

## ALL TRANSACTIONS - OPM-14 INFORMATION (REVISED 11/06/2006)

The Office of Personnel Management (OPM) is statutorily responsible for approving personnel transactions for the Merit System classified positions and certain unclassified positions in Merit System agencies. Additionally, OPM is statutorily responsible for tracking, monitoring and reporting on positions and employee transactions for executive branch agencies, excluding institutions of the System of Higher Education. The OPM-14, Personnel Action Form, has been established to communicate to Appointing Authorities and employees actions affecting changes to personnel status. [Title 74 840-2.13]; MR 530:10-11-3.

The data that is produced on an OPM-14 document is based upon transactions that are entered on the Job Data Component.

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

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

Price, Kyleigh M Employee EmplID: 111230 Empl Rcd#: 0

**Work Location** First 1 of 1 Last

Employee Status: Active Date Created: 05/09/2005

Effective Date: 05/01/2005 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Hire A01 Competitive Certificate Action Cert Nbr: 24326

Position Number: 54800016 Administrative Assistant Position Entry Date: 05/01/2005

Override Position Data Unclassified Cite Code: Position Management Record

Regulatory Region: USA United States

Company: 548 Office of Personnel Management

Business Unit: 54800 Office of Personnel Management Department Entry Date: 05/01/2005

Department: 1010003 Equal Opportun & Workforce Div

Location: 13 548

Initials: Review Date:

Comments: OPM-14 Audit

Reports To:

EmplID:

Establishment ID: 000001 State of Oklahoma

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

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

Price, Kyleigh M Employee EmplID: 111230 Empl Rcd#: 0

**State of Oklahoma Job Data** First 1 of 1 Last

Effective Date: 05/01/2005 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Hire Competitive Certificate Action

Common Fields

Division: Worker's Comp Code: 8810

Special Use Fields

Special Use 1: Special Use 2: 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:

Probationary period ends on 05/01/2006 unless adjusted for Leave Without Out Pay (LWOP).

- Complete all data entries for the transaction.
- Click the MDC Job Data tab.
- Enter any necessary remarks.
- Save.

NAVIGATION TO REVIEW OPM PENDING TRANSACTIONS:

[Home](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > OPM-14 Summary (0206B)

[Home](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > OPM-14 Summary (0206B)

OPM-14 Summary

OPM-14 Summary								Find	View 100	First	11-20 of 1201	Last
Company	EmplID	Name 1	Empl Rcd Nbr	Effective Date	Effective Sequence	Reason Code	Position Number	Job Data				
11 131*	149057	Caskey,James W	0	09/25/2006	0	A01	13101508	<a href="#">Job Data</a>				
12 131*	149377	Cope,Travis B	0	10/02/2006	0	A01	13101167	<a href="#">Job Data</a>				
13 131*	146720	Cummins,Tera M	0	09/01/2006	1	A01	13103721	<a href="#">Job Data</a>				
14 131*	149374	Cunningham,Randy L	0	10/02/2006	0	A01	13105618	<a href="#">Job Data</a>				

Any transactions that appear on the OPM-14 Summary are pending an OPM audit. Once the transaction has been reviewed, whether approved or rejected, it will no longer be visible on the summary.

- OPM anticipates their review process to be completed within 2 full working days. Check completed transactions to see if they have been reviewed. It may help to keep a print screen of the summary page, or a log or tickler file of the transactions that have not had a system generated OPM-14 prepared.

Initials: OPM    Review Date: 05/03/2005  
 Comments: OPM-14    Audit

- Once the audit process is completed, values will be populated in the Initials and Review Date fields on Job Data and an OPM-14 can be system generated.
- If a transaction is rejected, see the Comments section on the Work Location page for the specific details. If additional information is needed contact OPM to determine what changes must be made.

NAVIGATION TO PRINT THE OPM-14:

[Home](#) > [Reports Menu](#) > [Ocp Reports](#) > [HR](#) > Personnel Action Rpt (0121)



The screenshot shows a web browser window with the PEOPLE Soft logo in the top left corner. The top navigation bar includes links for Home, Help, and Sign Out. Below the navigation bar, the breadcrumb trail reads: Home > Reports Menu > Ocp Reports > HR > Personnel Action Rpt (0121) New Window. The main heading is "Personnel Action Rpt (0121)". Below this, the section is titled "Find an Existing Value". There is a text input field labeled "Run Control ID:". Below the input field is a checkbox labeled "Case Sensitive". At the bottom of the search area, there is a yellow "Search" button and a blue link for "Advanced Search".

- Select your Run Control ID

Home > Reports Menu > Ocp Reports > HR > Personnel Action Rpt (0121)

Run Ocphr0121

Run Control ID: OH [Report Manager](#) [Process Monitor](#) [Run](#)

REQUIRED FIELDS	OPTIONAL FIELDS (OPM-14 Select Options)
'From Agency: <input type="text"/> <input type="button" value="Q"/>	'Through Agency: <input type="text"/> <input type="button" value="Q"/>
<div style="border: 1px solid black; padding: 2px;"> <b>Date Options</b>  <input checked="" type="radio"/> Effective Date  <input type="radio"/> Approved/Rejected Date         </div>	Reason Code: <input type="text"/> <input type="button" value="Q"/>
'Date Begin: <input type="text"/> <input type="button" value="Q"/>	EmplID: <input type="text"/>
'Date End: <input type="text"/> <input type="button" value="Q"/>	Department: <input type="text"/> <input type="button" value="Q"/>
Initiator: <input type="text"/>	

**OPM-14 Sort Options**  
(Default is by Employee Name)

- Enter your Agency number in the From Agency and Through Agency fields. (Both fields are necessary to enable OPM to print 14s for their own agency in addition to the 14s they print for other agencies.)

