



# DEPARTMENT OF CORRECTIONS Personnel Actions Matrix

To assist employees with identifying documents required to process personnel actions, the following matrix was created. It contains a list of most personnel actions, approvers and links to the required documents.

Place your cursor on the action in the table of contents below, hold down the Ctrl key and click to take you to the action in the document.

## TABLE OF CONTENTS

**MAJOR ACTIONS ..... 2**

- NEW HIRE - STEP 1 OR 2 .....2
- NEW HIRE - STEP 3 AND ABOVE .....2
- DOUBLEFILL .....2
- DIRECT APPOINTMENT.....3
- JOB ROTATION – DEVELOPMENTAL OR CAREER ENRICHMENT.....3
- JOB SHARE .....3
- LIMITED DURATION APPOINTMENT .....3
- PROMOTION – 1 STEP INCREASE WITHIN DOC .....4
- PROMOTION – 2 STEPS INCREASE .....4
- TEMPORARY APPOINTMENT .....4
- REQUEST TO EXTEND TEMPORARY APPOINTMENT .....4
- TRANSFER WITHIN DOC .....5
- TRANSFER INTO DOC EQUAL, LOWER, OR PROMOTION.....5
- TRANSFER TO ANOTHER STATE AGENCY .....5
- RESIGNATION/RETIREMENT .....5
- REDUCTION IN PAY.....6
- DEMOTION .....6
- SUSPENSION.....6
- TERMINATION.....6
- SPECIAL MERIT INCREASE .....6

**DIFFERENTIALS ..... 6**

- BILINGUAL .....6
- DPSST CERTIFICATION (LCD) .....6
- EDUCATION DIFFERENTIAL (EDD) (TO START) .....6
- FIELD TRAINING OFFICER (FTO) .....7
- ISD/RELIEF .....7
- LEADWORK.....7
- SECURITY DIFFERENTIAL UNITS (SDU).....7
- TERT .....7
- WORK OUT OF CLASS (WOC) .....7

**MISCELLANEOUS ACTIONS..... 8**

- ADDRESS OR PHONE NUMBER CHANGE.....8
- COST CENTER CORRECTION .....8
- RETROACTIVE COST CENTER CORRECTION.....8
- NAME CHANGE .....8
- PAYCHECK DISTRIBUTION CHANGE.....8
- REPORT DISTRIBUTION CODE (RDC) CHANGE.....8



# DEPARTMENT OF CORRECTIONS

## Personnel Actions Matrix

### MAJOR ACTIONS

Action	Form	Signatures	Link to Form
<b>New Hire - Step 1 or *2</b>	New Hire Letter	<ul style="list-style-type: none"> <li>Appointing Authority</li> </ul>	<a href="#">New Hire Appointment Letter</a> (Sample)
	I-9	<ul style="list-style-type: none"> <li>Employee</li> <li>I-9 Coordinator</li> </ul>	<a href="#">I-9 Form</a>
	Personnel Action Form	<ul style="list-style-type: none"> <li>HR Manager</li> <li>Appointing Authority</li> <li>* <i>Step 2</i> – must be approved by the Division Asst. Director</li> </ul>	<a href="#">Personnel Action Form Apt Auth</a> * 2009-11 Administrative Restrictions, eff 6/1/10
	Application	<ul style="list-style-type: none"> <li>Employee</li> </ul>	Contact <a href="mailto:recruitment@doc.state.or.us">recruitment@doc.state.or.us</a> for NEOGOV online application
<b>New Hire - Step 3 and 4</b>	Salary Exception Request Memo	<ul style="list-style-type: none"> <li>Division Asst. Director</li> <li>Asst. Director for HR</li> </ul>	<a href="#">Salary Exception Request Memo</a>
	Director's Approval Memo	<ul style="list-style-type: none"> <li>Director</li> </ul>	Prepared in HR Asst. Director's Office
	New Hire Letter	<ul style="list-style-type: none"> <li>Appointing Authority</li> </ul>	<a href="#">New Hire Appointment Letter</a> (Sample)
	I-9	<ul style="list-style-type: none"> <li>Employee</li> <li>I-9 Coordinator</li> </ul>	<a href="#">I-9 Form</a>
	Personnel Action Form	<ul style="list-style-type: none"> <li>HR Manager</li> <li>Appointing Authority</li> </ul>	<a href="#">Personnel Action Form Apt Auth</a>
	Application	<ul style="list-style-type: none"> <li>Employee</li> </ul>	Contact <a href="mailto:recruitment@doc.state.or.us">recruitment@doc.state.or.us</a> for NEOGOV online application
<b>Doublefill</b>	Doublefill Request Memo	<ul style="list-style-type: none"> <li>Supervisor</li> <li>Division Asst. Director</li> <li>Asst. Director of HR</li> </ul>	<a href="#">Doublefill Request Memo</a>

