State of Oklahoma
Office of Personnel Management

The 2010 Classification Manual

“We serve the people of Oklahoma by delivering reliable and innovative human resource services to our partner agencies to achieve their missions.”

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Human Resources Management Specialists
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TRANSACTIONS
Additional Audited Fields

The following fields are not addressed in this manual but will be audited with each transaction. Such fields include:

- Employment Data
  - Company Seniority Date
  - Benefits Service Date
  - Probation Date, if applicable

- Payroll
  - Pay group
  - Tax Loc “OK State”

- Compensation
  - Frequency
  - Rate Code
  - Compensation Rate
  - Currency
  - Frequency

### Work Location
- Department
- Location

### Job Information
- FLSA
- FTE
- Work day Hours Entered

### Compensation
- Frequency
- Rate Code
- Compensation Rate
- Currency
- Frequency
A01  Competitive E-List Action: Hire/Rehire-Classified

Required: OPM-92/Blanket Freeze, OPM9 & OPM4b & E-List

Merit Rules: 530:10-9-92/530:10-11-30/530:10-7-3

Define: “After receipt of a certificate, the Appointing Authority may consider and select anyone whose name is within the hiring rule…” 530:10-9-92

Work Location/Job Information
Verify PIN # matches Job Code; also verify that Certificate # is entered.

Job Information
Verify Empl Class is on Prob Class.

Salary Plan
Compare Pay Band to Pay.

Compensation
Verify Pay is between minimum and midpoint of Pay Band, unless, there is an Approved Midpoint Exception.
**A02  Non-Competitive Action: Hire/Rehire-Classified**

**Required:** OPM-92/Blanket Freeze & E-List  
**Merit Rules:** 530:10-9-95/530:10-11-30/530:10-7-3

**Define:** “An Appointing Authority of an agency having unskilled, semi-skilled, or similar jobs designated by the Administrator as noncompetitive…” 530:10-9-95

Treat as an A01.

**A03  Reinstatement: Hire/Rehire-Classified**

**Required:** OPM-92/Blanket Freeze, OPM9 & OPM4b  
**Merit Rules:** 530:10-9-102/530:10-11-30/530:10-7-3

**Define:** “A permanent employee who leaves the classified service is eligible for reinstatement for a period of time equal to the total period of service in a probationary and subsequently permanent status…” 530:10-9-102

**Note:** Refer to Merit Rule 530:10-9-102 for qualified service for reinstatement. Also, refer to the Reinstatement Calculator on the OPM website; read instructions to get the correct calculation of service.

---

**Work Location/Job Information**

Verify PIN # matches Job Code

**Job Information**

Verify Empl Class on Prob Class/Perm. No trial period.

**Salary Plan**

Compare Pay Band to Pay.

**Compensation**

Verify Pay is between minimum and midpoint of Pay Band, unless, there is an Approved Midpoint Exception.
**A04 Transfer/Promotion Interagency: Rehire-Classified**

Required: OPM-92/Blanket Freeze
Merit Rules: 530: 10-11-55/530:10-7-14

**Define:** “**Interagency Transfer** means an action in which an employee leaves employment with one agency and enter
employment with another agency while continuously employed with the state.” 530:10-1-2

“**Promotion** means the reclassification of a classified employee to a different job with a higher pay band assignment or
to a higher level within the same job family.” 530:10-1-2

**Note:** Separating Agency has to do a S06, Transfer.

---

**Work Location**
Verify PIN # matches Job Code.

**Job Information**
Verify Empl Class is on Trial Period/Perm.

**Note:** “Can only put them on trial period if the receiving agency has the job family from which the employee was promoted in its
classification plan.”

**Salary Plan**
Compare Pay Band to Pay.

---

**Compensation**
Must give employee no less than 5% and no more than 20% or up to the Midpoint.
A05  Transfer/Demotion Interagency: Rehire-Classified

Required: OPM-92/Blanket Freeze
Merit Rules: 530: 10-11-76/530:10-7-14

Define: “Demotion means the reclassification of a classified employee to a different job with a lower pay band assignment or to a lower level within the same job family.” 530:10-1-2

Note: Separating Agency has to do a S06, Transfer.