Optional Fields (limits the OPM-14s generated to specific transactions):

1. Reason Code (Ex: A01, C01, S01, etc.)
2. Empl ID – will only generate OPM-14s for that specific employee
3. Department – will only generate OPM-14s for employees in that department.
4. Initiator – this field populates the Empl ID of the HRMS user who entered the transaction on the Job Data component. Therefore only OPM-14s posted by that Empl ID will be generated.

These options can be selected individually or in conjunction with each other. For example a Reason Code of 'A01' for Empl ID XXXXXX in Department ABC posted by Initiator 123456; or all 'S01s' in Department 1415; or any transaction in Department XYZ; or any transaction posted by Empl ID 345678.

- Select the Date Option.
- Enter the Date Begin and Date End. Larger agencies may prefer to enter the same date in both fields to create OPM-14s for actions approved or effective on a single day. Smaller agencies may prefer to use a wider date range.

- Enter Sort Option (all OPM-14s will default to print alphabetically by Last Name). Other selection options:

<a href="#">C</a>	<a href="#">Company</a>
<a href="#">D</a>	<a href="#">Department</a>
<a href="#">E</a>	<a href="#">Employee Id</a>
<a href="#">I</a>	<a href="#">Initiator</a>
<a href="#">L</a>	<a href="#">Location</a>
<a href="#">N</a>	<a href="#">Employee Name</a>
<a href="#">V</a>	<a href="#">Division</a>

- Click "Run".



Home > PeopleTools > Process Monitor > Inquire > Process Requests

Process List **Server List**

**View Process Request For**

UserID: OHICKS   Process Type:  Last: 1 Days

Server Name:  Process Run Status:  Instance:  to

View Job Items  Save On Refresh

							View All	First	1-2 of 2	Last
Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details			
274537		Crystal	OCHR0121	OHICKS	11/02/2006 10:50:59AM CST	Success	<a href="#">Details</a>			
274536		Application Engine	OCPHR0121RPT	OHICKS	11/02/2006 10:49:22AM CST	Success	<a href="#">Details</a>			

- Click "Refresh" until all Run Status indicators read "Success".
- If the Run Status is Error or No Success, the job must be deleted before a successful run can be processed. Contact the Help Desk at 405-521-2444, give them the Process Instance number and request the job be deleted.
- Once all Run Status indicators read Success, click on Details associated with the Crystal Process Type.

## Process Detail

### Process

**Instance:** 280174                      **Type:** Crystal  
**Name:** OCHR0121                      **Description:** OCHR0121

### Run

**Run Control ID:** OH  
**Location:** Server  
**Server:** PSNT  
**Recurrence:**

### Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request**
- Restart Request

### Date/Time

**Request Created On:** 10/23/2006 5:47:57PM CDT  
**Run Anytime After:** 10/23/2006 5:47:57PM CDT  
**Began Process At:** 10/23/2006 5:48:03PM CDT  
**Ended Process At:** 10/23/2006 5:48:27PM CDT

### Actions

[Parameters](#)      Transfer  
[Message Log](#)  
Batch Timings  
[View Log/Trace](#)

OK

Cancel

- Click on View Log/Trace.

✕

**Report/Log Viewer**

✕

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**Instance:** 280174

**Name:** OCHR0121

**Status:** Success

**Server:** PSNT

**Type:** Crystal

**Run Cntl ID:** OH

**Submitted By:** OHICKS

**Recurrence:**

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OCHR0121

Name	Size	CreationDate
<a href="#">Message Log</a>	0 bytes	Mon Oct 23 17:48:52 2006
<a href="#">OCHR0121_280174.PDF</a>	289311 bytes	Mon Oct 23 17:48:53 2006

- Click on the PDF name (Adobe reader must be loaded on your computer).

Requested by: OHICKS



**HR0121 - Personnel Actions**

Print Date: 10/23/2006

Print Time: 5:48 pm

Pages	State of Oklahoma		
	Office of Personnel Management		
	<b>PERSONNEL ACTION</b>		
	The information listed below has been entered into the PeopleSoft Human Resources Management System (HRMS). This document is provided as notification of this personnel transaction and as an audit trail to be filed in the employee personnel file. Employees should contact their agency Human Resources Management office with any questions about this transaction. Any actions reported on this form must be in compliance with the Oklahoma Personnel Act and other applicable statutes and the Merit Rules for Personnel Administration, if applicable, and are subject to post-audit to insure such compliance.		
OPM Status: APPROVED			
Initials: SB			
Date: 10/20/2006			
Agency	Agency Number	Date Entered	
Office of Juvenile Affairs	400	10/20/2006	
Name	Employee ID	Effective Date of Transaction	
	108942	10/07/2006	
Personnel Action Requested:	Personnel Action Code/Reason:	Unclassified Cite Code or Certificate Number:	
Termination	S01 Resignation		
Attachments			

- The title page is displayed first.
- Print the desired page(s).

