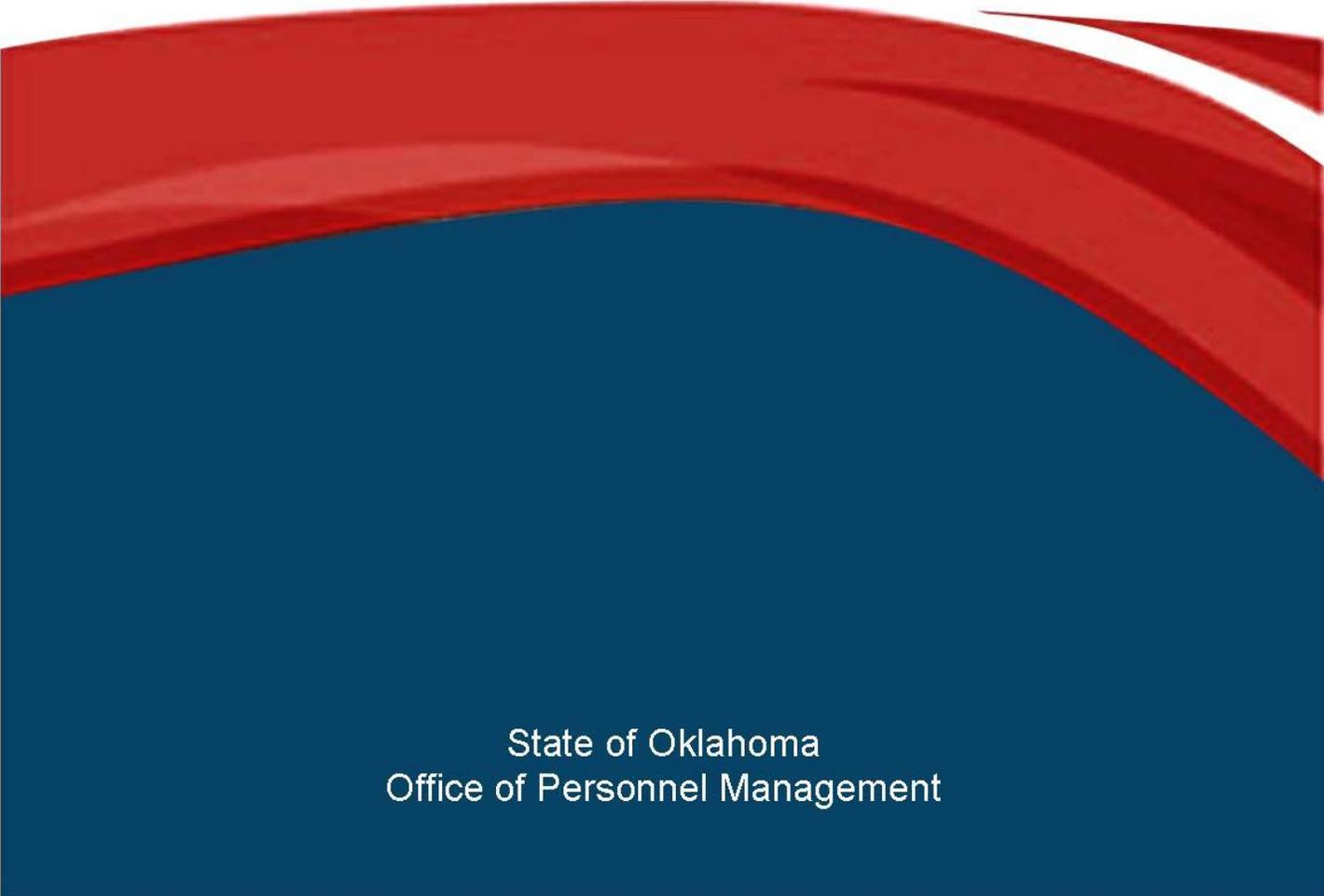




Classification Manual **2010**



State of Oklahoma
Office of Personnel Management

*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.”



Oscar B. Jackson, Jr., IPMA-CP
*Administrator & Cabinet Secretary
of Human Resources and Administration*

OPM Classification Division

Tom Patt, IPMA-CP
Director of Compensation & Classification

Ron Thatcher
Harry Gentry
Brian Jepsen
Brian Harrison
Millicent Roozen
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:

Work Location	Job Information	Payroll	Compensation
<ul style="list-style-type: none"> ✓ Department ✓ Location 	<ul style="list-style-type: none"> ✓ FLSA ✓ FTE ✓ Work day Hours Entered 	<ul style="list-style-type: none"> ✓ Pay group ✓ Tax Loc "OK State" 	<ul style="list-style-type: none"> ✓ Frequency ✓ Rate Code ✓ Compensation Rate ✓ Currency ✓ Frequency

Employment Data

Company Seniority Date
 Benefits Service Date
 Probation Date, if applicable

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.

