

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

*	141	New Hire	*	410	Employee Repr Code Change
*	142	Reemployment	*	414	HB2020 Statutory Assignment Change
*	144	Return from Layoff	*	420	Appointment Type Change
*	146	Appointment from Unclassified Service	*	430	Begin Work Out of Class
*	147	Return of an Employee to a Higher SR	*	431	End Work Out of Class
*	148	Retiree Appointment	*	440	Begin Lead Work Differential
*	151	Seasonal New Hire	*	441	End Lead Work Differential
*	152	Reemployment of a Seasonal Employee	*	450	Unit Transfer (Position Number Chg.)
*	153	Return of a Seasonal Employee to a Higher Salary Range	*	460	FLSA or Overtime Code Chg.
*	167	'X' Repr Appointment (Temporary)	*	490	Begin Pay Differential
*	168	Temporary Retiree Appointment	*	491	End Pay Differential
*	171	Transfer –in: Promotion			
*	172	Return from T/S Removal to Previous Agency/Class		506	Computer Generated Termination of Job
*	173	Transfer-in: Lower		510	Layoff
*	175	Transfer-in: Equal		520	Resignation
*	181	Appointment from OUS or semi-independent agency		530	Retirement
*	199	Temporary Services Worker (XTSW repr) **		540	Death
				550	Dismissal
*	210	Temp Empl Repr Code change (ACA***benefit eligible)			
*	214	Scheduled Salary Adjustment for 'X' repr only(Temporary)		555	Termination due to no show, declined, keyed in error – DAS Use Only
*	222	Base Pay Rollback for 'X' repr(Temporary)		560	Termination of a Seasonal Appointment
*	230	Name/Address Change		567	'X' Repr. Termination(Temporary)
*	231	Personal Data Change		570	Trial Service Removal
*	232	Service Related Data Change		572	T/S Removal/Return to Previous Agency/Class
*	234	Performance Appraisal Score Change		580	Transfer to Different Agency
*	235	Performance Appraisal Date Change		590	Termination of Appointment
*	237	Comp Related Data Change		592	Termination - End of Limited Duration Appointment
*	238	PERS:Wage/Job Class Code Change: excluding 'X' Repr employees	*	628	Leave With Pay – Education
*	239	Correction/Change to Salary Eligibility Date	*	629	Leave With Pay – Other
*	241	Other Data Change	*	631	Leave Without Pay – Military
*	267	'X' Repr Data Change (Temporary)	*	632	Leave Without Pay – Education
*	268	PERS: Wage/Job Class Code Chg for 'X' Repr Empl.	*	633	Leave Without Pay – Job-Incurred Sick
*	290	Begin Bilingual Differential for XAO repr only(Temporary)	*	634	Leave Without Pay – Non-Job Incur Sick
*	291	End Bilingual Differential XAO repr only(Temporary)	*	635	Leave Without Pay – Academic Year
*	299	Data Change for XTSW Rep Only	*	637	Leave Without Pay - Other
			*	681	Return From Leave
*	321	Promotion			
*	330	Reassignment – Equal	*	710	Suspension With Pay
*	331	Reassignment – Lower	*	720	Suspension Without Pay
*	332	Reassignment – Demotion	*	750	Return from Suspension
*	333	Reassignment – Lower in lieu of Layoff			
*	340	Return from Reassignment	*	800	Pay Basis Change
*	341	Return from Demotion	*	806	Base Pay Change – Merit Increase 1 st half step
*	342	Return from T/S Removal to Previous Classification	*	811	Base Pay Change – Merit Increase Annual
*	344	Return from Demotion in Lieu of Layoff	*	812	Base Pay Change – Decrease (disciplinary)
			*	813	Base Pay Change – Special Increase
*	361	Reclassification – Upward	*	814	Salary Adjustment – Bargained, Legis and/or Settlements
*	370	Reclassification – Downward	*	815	Base Pay Restored
*	380	Reclassification – Equal	*	816	Base Pay Change – Off Step to On Step
*	381	Reallocation – Upward (Higher Salary Range)	*	817	Base Pay Change – Pay Inequity
*	382	Reallocation – Lower (Lower Salary Range)	*	822	Base Pay Rollback
*	383	Reallocation – Equal (No Change in Salary Range)	*	824	Base Pay Reduction in lieu of Furlough
			*	825	Base Pay Restore from Cost Reduction
			*	826	Base Pay Change – Merit Increase 2 nd half step
SPECIAL PA ACTIONS					
				BIC	Budget Issue Correction
				COR	Correct History Record
				EFF	Effective Date Change
				FUT	Future Hire PA Code
				PAC	PA Code Correction
				PRG	Delete a Record
				OUR	For HRSD Use Only
				SUM	Summarized Record (Info only)

*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 Worker is NOT a State employee and the record does not go to Payroll. DAS enters all XTSW appointments

***ACA = Affordable Care Act

06/2000-PA Codes became obsolete: 143, 145, 176, 177, 178, 322,323, 324, 390, 507, 591 for service types 'Z' and 'U'. 9/1/04 New PA Codes 148, 168, 172, 230, 238, 268, 572, 10/5/05 New PA Codes 239, 382, 383,490, 491. 4/4/07 New PA Code 214. 12/17/07 New PA Codes 147, 151, 152, 153, 181, 341, 342, 344, 555, 560,592. 10/2008 – New PA code 'FUT'. 3/1/2009 – New PA Codes 222, 822, 824, 825. 10/21/11-New PA codes 290,291 added, 7/1/12 -New PA Codes 414,806,816,826. 3/5/13-New PA Cde 817