## Personnel Actions Matrix

Action	Form	Signatures	Link to Form
<b>Direct Appointment</b>	Direct Appointment Request Memo	<ul style="list-style-type: none"> <li>• Division Asst. Director</li> <li>• Asst. Director for HR</li> <li>• Director</li> </ul>	<a href="#">Direct Appointment Request</a>
	Appointment Letter	<ul style="list-style-type: none"> <li>• Appointing Authority</li> </ul>	<a href="#">Appointment Letter</a> (Sample) <a href="#">I-9 Form</a> (if necessary)
<b>Job Rotation – Developmental or Career Enrichment</b>	Job Rotation Agreement	<ul style="list-style-type: none"> <li>• Employee</li> <li>• Sending Supervisor</li> <li>• Receiving Supervisor</li> <li>• HR Manager</li> <li>• Appointing Authority</li> </ul>	<a href="#">Job Rotation Agreement</a>
	Position Description or Memo with duties listed	If represented, notify union	<a href="#">Position Description Form</a> or <a href="#">Exec/Mgmt Position Description</a>
<b>Job Share</b>	Job Share Agreement	<ul style="list-style-type: none"> <li>• Employee</li> <li>• Supervisor</li> </ul>	<a href="#">Job Share Agreement</a>
<b>Limited Duration Appointment</b>	Limited Duration Agreement	<ul style="list-style-type: none"> <li>• Employee</li> <li>• Supervisor</li> <li>• Appointing Authority</li> </ul>	<a href="#">Limited Duration Agreement</a>
	Appointment Letter	<ul style="list-style-type: none"> <li>• Appointing Authority</li> </ul>	<a href="#">New Hire Appointment Letter</a> (Sample)
	I-9	<ul style="list-style-type: none"> <li>• Employee</li> <li>• I-9 Coordinator</li> </ul>	<a href="#">I-9 Form</a>
	Personnel Action Form	<ul style="list-style-type: none"> <li>• HR Manager</li> <li>• Appointing Authority</li> </ul>	<a href="#">Personnel Action Form Apt Auth</a>
	Application	<ul style="list-style-type: none"> <li>• Employee</li> </ul>	Contact <a href="mailto:recruitment@doc.state.or.us">recruitment@doc.state.or.us</a> for NEOGOV online application

Personnel Actions Matrix

Action	Form	Signatures	Link to Form
<b>Promotion – 1 Step Increase</b>	Promotion Letter	<ul style="list-style-type: none"> <li>Appointing Authority</li> </ul>	<a href="#">Promotion Letter</a> (Sample)
	Application	<ul style="list-style-type: none"> <li>Employee</li> </ul>	Contact <a href="mailto:recruitment@doc.state.or.us">recruitment@doc.state.or.us</a> for NEOGOV online application
	Personnel Action Form	<ul style="list-style-type: none"> <li>HR Manager</li> <li>Appointing Authority</li> </ul>	<a href="#">Personnel Action Form Apt Auth</a>
<b>Promotion – 2 Step Increase</b>	2-Step on Promotion Memo	<ul style="list-style-type: none"> <li>Division Asst. Director</li> <li>HR Asst. Director</li> </ul>	<a href="#">2-Step Promotion Request</a>
	Director's Approval Memo	<ul style="list-style-type: none"> <li>Director</li> </ul>	Prepared in HR Asst. Director's Office
	Promotion Letter	<ul style="list-style-type: none"> <li>Appointing Authority</li> </ul>	<a href="#">Promotion Letter</a> (Sample)
	Personnel Action Form	<ul style="list-style-type: none"> <li>HR Manager</li> <li>Appointing Authority</li> </ul>	<a href="#">Personnel Action Form Apt Auth</a>
<b>Temporary Appointment</b>	Conditions of Temporary Appointment PD412	<ul style="list-style-type: none"> <li>Employee</li> <li>Supervisor</li> <li>Appointing Authority</li> </ul>	<a href="#">Conditions of Temporary Appointment PD412</a>
	I-9	<ul style="list-style-type: none"> <li>Employee</li> <li>I-9 Coordinator</li> </ul>	<a href="#">I-9 Form</a>
	Hire Letter	<ul style="list-style-type: none"> <li>Appointing Authority</li> </ul>	<a href="#">New Hire Appointment Letter</a> (Sample)
	Personnel Action Form	<ul style="list-style-type: none"> <li>HR Manager</li> <li>Appointing Authority</li> </ul>	<a href="#">Personnel Action Form Apt Auth</a>
<b>Request to Extend Temporary Appointment</b>	Request to Extend Temporary Appointment, PD412A	<ul style="list-style-type: none"> <li>Employee</li> <li>Supervisor</li> <li>HR Asst. Director</li> </ul>	<a href="#">Request to Extend Temporary Appointment PD412A</a>
	Copy of Conditions of Temp Appt PD412		(Always include a copy of the original PD412 with the Extension Request)

