

TYPE OF PERSONNEL ACTION:

BUDGET ISSUE CORRECTION

BIC

PURPOSE: This Personnel Action Code is only used to process an action on an employee’s record to place the employee in the correct authorization/position number as a result of Legislative Action, E-Board Actions or Reallocation Actions.

- This Personnel Action Code can be used on an employee history record or a current record. If BIC is done to a history record, the system will place the record in the correct date order within the file. Information will retro to the current record or within the job number.
- This Personnel Action Code does NOT create a new job number (JOBNO).
- This Personnel Action Code does not terminate securities relating to the RACF USER ID.
- When processing the BIC action, a Doublefill Code or Repr Reason Code may need to be added or removed. You may not correct other fields with the BIC. If you need to correct other fields, you may re-open the record with the necessary code(s). (e.g. If you need to correct pay, you may want to use 237 to re-open and correct)

Step 1 – Bring up employee and enter BIC PA Code and Effective Date as shown below.

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PBEU                                DEPT OF ADMIN SVCS
CURRENT                             EMPLOYEE PAY UPDATE
NAME: DOE, JOHN                     EMP: OR0000000 JOBNO: 01 DBL:   ACT NEEDED:
AGENCY: 09000 AGY DISTR: 09000 AUTHNO: 000721220 POSNO: 0900001 RDC: 000
EMP CLASS-COMP: OA C0103 AA OPEU STRKE OFFICE SPECIALIST 1 RNG: 12 FZE:
NEW EFF D/T: 070100 .... EFF DTE: 070100 END:          RETRO:      PA PRNT: .
NEW PA: CDE ... .. NUM .....   CREATED: 101600        SH DISP: .

CLASS COMP: OA C0103 A A RNG: 12 WORK: CLASS COMP          RNG
BASE: 1500.00 BASIS: S PAY: 1500.00 OFF STEP:
SED: 070102 REPR REASON: FZE: AT MAX: STEP: 03
FULL/PART CDE: F F/P PCT: 1.0000 PERS CDE: WAGE/JOB CLASS:
BENEFIT: LEAVE ACCR: FLSA: N OVERTIME: Y
WORK SCHED: 8.000 PAY DISTR: 99111 PR AGENCY: 09000 EEO: F
FIX DIF TYPE, FMLA & AMT: 1) 2) 3)
LABOR COSTS AND PERCENT: 1) 123456789999 1.0000 2)
                        3) 4)
P5 CLASS-COMP: OA C0103 AA OPEU STRKE OFFICE SPECIALIST 1 RNG: 12 FZP5:
POS TYPE: PF CO/CITY: 24M MASS TRNST: S HOLIDAY: O TIMESHEET: 2 CONCUR JOB: 1
EFF D/T: 070101 0000 PA:CDE 330 NUM
ACTION: ... NXT PA C/N: BIC,..... CONFIRM: . PAGE: 001 OF 001
CANCEL: . NXT ACT: .... AGENCY: ..... EMP: ..... JOBNO: .. POSNO: .....
AUTHNO: ..... EFF DTE: 070101 OTHER: .....
MSG AREA:

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Step 2 – System will ask for position number, fill in 7 digit position number <ENTER>

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PBEU                                DEPT OF ADMIN SVCS
EMPLOYEE JOB UPDATE

AUTHNO: P=0900200

ACTION: ... NXT PA C/N: BIC,..... CONFIRM: N PAGE: 001 OF 001
CANCEL: . NXT ACT: PBEU AGENCY: 09000 EMP: OR0000000 JOBNO: POSNO:
AUTHNO: EFF DTE: 070101 OTHER:
MSG AREA: E0221-AUTHNO OR POSNO NEEDED TO DETERMINE NEW POSITION

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Step 3 – System will then take you to Employee Job Display, put the cursor on ‘ACTION’ and type in ‘CHG’ and <enter>. You will then see “Employee Database Updated”.