

TEMPORARY APPOINTMENTS – HOW TO DETERMINE PROPER PA CODE

Revised 10/1/12

The following charts are used in determining the proper XA/LD Reason Code, PERS Code, Class Comp, Work Class Comp and Holiday Code when entering Temporary Appointments into PPDB.

- The PA Codes, PERS Wage Codes and other fields are dependent on the whether the Temporary Appointment is a PERS Retiree, SEIU or other representations, or Student Worker Classifications.
- There are five different charts below, find the chart that fits your Temporary Appointment situation for appropriate coding.
- When hiring for SEIU Retiree and using UA repr code for a classification that may not show up in the PPDB Rates Tables, send email to group.ppdb@state.or.us to ask for that class comp to be added to the rates table for a State Retiree Temporary Appointment.
- When entering Temporary Appointment with PA Code 168 or 167, and determine that the PA code needs to be changed to the other 16x pa code, send email to group.ppdb@state.or.us to have that pa code changed for you, agencies are not able to use the PA code 'PAC' in this situation along with changing Work class repr code change and benefit code changes.
- Also refer to the document: '**SEIU TEMPORARY APPOINTMENT EXCLUSIONS**'

“SEIU” TEMPORARY APPOINTMENT “STATE” GOVERNMENT PERS <u>RETIREE</u> USE PA CODE = 168 FOR THIS OPTION, REFER TO “SEIU TEMPORARY APPOINTMENT EXCLUSIONS” STATE RETIREE’S ARE EXCLUDED IN THE RECOGNITION ARTICLE 2 IN SEIU CONTRACT.	
XA/LD REASON:	Choose one of the following codes: S, R, Q, T
PERS CDE: WAGE/JOB CLASS:	PBED automatically populates this field as R = PERS Retiree for PA code 168.
CLASS COMP: (Employee Repr)	Enter the repr XA in this field, don't fill in the rest of the class comp. Let the system populate the rest of the class comp field for you. The system will correctly populate this as XA T0001 AE.
WORK: CLASS COMP	Use “UA” for the repr code in the Work Class Comp to show employee is unrepresented. <i>SEIU contract Recognition Article 2 refers to the SEIU Temporaries who are State Retirees are not represented.</i> (e.g. UA C0104 AA) ➤ IMPORTANT: If you get this error: E0217-WORK CLASS COMP NOT FOUND ON RATES TABLE, please email group.ppdb@state.or.us to ask for this class/comp to be added onto the rates tables so you can make the hire with the proper class comp. (Only if necessary to hire a Temp Retiree)
BENEFIT:	XA = No benefits for Temporaries (This code is automatically populated from XA used in Class Comp field.
HOLIDAY:	When Class Comp = XA then the Holiday code must be N

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“SEIU” TEMPORARY APPOINTMENT “NON-STATE” GOVERNMENT PERS <u>RETIREE</u> USE PA CODE = 168	
XA/LD REASON:	Choose one of the following codes: S, R, Q, T
PERS CDE: WAGE/JOB CLASS:	PBED automatically populates this field as R = PERS Retiree for PA code 168.
CLASS COMP:	Enter the repr XAO in this field, don't fill in the rest of the class comp. Let the system populate the rest of the class comp field for you. The system will correctly populate this as XAO T0001 AE.
WORK: CLASS COMP	Use on of the following repr codes for SEIU in the Work Class Comp: OA, OB, OXN, OXS (examples for work class comp: OA C0104 AA)
BENEFIT:	XO = SEIU Benefit Code (This code is automatically assigned in PBED from XAO used in Class Comp field)
HOLIDAY:	When Class Comp = XAO then the Holiday code must be O (letter).

“SEIU” TEMPORARY APPOINTMENT <u>NOT PERS RETIREE</u> USE PA CODE = 167	
XA/LD REASON:	Choose one of the following codes: W, C, I, J, L
PERS CDE: WAGE/JOB CLASS:	Work with Payroll to determine the correct Wage/Job Class Code. See listing on our website: http://www.oregon.gov/DAS/EHRS/docs/ppdb/WageJobClassCde.pdf
CLASS COMP: (Employee Repr)	Enter the repr XAO in this field, don't fill in the rest of the class comp. Let the system populate the rest of the class comp field for you. The system will correctly populate this as XAO T0001 AE.
WORK: CLASS COMP	Use on of the following repr codes for SEIU in the Work Class Comp: OA, OB, OXN, OXS (examples for work class comp: OA C0104 AA)
BENEFIT:	XO = SEIU Benefit Code (This code is automatically assigned in PBED from XAO used in Class Comp field)
HOLIDAY:	When Class Comp = XAO then the Holiday code must be O (letter).

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The following two scenarios are for those temporary appointments that are NOT SEIU.

TEMPORARY APPOINTMENT (NOT SEIU) PERS RETIREE – STATE OR NON STATE GOVERNMENT Use This Pa Code = 168	
XA/LD REASON:	This field requires a code for the Reason for the temporary appointment. Choose one of the following codes: S, R, Q, T (also see help screen for this field in PBED)
PERS CDE: AGE/JOB CLASS:	R = PERS Retiree (PBED assigns the “R” in PBED automatically upon using PA Code 168) Work with Payroll to determine the correct Wage/Job Class Code.
CLASS COMP: (Employee Repr)	Enter the repr XA in this field, don’t fill in the rest of the class comp. Let the system populate the rest of the class comp field for you. The system will correctly populate this as XA T0001 AE.
WORK: CLASS COMP	USE APPROPRIATE REPR CODE FOR TEMP HIRES that are not hired as SEIU. (examples for work class comp: UA C0104 AA, MMS C0108 AA, AAON C0118 AA)
BENEFIT:	XA = No Benefits (This code assigns in PBED automatically)
HOLIDAY:	When Class Comp = XA then the Holiday code must be N

TEMPORARY APPOINTMENT (NOT SEIU) <u>NOT PERS RETIREE</u> USE PA CODE = 167	
XA/LD REASON:	This field requires a code for the Reason for the temporary appointment. Choose one of the following codes: W, C, I, J, L, (also see help screen for this field in PBED)
PERS CDE: WAGE/JOB CLASS:	Work with Payroll to determine the correct Wage/Job Class Code. See listing on our website: http://www.oregon.gov/DAS/EHRS/docs/ppdb/WageJobClassCde.pdf
CLASS COMP: (Employee Repr)	Enter the repr XA in this field, don’t fill in the rest of the class comp. Let the system populate the rest of the class comp field for you. The system will correctly populate this as XA T0001 AE.
WORK: CLASS COMP	USE APPROPRIATE REPR CODE FOR TEMP HIRES that are not hired as SEIU. <ul style="list-style-type: none"> ➤ Examples for work class comp: UA C0104 AA, MMS C0108 AA, AAON C0118 AA etc.)
BENEFIT:	XA = No Benefits (This code assigns in PBED automatically)
HOLIDAY:	When Class Comp = XA then the Holiday code must be N