Compensation
Verify that Pay is decreased or stays the same.
A06  Transfer/Lateral Transfer Interagency: Rehire-Classified

Required: OPM-92/Blanket Freeze
Merit Rules: 530:10-1-2/530:10-11-72

Define: “Lateral Transfer means the reassignment of an employee to another state job with the same pay band assignment as the job family level in which the employee was classified prior to the lateral transfer.” 530:10-1-2

Note: Separating Agency has to do a 506, Transfer.

Job Information
Verify changing Job Codes.

Compensation
Verify that the Pay Band stays the same from previous record.
No increase in Salary can decrease salary.
A07 Transfer/Class to Same Class: Rehire-Classified

Required: OPM-92/Blanket Freeze  
Merit Rules: 530:10-11-72/530:10-11-39

Define: Transfer employee to the same JFD and level. Notes: Separating Agency has to do a S06, Transfer.

Compensation

No Salary Increase.

A08 Project Indefinite: Hire/Rehire-Classified

Require: OPM-92/Blanket Freeze Required  
Merit Rule: 530:10-9-96

Define: “If the staff of an agency increases as a result of a project contract with another governmental agency or special purposes grant funds… No employee shall be maintained on a Project Indefinite Appointment for more than 3 years.” 530:10-9-96

A09 SB 200 (Veterans Act): Hire/Rehire-Classified

Required: OPM-92/Blanket Freeze  
Statute: 74-203

Define: “Veteran means a person who has been honorably discharged from the Armed Forces of the United States and who has been a resident of Oklahoma for at least 1 year before the date of examination.” 530:10-1-2

A12 Disability Employment Program: Hire/Rehire-Classified

Required: 92/Blanket Freeze & Disabilities Indication On E-List  
Merit Rule: 530:10-9-100
**A14  Unclassified: Hire/Rehire-Unclassified**

**Required:** OPM-92/Blanket Freeze

**Statute:** 74-840-5.5

**Define:** “Unclassified means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration.” 530:10-1-2

**Work Location/Job Information**
Verify Empl Class is Unclass, also make sure PIN # matches Job Code and Unclass cite code is entered.

**Salary Plan**
Verify Salary Admin Plan is Unclass.

---

**A15  Unclassified Student: Hire/Rehire-Unclassified**

**Required:** OPM-92/Blanket Freeze & Student Verification

**Statute:** 74-840-5.5

**Note:** An undergraduate student assistant is required to be enrolled in 10 hours and a graduate student must be enrolled in 5 hours.
A16  Unclassified Temporary: Hire/Rehire-Unclassified
Required: OPM-92/Blanket Freeze
Statue: 74-840-5.5

Work Location
Verify Unclassified Job Cite is T008 or T007.

Job Information
Verify Regular/Temp is Temp, and Empl/Class is Unclass.

Salary plan
Verify Salary Admin Plan is Unclass.

A17  Project Tourism: Hire/Rehire-Unclassified
Required: OPM-92/Blanket Freeze
Statue: 74-840-5.5
Agency 566 only

A18  Priority Consideration Appointment: Rehire-Classified
Required: OPM-92/Blanket Freeze
Merit Rules: 530: 10-13-70
A19  State Work Incentive: Hire/Rehire- Unclassified

Required: OPM-92/Blanket Freeze & Letter by DHS or DRS
Merit Rules: 530:10-17-173

Define: “The State Work Incentive Program is aimed at employing participants in the Temporary Assistance to Needy Families Program in Oklahoma and vocational rehabilitation clients of the Department of Rehabilitation Services in entry-level positions within the state service.” 530:10-17-170

Note: “Agencies may employ eligible persons in the State Work Incentive Program for up to 2 years in full-time or part-time unclassified status.”

Work Location/Job Information
Verify Empl Class is Unclass, also make sure PIN # matches Job Code and Unclass cite code is entered.