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

APPOINTMENTS			DIFFERENTIALS		
*	141	New Hire	*	290	Begin Bilingual Differential XAO repr only(temporary)
*	142	Reemployment	*	291	End Bilingual Differential XAO repr only (temporary)
*	144	Return from Layoff	*	430	Begin Work Out of Class
*	146	Appointment from Unclassified Service	*	431	End Work Out of Class
*	147	Return of an Employee to a Higher SR	*	440	Begin Lead Work Differential
*	148	Retiree Appointment	*	441	End Lead Work Differential
*	151	Seasonal New Hire	*	490	Begin Pay Differential
*	152	Reemployment of a Seasonal Employee	*	491	End Pay Differential
*	153	Return of a Seasonal Employee to a Higher Salary Range	TERMINATIONS		
*	167	'X' Repr Appointment (Temporary)		506	Computer Generated Termination of Job
*	168	Temporary Retiree Appointment		510	Layoff
*	171	Transfer –in: Promotion		520	Resignation
*	172	Return from T/S Removal to Previous Agency/Class		530	Retirement
*	173	Transfer-in: Lower		540	Death
*	175	Transfer-in: Equal		550	Dismissal
*	181	Appointment from OUS or semi-independent agency		555	Termination - no show, declined, error – DAS Use only
*	199	Temporary Services Worker (XTSW repr) **		560	Termination of a Seasonal Appointment
				567	'X' Repr. Termination (Temporary)
				570	Trial Service Removal
				572	T/S Removal/Return to Previous Agency/Class
				580	Transfer to Different Agency
EMPLOYEE DATA CHANGES					
*	210	Temp Empl Repr Code change (ACA***benefit eligible)			
*	230	Name/Address Change		590	Termination of Appointment
*	231	Personal Data Change		592	Termination - End of Limited Duration Appointment
*	232	Service Related Data Change	LEAVES		
*	234	Performance Appraisal Score Change	*	628	Leave With Pay – Education
*	235	Performance Appraisal Date Change	*	629	Leave With Pay – Other
*	237	Comp Related Data Change (will not change base or salary eligibility date)	*	631	Leave Without Pay – Military
			*	632	Leave Without Pay – Education
*	238	PERS:Wage/Job Class Code Change excluding 'X' Repr employees	*	633	Leave Without Pay – Job-Incurred Sick
			*	634	Leave Without Pay – Non-Job Incur Sick
*	239	Correction/Change to Salary Eligibility Date	*	635	Leave Without Pay – Academic Year
*	241	Other Data Change	*	637	Leave Without Pay - Other
*	267	'X' Repr Data Change	*	681	Return From Leave
*	268	PERS: Wage/Job Class Code Change for 'X' Repr employees	SUSPENSIONS		
			*	710	Suspension With Pay
*	299	Data Change for XTSW Rep Only	*	720	Suspension Without Pay
*	410	Employee Repr Code Change	*	750	Return from Suspension
*	414	HB 2020 Statutory Assignment Change	PAY CHANGES		
*	420	Appointment Type Change	*	214	Scheduled Salary Adjustment for 'X' repr (Temps) only
*	450	Unit Transfer (Position Number Chg.)	*	222	Base Pay Rollback for 'X' repr (Temps)
*	460	FLSA or Overtime Code Chg.	*	800	Pay Basis Change
			*	806	Base Pay Change – Merit Increase 1 st half step
JOB CHANGES WITHIN AGENCY			*	811	Base Pay Change – Merit Increase Annual
*	321	Promotion	*	812	Base Pay Change – Decrease (disciplinary)
*	330	Reassignment – Equal	*	813	Base Pay Change – Special Increase
*	331	Reassignment – Lower	*	814	Salary Adjustment – Bargained, Legis and/or Settlements
*	332	Reassignment – Demotion	*	815	Base Pay Restored
*	333	Reassignment – Lower in lieu of Layoff	*	816	Base Pay Change – Off step to On Step
*	340	Return from Reassignment	*	817	Base Pay Change – Pay Inequity
*	341	Return from Demotion	*	822	Base Pay Rollback
*	342	Return from T/S Removal to Previous Classification	*	824	Base Pay Reduction in lieu of Furlough
*	344	Return from Demotion in Lieu of Layoff	*	825	Base Pay Restore from Cost Reduction
RECLASSIFICATIONS/REALLOCATIONS			*	826	Base Pay Change – Merit Increase 2 nd half step
*	361	Reclassification – Upward	SPECIAL PA ACTIONS		
*	370	Reclassification - Downward		BIC	Budget Issue Correction
*	380	Reclassification – Equal		COR	Correct History Record
*	381	Reallocation – Upward (Higher Salary Range)		EFF	Effective Date Change
*	382	Reallocation – Lower (Lower Salary Range)		FUT	Future Month Hire PA Code
*	383	Reallocation – Equal (No Change in Salary Range)		PAC	PA Code Correction
				PRG	Delete a Record
				OUR	For HRSD Use Only

***ACA = Affordable Care Act

06/2000 -PA Codes became obsolete: 143, 145, 176, 177, 178, 322,323, 324, 390, 507, 591 for service types 'Z' and 'U'. 9/1/04 New PA Codes 148, 168, 172, 230, 238, 268, 572. 10/5/05 New PA Codes 239, 382, 383, 490, 491. 4/4/07 New PA Code 214. 12/17/07 New PA Codes 147, 151, 152, 153, 181, 341, 342, 344, 555, 560, 592. 10/2008 – New PA code 'FUT'. 3/11/2009 – New PA Codes 222, 822, 824, 825. 10/21/11-New PA Codes 290,291. 5/31/12-New PA Codes 414,806,816,826. 3/5/13-NewPA Code: 817.

*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) 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.