## Personnel Actions Matrix

Action	Form	Signatures	Link to Form
<b>Transfer within DOC</b>	Transfer – <a href="#">Apply on-line</a>	<ul style="list-style-type: none"> <li>Employee</li> <li>HR Asst. Director for hardship requests</li> </ul>	<a href="#">Go to: Link to Transfer Announcement</a>
	Transfer Letter	<ul style="list-style-type: none"> <li>Appointing Authority</li> </ul>	<a href="#">Lateral Transfer Letter</a> (Sample)
	Personnel Action Form	<ul style="list-style-type: none"> <li>HR Manager</li> <li>Appointing Authority</li> </ul>	<a href="#">Personnel Action Form Apt Auth</a>
<b>Transfer into DOC Equal, Lower, or Promotion</b>	New Hire Letter	<ul style="list-style-type: none"> <li>Appointing Authority</li> </ul>	<a href="#">New Hire Appointment Letter</a> (Sample)
	I-9	<ul style="list-style-type: none"> <li>Employee</li> <li>I-9 Coordinator</li> </ul>	<a href="#">I-9 Form</a>
	Application	<ul style="list-style-type: none"> <li>Employee</li> </ul>	Contact <a href="mailto:recruitment@doc.state.or.us">recruitment@doc.state.or.us</a> for NEOGOV online application
	Personnel Action Form	<ul style="list-style-type: none"> <li>HR Manager</li> <li>Appointing Authority</li> </ul>	<a href="#">Personnel Action Form Apt Auth</a>
<b>Transfer to Another State Agency</b>	Transfer Out Form	<ul style="list-style-type: none"> <li>Employee</li> <li>HR Asst. Director for hardship requests</li> </ul>	<a href="#">Resignation Retirement Transfer</a>
	Letter of Resignation	<ul style="list-style-type: none"> <li>Employee</li> </ul>	
<b>Resignation/Retirement</b>	Letter of Resignation	<ul style="list-style-type: none"> <li>Employee</li> </ul>	
	Resignation Retirement Transfer Form	<ul style="list-style-type: none"> <li>Employee</li> <li>Supervisor or Appointing Authority</li> </ul>	<a href="#">Resignation Retirement Transfer</a>

## Personnel Actions Matrix

Action	Form	Signatures	Link to Form
<b>Reduction in Pay</b>	Reduction in Pay Letter	<ul style="list-style-type: none"> <li>Appointing Authority</li> <li>HR Manager</li> </ul>	
<b>Demotion</b>	Demotion Letter	<ul style="list-style-type: none"> <li>Appointing Authority</li> </ul>	
	Personnel Action Form	<ul style="list-style-type: none"> <li>HR Manager</li> <li>Appointing Authority</li> </ul>	<a href="#">Personnel Action Form Apt Auth</a>
<b>Suspension</b>	Suspension Letter	<ul style="list-style-type: none"> <li>Appointing Authority</li> <li>HR Manager</li> </ul>	
<b>Termination</b>	Termination Letter/Memo (Consult with HR Manager)	<ul style="list-style-type: none"> <li>Appointing Authority</li> <li>HR Manager</li> </ul>	
<b>Special Merit Increase</b>	Special Merit Increase Request Memo	<ul style="list-style-type: none"> <li>Division Asst. Director</li> <li>Asst. Director of HR</li> </ul>	<a href="#">Special Merit Request Memo</a>
	Director's Approval Memo	<ul style="list-style-type: none"> <li>Director</li> </ul>	Prepared in HR Asst. Director's Office

## DIFFERENTIALS

Action	Form	Signatures	Link to Form
<b>Bilingual</b>	Position description including bilingual language in Section 10	<ul style="list-style-type: none"> <li>Employee</li> <li>Supervisor/Manager</li> <li>Appointing Authority</li> </ul>	<a href="#">Position Description Form</a> or <a href="#">Exec/Mgmt Position Description</a>
	Miscellaneous Personnel Action Form	<ul style="list-style-type: none"> <li>HR Manager</li> <li>Supervisor/Manager</li> </ul>	<a href="#">Misc Personnel Action</a>
<b>DPSST Certification (LCD)</b>	Copy of DPSST Certification		(Intermediate or Advanced Level)
<b>Education Differential (EDD) (To Start)</b>	Copy of Bachelor of Science or Masters Diploma	<ul style="list-style-type: none"> <li>HR Manager Initials and</li> <li>Date of Verification</li> </ul>	