Salary Plan
Verify Salary Admin Plan is Unclass.
A27 Recall from RIF: Rehire-Classified
Merit Rule: 530:10-13-50 through 530:10-13-53

Define: “...permanent classified employees and employees in probationary status after reinstatement from permanent classified status without a break in service who are removed from a job family level as a result of a reduction-in-force in an agency shall be eligible for recall by that agency to the job family level from which removed for 18 months after the effective date of separation or demotion.” 530:10-13-50

A30 Executive Fellow Conversion: Appointment Change-Same Agency-Classified
Merit Rule: 530:10-17-84

Define: “An Executive Fellow shall be eligible for appointment to a position in the classified or unclassified service of the state and shall be deemed as meeting all other statutory requirements in the participant has: (1) Been certified by the Appointing Authority as having successfully completed a 2-year internship within a 3-year period; and (2) Met all requirements of education and experience.” 530:10-17-84

Work Location/Job Information
Verify Empl Class is Unclass, also make sure PIN # matches Job Code.

Job Information
Verify Empl Class is Perm Class.

Salary Plan
Verify Salary Admin Plan is Class.
A31  SWIP Conversion: Appointment Change-Same Agency-Classified
Merit Rule: 530:10-17-177

Define: “...Persons employed by merit system agencies under the State Work Incentive Program shall be eligible for conversion to permanent classified status at the discretion of the Appointing Authority if...” 530:10-17-177

A40  Competitive E-List Action: Appointment Change-Same Agency-Classified
Required: OPM-92/Blanket Freeze & E-List
Merit Rules: 530:10-9-92/530:10-11-30/530:10-7-3

Treat like A01.
A41  Non-Compensation E-List Action: Appointment Change-Same Agency-Classified
Required: OPM-92/Blanket Freeze & E-List
Merit Rules: 530:10-9-95/530:10-11-30/530:10-7-3
Treat like A01.

A42  Reinstatement: Appointment Change-Same Agency-Classified
Required: OPM-92/blanket freeze & OPM 9 & 4b’s
530:10-7-4/530:10-9-102
Treat like A03.
Project Indefinite: Appointment Change-Same Agency-Classified

Required: OPM-92/Blanket Freeze
Merit Rule: 530:10-9-96

Disability Employment Program: Appointment Change-Same Agency-Classified

Required: OPM-92/Blanket Freeze & Disabilities Indication on E-List
Merit Rule: 530:10-9-100

Job Information
Verify Job Code changes.

Unclassified: Appointment Change-Same Agency/Promotion-Unclassified

Required: OPM-92/Blanket Freeze
Statute: 74-840-5.5

Job Information
Verify Job Code changes.

State Work Inc Program: Appointment Change-Same Agency-Unclassified

Required: OPM-92/Blanket Freeze

Job Information
Verify Job Code changes.
Define: Direct hire authority means the authorization for an Appointing Authority to certify the qualifications of and appoint an eligible applicant to a position requiring professional practice licensure or to a position which has been identified by the Administrator as hard-to-fill.” “Hard to fill positions means a vacant position or positions in a job family for which a state agency has been unable to identify an adequate applicant pool within the past 2 months of open competitive recruitment.” 530:10-1-2

Treat like A03.
A49  Direct Hire – Prof. Licensure (Hard To Fill): Appointment Change-Same Agency-Classified

Required: OPM-92/Blanket Freeze & Approved Application/Copy of Licenses
Merit Rule: 530:10-9-110 through 530:10-9-123

Define: “Professional practice licensure …such a job shall involve work requiring knowledge of an advanced type in a field of science or learning, customarily obtained by a prolonged course of specialized instruction or study such as a bachelor’s degree from an accredited college or university.” 530:10-9-111

A50  Unclassified Rollover Temp Appointment: Appointment Change-Same Agency-Unclassified

Required: OPM-92/blanket freeze
Statue: 74-840-5.5

Note: A16 & S05 combined. Use only when less than thirty days break in service.

