

CORRECTED: 9-25-07

APPOINTMENT CHANGE/SAME AGENCY: This action is to be used when an employee receives a new type of appointment in the same agency.

A TERMINATION ROW IS NOT PUT ON THE RECORD PRIOR TO AN APPOINTMENT CHANGE/SAME AGENCY ACTION.

The following is a table of the current reason codes to use with this action and a detailed description of the use of each reason code. If a clarification is needed, contact your OPM Liaison to discuss.

Action – Select the appropriate value from the dropdown menu.

WITH POSITION NUMBER CHANGE	
Action	Reason (Transaction/Code)
Appointment Change – Same Agency	A30 Executive Fellow Conversion
	A31 State Work Incentive Conversion
	A40 Competitive Certificate Action
	A41 Non-Comp Certificate Action
	A42 Reinstatement
	A43 Project Indefinite
	A44 Disability Employment Program
	A45 Unclassified
	A46 Executive Fellow
	A47 State Work Inc Prog
	A48 Direct Hire-Hard to Fill
	A49 Direct Hire-Prof Licensure
	A50 Temporary Appt NTE 999 hrs

A30: Executive Fellow Conversion: This reason code will be used when an employee completes the Executive Fellow program and is converted to a regular classified or unclassified position (THIS WAS NOT CHANGED)(DO NOT DO A TERM ROW)

A31: State Work Incentive Program Conversion: This reason code will be used for the employees converting to a regular classified or unclassified appointment after completing the SWIP appointment.

A40 and A41: Competitive Certificate Action or Non-Competitive Certificate Action: If an employee in your agency is temporary or still on probation or unclassified and the employee is selected for a Probationary, Classified Appointment, this reason code would be selected. DO NOT DO A TERM ROW BEFOREHAND.

A42 Reinstatement: To be used when a current employee is being reinstated to the Classified Service, possibly after working on a temporary appointment for example. Not to be used for unclassified employees. DO NOT DO A TERM ROW BEFOREHAND.

A44 Disability Employment Program: To be used for the Persons with Severe Disabilities appointment if already a current employee on another type of appointment, such as temporary. DO NOT DO A TERM ROW BEFOREHAND

A45 Unclassified: For current employees on a classified or unclassified appointment going to a different unclassified appointment. OPM has requested using the Appointment Change/Same Agency (A45) for Promotion actions for unclassified employees. It would also be used for temps going to a regular unclassified appointment. DO NOT DO A TERM ROW BEFOREHAND.

A46 Executive Fellow: To be used for an employee in your agency changing to another fellow appointment. DO NOT DO A TERM ROW BEFOREHAND.

A47 State Work Incentive Program: For the SWIP appointments within your agency going to another SWIP Appointment. DO NOT DO A TERM ROW BEFOREHAND.

A48 Direct Hire-Hard to Fill: For this type of appointment when a person is already employed in your agency. DO NOT DO A TERM ROW BEFOREHAND.

A49 Direct Hire-Prof Licensure: For this type of appointment when a person is already employed in your agency. DO NOT DO A TERM ROW BEFOREHAND.

TEMPORARY APPOINTMENTS:

A50 Temporary Appt NTE 999 hrs:

The “**rollover**” appointments in the unclassified service are considered as continuous employment in a temporary appointment. The Appointment Change/Same Agency action may only be selected for employees who DO NOT have a termination row on their record for the previous temporary appointment. If there is a termination row on the record, a Rehire action must be done.

When an employee ends one temporary appointment and begins another

- Add a row to the job record and select the Action of Appointment Change/Same Agency, with the Reason of A50. DO NOT DO A TERM ROW BEFOREHAND.
- Put in the information for the new appointment.
- To comply with the OPM requirement of documenting the hours worked on a previous temporary appointment, the hours worked should be placed on the MDC Job Data remarks section with the previous appointments from and to dates.

SEE DIAGRAMS ON THE FOLLOWING PAGE.

[Home](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > [Job Data](#)

Work Location | Job Information | Payroll | Salary Plan | Compensation | MDC Job Data

Test, Jane D Employee EmpID: 152954 Empl Rcd#: 0

Work Location First 3 of 3 Last

Employee Status: Active Date Created: 07/03/2007

Effective Date: 07/01/2007 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Hire A16 Unclassified Temporary Cert Nbr:

Position Number: 09000069 Administrative Assistant Position Entry Date: 07/01/2007

Use Position Data Unclassified Cite Code: T008 Position Management Record

Work Location | Job Information | Payroll | Salary Plan | Compensation | MDC Job Data

Test, Jane D Employee EmpID: 152954 Empl Rcd#: 0

State of Oklahoma Job Data First 3 of 3

Effective Date: 07/01/2007 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Hire Unclassified Temporary

Common Fields		Special Use Fields	
Division:	ISD	Special Use 1:	Special Use 2:
Worker's Comp Code:	8810	Special Use 3:	Special Use Date:

Cost Center Information View All First 1 of 1 Last

Cost Center 1	Cost Center 2	Cost Center 3	Cost Center 4	Cost Center Percent
1				

Remarks:
Temp assignment not to exceed 999 hours during the hire period

EXAMPLE: ORIGINAL HIRE TO A TEMPORARY APPOINTMENT EFFECTIVE 7-1-07.

Test,Jane D Employee EmplID: 152954 Empl Rcd#: 0

Work Location First 1 of 3 Last

Employee Status: Active Date Created: 08/27/2007 + -

Effective Date: 08/01/2007 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Appointment Change-Same Agency Temporary Appointment NTE 999 Cert Nbr:

Position Number: 09000185 Temporary Position Entry Date: 08/01/2007 Current

Test,Jane D Employee EmplID: 152954 Empl Rcd#: 0

State of Oklahoma Job Data First 1 of 3 Last

Effective Date: 08/01/2007 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Appointment Change-Same Agency Temporary Appointment NTE 999 Current

Common Fields		Special Use Fields	
Division:	ISD	Special Use 1:	Special Use 2:
Worker's Comp Code:	8810	Special Use 3:	Special Use Date:

Cost Center Information View All First 1 of 1 Last

Cost Center 1	Cost Center 2	Cost Center 3	Cost Center 4	Cost Center Percent
1				

Remarks:
789 hours worked on previous temporary appointment.

ON 8-1-07, THE EMPLOYEE STARTED A NEW TEMPORARY APPOINTMENT WITHIN THE SAME AGENCY. THE ACTION OF APPOINTMENT CHANGE/SAME AGENCY WAS SELECTED, JOB INFORMATION UPDATED, AND THE HOURS FROM THE PREVIOUS APPOINTMENT ARE NOTED ON THE MDC JOB DATA REMARKS SECTION.