## Personnel Actions Matrix

Action	Form	Signatures	Link to Form
<b>Field Training Officer (FTO)</b>	Approved memo and Misc Personnel Action Form	<ul style="list-style-type: none"> <li>• HR Manager</li> <li>• Supervisor/Manager</li> </ul>	<a href="#">Misc Personnel Action</a>
<b>ISD/Relief</b>	Memo, E-mail or Miscellaneous Personnel Action Form	Either/or <ul style="list-style-type: none"> <li>• HR Manager</li> <li>• Security Manager</li> </ul>	<a href="#">Misc Personnel Action</a>
<b>Leadwork</b>	Leadwork Differential Form	<ul style="list-style-type: none"> <li>• Supervisor</li> </ul>	<a href="#">Leadwork Differential Form</a>
	Miscellaneous Personnel Action Form	<ul style="list-style-type: none"> <li>• HR Manager</li> <li>• Supervisor/Manager</li> </ul>	<a href="#">Misc Personnel Action</a>
<b>Security Differential Units (SDU)</b>	SDU Form	<ul style="list-style-type: none"> <li>• HR Manager</li> <li>• Supervisor/Manager</li> </ul>	<a href="#">AFSCME - SDU Form</a> <a href="#">AOCE - SDU Form</a>
	Position description including SDU duties	<ul style="list-style-type: none"> <li>• Employee</li> <li>• Supervisor</li> <li>• Appointing Authority</li> </ul>	<a href="#">Position Description Form</a>
<b>TERT</b>	Approved memo from ISDS Coordinator or Miscellaneous Personnel Action Form	<ul style="list-style-type: none"> <li>• Send memo through Supv/Mgr for approval</li> </ul>	<a href="#">Misc Personnel Action</a>
<b>Work Out of Class (WOC)</b>	Work Out of Class Authorization Form	<ul style="list-style-type: none"> <li>• Employee</li> <li>• Sending/Receiving Supv</li> <li>• HR Manager</li> <li>• Appointing Authority</li> <li>• If represented, notify union</li> </ul>	<a href="#">Work Out of Class Authorization Form</a>
	Position Description or Memo with duties listed		<a href="#">Position Description Form</a> or <a href="#">Exec/Mgmt Position Description</a>

## MISCELLANEOUS ACTIONS

Action	Form	Signatures	Link to Form
<b>Address or Phone Number Change</b>	E-mail or Change of Address/Name Change and Phone	<ul style="list-style-type: none"> <li>Employee</li> </ul>	<a href="#">Change of Address, Name, Phone Form</a>
<b>Cost Center Correction</b>	Miscellaneous Personnel Action Form (Enter reason in remarks)	<ul style="list-style-type: none"> <li>HR Manager</li> <li>Supervisor/Manager</li> </ul>	<a href="#">Misc Personnel Action</a>
<b>Retroactive Cost Center Correction</b>	Payroll Correction Form (Submit to Budget Analyst)	<ul style="list-style-type: none"> <li>Budget Analyst</li> <li>Supervisor/Manager</li> <li>Appointing Authority</li> </ul>	<a href="#">Instructions</a> <a href="#">Revised Payroll Correction Form</a>
<b>Name Change</b>	Change of Address, Name, Phone Form	<ul style="list-style-type: none"> <li>Employee</li> </ul>	<a href="#">Change of Address, Name, Phone Form</a>
	I-9	<ul style="list-style-type: none"> <li>I-9 Coordinator</li> </ul>	<a href="#">I-9 Form</a>
	ID Card Request Form	<ul style="list-style-type: none"> <li>Employee</li> <li>ID Card Coordinator</li> </ul>	<a href="#">ID REQUEST FORM.doc</a>
<b>Paycheck Distribution Change</b>	E-mail or Miscellaneous Personnel Action Form	<ul style="list-style-type: none"> <li>HR Manager</li> <li>Supervisor/Manager</li> </ul>	<a href="#">Misc Personnel Action</a>
<b>Report Distribution Code (RDC) Change</b>	E-mail or Miscellaneous Personnel Action Form	<ul style="list-style-type: none"> <li>HR Manager</li> <li>Supervisor/Manager</li> </ul>	<a href="#">Misc Personnel Action</a>