MDC Job Data
Verify Temporary Hours are posted and are less than 999 hours.
A88  Direct Hire-(Hard To Fill): Hire/Rehire-Classified
Required: OPM-92/Blanket Freeze & E-List
Merit Rules: 530:10-9-110 through 530:10-9-123

Treat like A01 without E-List.

A89  Direct Hire-Professional License (Hard To Fill): Hire/Rehire-Classified
Required: OPM-92/Blanket Freeze, License & Application
Merit Rules: 530:10-9-110 through 530:10-9-123

Treat like A01, except E-List.
C01 Promotion: Promotion-Classified

Required: OPM-92/Blanket Freeze
Merit Rules: 530:10-7-14/530:10-11-55

Define: “Promotion means the reclassification of a classified employee to a different job with a higher pay band assignment or to a higher level within the same job family.” 530:10-1-2

Work Location/Job Information
Verify PIN # matches Job Code.

Job Information
Verify PIN # changing from previous record, and were Permanent. Make sure current record is on Trial, if not on trial include remarks "Waive Trial Period" in MDC.

Compensation
Must give employee no less than 5% and no more than 20% or up to the maximum hiring range.
C02  Detail to Special Duty: Detail, Leave Of Absence-Classified

Required: OPM-92/Blanket Freeze
Merit Rules: 530:10-11-110/530:10-7-17

Define: “When the services of a permanent classified employee are temporarily needed in a job family or level other than the one to which the incumbent is regularly assigned the employee may be detailed to special duty...employee may be detailed to special duty for 6 months or less without meeting the minimum qualifications...” 530:10-11-110

Work Location
Verify PIN # changes from previous record. Also, verify Expected Job End Date is entered.

Work Location/Job Information
Verify PIN # matches Job Code.

Compensation
Must give employee no less than 5% and no more than 20% or up to the maximum hiring range.
Define: “Voluntary demotion” an Appointing Authority may demote an employee, provided the employee voluntarily makes such a request in writing and meets the current minimum qualifications for the class job family level to which demotion is requested as certified by the Administrator...” 530:10-11-76

Work Location/Job Information
Verify PIN/Level/JFD changes. May serve a Trial Period.

Compensation
No increase in Pay. Pay may be the same or reduced.
Involuntary Demotion: Demotion-Classified

Merit Rule: 530:10-7-14
Merit Protection Commission 455:10-11-14

Define: “Any employee in the classified service may be ... demoted by the agency, department, institution, or officer by whom employed, for misconduct, insubordination, inefficiency, habitual drunkenness, inability to perform the duties of the position in which employed...” 455:10-11-14

Compensation
NO increase in Pay.
Pay may be the same or reduced.
C05 Intra-Agency Lateral Transfer New JFD: Transfer-Classified

Required: OPM 9 & 4b
Merit Rules: 530:10-1-2/530:10-11-71/530:10-9-10/530:10-7-14

Define: “Intra-agency transfer means moving an employee from one position to another position with the same agency either with or without reclassification.” 530:10-1-2

Work Location
Verify PIN changes.

Job Information
Verify on trial period unless waived in MDC Remarks.

Salary plan
Verify in same pay band from previous record.

Compensation
May provide up to 5% increase in salary.
C06  Direct Reclass: Job Reclassification-Classified
Agency Uses Only When Directed by OPM
Merit Rule: 530:10-1-2/530:10-5-90/530:10-7-14

Define: Reclassification means the process of changing a classified employee from one from family to another job family or from one job family level to another job family level in the same job family, resulting in a change in the employee’s assigned job code. 530:10-1-2

C07  Reallocation/Promotion: Promotion-Classified
Required: OPM-92/Blanket Freeze & OPM 9 & 4b/OPM-39
Merit Rules: 530:10-1-2/530:10-5-55/530:10-7-14/530:10-7-13

Define: Reallocation means the process of reassigning an established position, occupied or vacant, from one job family to another. 530:10-1-2

Work Location
PIN should be the same from previous record.

