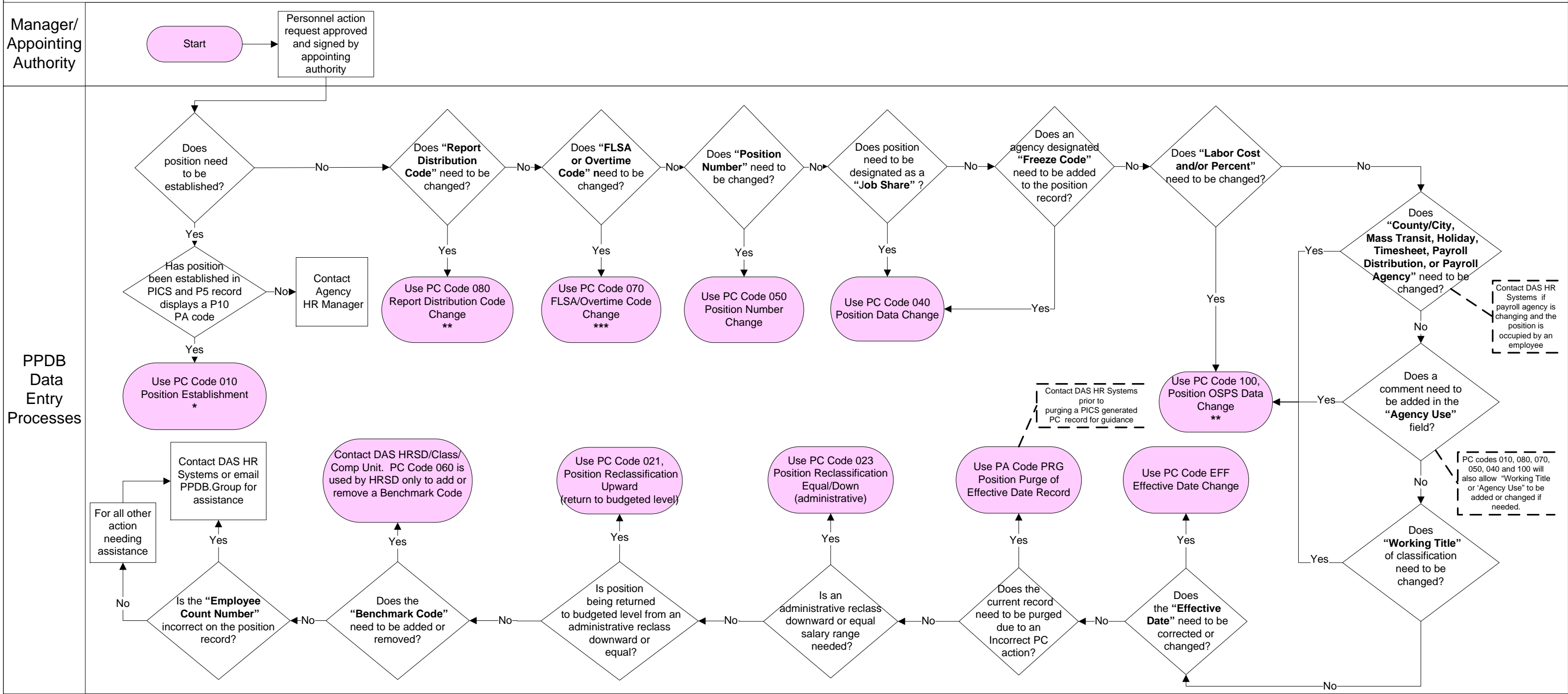


# PA10.01 – How to Determine Correct Position Code (PC) when Processing on the PPDB Position Record (P5) – V2.0



When a position is established or changed in PICS (Position Inventory Control System), the establishment or change will update the PB5D (position) file with 'PXX' PC codes. These PC codes are computer generated. The codes indicating when PB5D is updated via a PICS action are P10 (establishment), P21 (reclassification upward), P23 (reclassification equal/down), P24 (representation code change), P30 (position type or full/part code change), P40 (position service type [class prefix] change) or P90 (abolishment).

\* The PC Code 010 is used to complete the establishment of a position that has a P10 on it, The PC Code 010 will open all fields except the Class Comp, Salary Range, Position Type, FZP5, Benchmark and Appointing Agency.

\*\* If the position is filled and the values in all five data fields – County/City Code, Mass Transit, Holiday, Timesheet and Report Distribution Code on both the position and employee's current record match exactly, when the position action is processed on the PB5D screen, the employee record for the field(s) changed will also be updated on the employee's current record. A P5A PA code will be assigned on the employee record. If the data in one or more of the five data fields listed do not match on the position and employee records, the data on the employee record will not be updated when the position record is processed for the updated field. The data must be changed manually on the employee record using PA code 237.

If the position is filled and the values of the labor cost/percent on both the position and employee's current record match exactly, when the position action is processed on the PB5D screen, the employee's labor cost/percent will be updated on the employee's current record. A P5A PA code will be assigned on the employee record. If the labor cost/percent is different on the position and employee record, the employee record will not be updated and must be manually processed using PA code 237.

If the position is filled and the value of the payroll distribution code on both the position and employee's current record match exactly, when the position action is processed on the PB5D screen, the employee's payroll distribution code will be updated on the employee's current record. A P5A PA code will be assigned on the employee record. If the payroll distribution code is different on the position and employee record, the employee record will not be updated and must be manually processed using PA code 237.

\*\*\* If the position is filled and the values of the FLSA and/or Overtime codes on both the position and employee's current record match exactly, when the position action is processed on the PB5D screen, the employee's FLSA and/or Overtime code will be updated on the employee's record. A P5A PA code will be assigned on the employee record. If the FLSA and/or overtime codes are different on the position and employee record, the employee record will not be updated and must be manually processed using PA code 460.