Job Information
Verify Titles change.

Compensation
Must give employee no less than 5% and no more than 20% or up to the maximum hiring range.
C08  Reallocation/Involuntary Demotion: Demotion-Classified

Required: OPM 9 & 4b
Merit Rules: 530:10-1-2/530:10-5-52/530:10-9-10

Job Information
Verify JFD and/or Level changes.

C09  Reallocation/Lateral Transfer: Transfer-Classified

Required: OPM 9 & 4b
Merit Rules: 530:10-1-2/530:10-11-71/530:10-7-14/530:10-5-91

Work Location
Verify PIN stays the same.

Work Location/Job Information
Verify Titles match, and Job Code changes.

Salary Plan
Verify Pay Band stays the same.

Compensation
May provide up to 5% increase in Salary.
C10  Return To Previous Position (From Promotion): Transfer-Classified

Required: letter to employee from agency

Merit Rule: 530:10-11-55

Work Location
Verify returning to previous PIN/JFD.
C11 Title Code Change: Data Change-Classified
Agency uses only when directed by OPM

C12 Expiration of Detail to Special Duty: End of Detail/Return From Leave/Termination-Classified
Merit Rule: 530:10-11-110

Verify there was a C02.

### Compensation
Verify Employee is returning to previous Salary.

C13 Extend Detail/Temp Assign
Merit Rule: 530:10-11-110

Work Location
Expected Job End Date.

C14 No Previous Merit System Status: Transfer-Classified
Agency uses only when directed by OPM
Merit Rule: 530:10-11-7

This is for bringing Employee into the Merit System.
C16  Career Progression: Promotion-Classified

Merit Rule: 530:10-7-14/530:10-5-44

Define: “Career progression means a type of intra-agency promotion in which an employee is advanced from one level of a job family to a higher non-supervisory level in the same job family.” 530:10-1-2

Note: If moving up to a position with Supervisory authority it would be a C01 promotion.

Job Information
Check previous record to make sure moving up a Level (A to B/C, etc.), and make sure Perm: CANNOT progress on Probation or Trial Period.

Compensation
No less than 5% and no more than 20% or up to the maximum hiring range.

MDC Job Data
If Empl class is on perm then MDC remarks should say “Waive Trial Period.”
C17  Demotion (Due to RIF): Demotion-Classified
Merit Rule: 530:10-7-14

C18  Reallocation/Voluntary Demotion: Demotion-Classified
Required: letter signed by employee
Merit Rule: 530:10-7-14/530:10-5-52

Job Information
Verify JFD and/or Level changes.

C20  Performance Pay: Pay Rate Change-Classified/Unclassified Prior OPM Approval
Merit Rule: 530:10-17-31/530:10-7-27

Define: “Performance-based adjustments enable Appointing Authorities to award a salary increase or lump sum payment to employees who have achieved an overall rating of “meet standards” or better on their most recent performance evaluation.” 530:10-7-27

C21  Cost Of Living Increase: Pay Rate Change-Classified/Unclassified
Statute: 74-840-2.17

C22  Grade/Pay Band Change: Data Change-Classified
Required: Agency Uses Only When Directed by OPM
Merit Rule: 530:10-7-13

C24  Classified Salary Adjustment Leg. & Others: Pay Rate Change-Classified
Required: OPM-92/Blanket Freeze
Merit Rule: 530:10-7-1

C25  Unclassified Salary Adjustment Leg. & Others: Pay Rate Change- Unclassified
Required: OPM-92/Blanket Freeze

Note: If legislative mandate, need law. Salary change only.

Compensation
Verify there is a change in Salary.

MDC Job Data
Remarks must indicate increased responsibilities/duties.
**Define:** “An Appointing Authority may provide salary adjustments not to exceed 5% to probationary classified employees achieving permanent status following the initial probationary period.” 530:10-7-22

**Job Information**
Verify Empl Class is Perm, check previous record to make sure record is on Probation/Trial.

**Compensation**
Verify the Employee gets a salary increase up to 5%.

**Employment Data**
Verify that the probation date has been removed.
C27  Recall from RIF Demotion: Transfer- Classified
Merit Rule: 530:10-7-8

C28  Equity Adjustment: Pay Rate Change- Classified/Unclassified
Prior OPM Approval Needed
Merit Rule: 530:10-7-26

Define: “An Appointing Authority may provide equity-based pay adjustments when employees are significantly underpaid relative to other employees performing the same or similar duties, or employees with the same role or accountably, in the same job family and level within the same agency.” 530:10-7-26

Note: Unclassified - run report, salary by job code, make sure there is someone in that JFD that makes at least that amount reports> ocp> hr> salary by job code report > enter agency on report find job code

Note: Classified - run report, salary by job code, make sure there is someone in that JFD that makes at least that amount. If above midpoint, make sure midpoint exception on ms/Compensation/sap/PMM universal database
C29  Skill Based Pay Adjustment: Pay Rate Change-Classified/Unclassified

Prior OPM Approval Needed
Merit Rule: 530:10-7-24

Define: “Such programs shall be related to the acquisition or possession of additional skills and abilities which can be applied to the work to be performed and which can be applied to the work to be performed and which will increase the value of the employee to the agency.” 530:10-7-24

Note: Verify there is a skill based pay plan for Agency with Compensation.

Compensation
In Pay Compensation make sure skill based pay is added in as a separate amount.

MDC Remarks
Needs comments explaining SKBP & effective date
Work Location
Verify that Location changes. Pin may or may not change.

Job Information
Job Code needs to stay the same as previous record. Verify on trial period unless waived in MDC Remarks.

Compensation
May provide up to 5% increase in Salary.
**Full To Part Time: Data Change - Classified/Unclassified**

**Merit Rule:** 530:10-11-33

**Note:** “Probationary employees originally appointed part-time shall not be changed to full-time until the probationary period has been completed. However, a probationary employee originally appointed full-time may request and be changed to part-time.”

---

**Job Information**

Full/Part should be Part Time. FTE should be less than 1.00.
### C41  Part to Full Time: Data Change- Classified/Unclassified

**Required:** OPM-92/blanket freeze  
**Merit Rule:** 530:10-11-33

**Job Information**
Verify that previous record is Perm.  
CANNOT go Full Time if on Trial/Prob.  
Full/Part should be Full Time; FTE should be 1.00.

---

#### Work Location

<table>
<thead>
<tr>
<th>Work Location</th>
<th>Job Information</th>
<th>Payroll</th>
<th>Salary Plan</th>
<th>Compensation</th>
<th>MDC Job Data</th>
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</table>

### C42  Change in Part Time Percentage: Data Change-Classified/Unclassified

---
Market Adjustment: Pay Rate Change-Classified/Unclassified

Prior OPM Approval
Merit Rule: 530:10-7-20

Define: “...an Appointing Authority may make market adjustments for all employees in a job family or job family levels or limit such adjustment to employees who perform the same or similar duties, or who perform the same role or accountabilities.” 530:10-7-20

Work Location
Add a row put in effective date

Compensation
Put in proposed annual amount in pay Compensation in amounts hit calculate save.
**C50  Probationary Extension/Adjustment: Probation- Classified**

*Indicate # Days/Hrs. LWOP & New Prob/Trial End Date*

**Merit Rule:** 530:10-11-30/530:10-11-36

**Define:** “The Appointing Authority may not extend the probationary period, but may adjust the probationary period due to leave without pay ...The final working day of the probationary period shall be made known to the employee at the time of entry on duty and at the time of any adjustment or waiver of the probationary period.” 530:10-11-30

**Note:** Must have LWOP during probation/ indicate # days/hrs.

**MDC Job Data**

New probationary Compensation completion date must be in the remarks section.
C51  Permanent Status: Completion of Probation/Trial- Classified
Remove Probationary Date in Employment Data
Merit Rules: 530:10-11-31

Job Information
Verify Empl Class is Perm Class, previous record; Empl Class is Prob Class/PClass/TP.

Compensation
Comparative Information should be zero.

Employment Data
Verify that the probationary date has been removed.

C52  Permanent (Project Indefinite): Completion Of Prob/Trial- Classified
Merit Rules: 530:10-9-96
**C60  Add Pay Differential: Pay Rate Change-Classified/Unclassified**

**Prior OPM Approval**
**Merit Rules: 530:10-7-7**

**Define:** “The Administrator may authorize a pay differential for a position within a job family because of special duty requirements related to the position. This may include shift pay, on-call pay, skill-based pay adjustments, and other types of differentials based on special work requirements…” 530:10-7-7

**Compensation**

Pay Compensation make sure pay differential is added in as a separate amount. Must have approval from Compensation division.
**C61  Remove Pay Differential: Pay Rate Change - Classified/Unclassified**

**Merit Rule: 530:10-7-7**

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<table>
<thead>
<tr>
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<th>Job Information</th>
<th>Payroll</th>
<th>Queue Plan</th>
<th>Compensation</th>
<th>MOE Job Data</th>
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<tbody>
<tr>
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<td>Pay Rate Change</td>
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</table>

- Last Start Date: 12/01/2009
- Termination Date: 12/01/2009
- Last Start Worked: 11/01/2007
- Position Number: 24500384
- Title: Transportation Equip Operator

**Compensation**
- Verify Pay Differential is removed.

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**Details**
- Effective Date: 12/01/2009
- Job Indication: Pay Rate Change
- Reason: Remove Pay Differential

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- Rate Code: 1
- Seq: 0
- Comp Rate: 39,884.00 USD
**C62  Change Existing Pay Differential: Pay Rate Change-Classified/Unclassified**

**Merit Rules: 530:10-7-7**

Verify pay changes.

**C70  Contract Renewal: Data Change- Classified/Unclassified**

**C71  Interchange Program: Transfer- Classified/Unclassified**

Agency Uses Only When Directed By OPM

**Merit Rule: 530:10-17-52**
**C72**  End Interchange Program: Transfer- Classified/Unclassified

*Agency Uses Only When Directed By OPM*
*Merit Rules: 530:10-17-5530:10-17-52*

**C90**  Position Number Change Only: Data Change- Classified/Unclassified

**Note:** Only change is PIN. If anything else changes, it’s a different action.

**Compensation**

NO Pay increase, if so it is either a C31/C05.

---

**Work Location**

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**Position Number:** 03007366

**Regulatory Region:** USA

**Company:** 900

**Business Unit:** 90006

**Department:** 3700001

**Location:** 42007

**Establishment ID:** 000001

**Last Start Date:** 07/10/2008

**Termination Date:**

**Position Entry Date:** 11/25/2008

**Position Management Record**

**Position Entry Date:** 07/25/2008

**Regulatory Region:** USA

**Company:** 805

**Business Unit:** 800001

**Department:** 3700001

**Location:** 42007

**Establishment ID:** 000001
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<td>Leave without Pay: Leave of Absence- Classified/Unclassified</td>
<td>530:10-15-47</td>
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<td>L03</td>
<td>Extension of Leave without Pay: Leave of Absence- Classified/Unclassified</td>
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<td>L04</td>
<td>Extension of Leave with Pay: Leave of Absence- Classified/Unclassified</td>
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<td>LWOP Extension Disability: Leave Of Absence- Classified/Unclassified</td>
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L13  Supplemented LWOP (NOT WC): Data Change- Classified/Unclassified

L14  Return To Regular Duty: Data Change- Classified/Unclassified

    Merit Rule: 530:10-15-47

L20  Suspension with Pay: Paid Leave of Absence/Suspension-Classified/Unclassified

    Required: Letter by Agencies
    Merit Rules: 530:10-11-128

L21  Suspension without Pay: Unpaid Leave of Absence/Suspension-Classified/Unclassified

    Merit Rules: 455:10-11-15

L22  Return from Suspension With/Without Pay: Return from Leave/Return from Suspension-Classified/Unclassified

L23  Suspensions-Partial Day <8 Hrs: Data Change- Classified/ Unclassified

S01  Resignation: Termination-Classified/Unclassified

    Required: Reinstatement Date must be Entered Employment Data, Expected Return Date
    Merit Rule: 530:10-11-132

---

**Classified**: employment data make sure reinstatement date is entered.
**S02  Retirement: Retirement- Classified/Unclassified**

Required: Reinstatement Date Must Be Entered Employment Data, Expected Return Date

Classified: Employment Data

Verify reinstatement date is entered.

**S03  Discharge: Termination- Classified/Unclassified**

Required: Reinstatement Date Must be Entered Employment Data, Expected Return Date

Classified: Employment Data

Verify reinstatement date is entered.

**S04  Deceased: Termination- Classified/Unclassified**
**S05** Expiration of Unclassified Appointment: Termination- Unclassified (Generally Temporary)

**Required:** Indicate # Temp Hrs. Worked

**Merit Rule:** 530:10-11-134

**Note:** Also can be used for end of grants.

**Work Location** Verify Unclassified Cite Code is T008.

**Job Information**
Verify Reg/Temp is Temp.

**MDC Job Data**
In remark section, verify temp hours worked is posted and under 999 hours.
**S06 Transferred Out: Termination-Classified**

**Merit Rule:** 530:10-11-74

**Note:** Make sure receiving agency accepts transfers before using a S05.

**S07 Reduction in Force: Termination-Classified**

**Required:** reinstatement date must be entered employment data, expected return date

**Merit Rule:** 530:10-13-38

**S10 Transfer to Non Merit Agency: Termination-Classified/Unclassified**

**Required:** reinstatement date must be entered employment data, expected return date
X01 Data Change: Payroll Correction - Classified/Unclassified

MDC remarks

✓ If your agency has not confirmed payroll on the employee since the transaction was entered, correct history can be done for any changes. Contact the help desk.

✓ If your agency has confirmed payroll for the employee, then other data values on biographical data or job data which do have an impact on payroll or extracts should not be corrected – a new effective-dated row must be added.

✓ The data change, x01 correction, transaction type should only be used to correct salary or other fields which affect OPM’s review process. Be sure to indicate the reason for the correction in the MDC remarks, and if payroll needs to process a retro adjustment.
CLASSIFICATION SERVICES
**Reallocation: Classified**

**Required:** OPM-39; Must be signed with Appointing Authority/Incumbent’s; OPM-92/Blanket Freeze Exception, Organizational Chart and Must Be Date Stamped.

**Note:** Job Description on the OPM-39 has to equal 100%.

**Note:** Make Sure If Supervision Received- Part 7, Boxes Make Sure.
- 1st-2nd = Immediate.
- 3rd-4th = General.
- Last = Direction.

**Processing Reallocation: Unclassified**

**Required:** OPM-92/Blanket Freeze Exception; also need memo/email requesting reallocation; Memo needs to Include FLSA and EEO category.

**Note:** Cannot change classified to unclassified with an incumbent; Remove employee before reallocate.

**Build a Bridge/ Interagency Transfer**

**Required:** Info Needed
1. Name:
2. EmplID/ S.S.N:
3. PIN #:
4. Job Code:
5. Pay Group:
6. Effective Date:

**Create a New Position: Classified**

**Required:** OPM-39; OPM-92; letter requesting New Position & Organizational Chart.

**Establish Unclassified Position**

**Required:** OPM-92; Memo requesting New Position indicating Statuary Authorization which includes FLSA And EEO Category.

**Grievance**

**Required:** OPM-70; Cover Letter, Organizational Chart, and Grievance Decision.
REASON CODE LIST
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<th>Reason Code</th>
<th>Reason</th>
<th>Merit Rule</th>
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Presented to you by
The Office of Personnel Management
Classification Division of 2009