Work Location: CHRISSEY CABA
Organizational Relationship: EMP
Person of Interest Type: Person of Interest Type
EmplID: 155888
Empl Rcd #: 0

HR Status: Active
Payroll Status: Active
*Effective Date: 09/17/2007
*Action: Hire
*Reason: A01 Competitive Certificate

Last Start Date: 09/17/2007
Termination Date:
Expected Job End Date:
Position Number: 83003445
Social Services Specialist

Job Information: CHRISSEY CABA
Organizational Relationship: EMP
Person of Interest Type: Person of Interest Type
EmplID: 155888
Empl Rcd #: 0

Effective Date: 09/17/2007
Effective Sequence: 0
Job Indicator: Primary Job
Action: Hire
Reason: A01 Competitive Certificate

*Job Code: H20A
Social Services Specialist
Entry Date: 09/17/2007
Supervisor Level:
Reports To:
*Regular/Temporary: Regular
*Full/Part: Full-Time
Empl Class: Prob Class
*Officer Code: None
*Regular Shift: N/A
Shift Rate:

Job Information

Verify Empl Class is on Prob Class.

Salary Plan: CHRISSEY CABA
Organizational Relationship: EMP
Person of Interest Type: Person of Interest Type
EmplID: 155888
Empl Rcd #: 0

Effective Date: 09/17/2007
Effective Sequence: 0
Job Indicator: Primary Job
Action: Hire
Reason: A01 Competitive Certificate

Salary Administration: CLAS
Grade: H
Grade Entry Date:
Includes Wage Progression Rule:
Step:
Step Entry Date:

Salary Plan

Compare Pay Band to Pay.

Compensation: CHRISSEY CABA
Organizational Relationship: EMP
Person of Interest Type: Person of Interest Type
EmplID: 155888
Empl Rcd #: 0

Effective Date: 09/17/2007
Effective Sequence: 0
Job Indicator: Primary Job
Action: Hire
Reason: A01 Competitive Certificate

Compensation Rate: 2,126.880000
*Frequency: M Monthly

Comparative Information
Pay Rates
Default Pay Components

Compensation

Verify Pay is between minimum and midpoint of Pay Band, unless, there is an Approved Midpoint Exception.

State of Oklahoma Job Data: CHRISSEY CABA
Organizational Relationship: EMP
Person of Interest Type: Person of Interest Type
EmplID: 155888
Empl Rcd #: 0

Effective Date: 09/17/2007
Effective Sequence: 0
Job Indicator: Primary Job
Action: Hire
Reason: A01 Competitive Certificate

Common Fields: Division: 801C45
Worker's Comp Code:
Special Use Fields: Special Use 1:
Special Use 2:
Special Use 3:
Special Use Date:
Cost Center Information: Cost Center 1: 1
Cost Center 2:
Cost Center 3:
Cost Center 4:
Cost Center Percent:
Remarks: H01|12 month probation ends on date below unless adjusted.H02|May not progress to next level until meeting minimum qualifications.H03|Duties, responsibilities, & supervision given/received changed for job following.H41|Blanket freeze exception letter dated May 19, 2003.09-16-08/H20A

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	25,522.560000	USD	A	

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 enters 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 | Job Information | Payroll | Salary Plan | Compensation | MDC Job Data

LAQUITA HOHL Organizational Relationship: EMP Person of Interest Type EmplID: 151911 Empl Rcd #: 0

Work Location

HR Status: Active Payroll Status: Active

*Effective Date: 11/24/2008 Sequence: 1 *Job Indicator: Primary Job

*Action: Rehire *Reason: A04 Transfer/Promo InterAgency

Last Start Date: 11/24/2008 Termination Date:

Expected Job End Date: Position Number: 34502146 Administrative Assistant Position Entry D:

Work Location/Job Information

Verify PIN # matches Job Code.

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

LAQUITA HOHL Organizational Relationship: EMP Person of Interest Type EmplID: 151911 Empl Rcd #: 0

Job Information

Effective Date: 11/24/2008 Effective Sequence: 1 Job Indicator: Primary Job

Action: Rehire Reason: A04 Transfer/Promo InterAgency

*Job Code: E17B Administrative Assistant Entry Date: 11/24/2008

Supervisor Level: Reports To: *Regular/Temporary: Regular *Full/Part: Full-Time

Empl Class: PClass/TP *Officer Code: None

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."

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

LAQUITA HOHL Organizational Relationship: EMP Person of Interest Type EmplID: 151911 Empl Rcd #: 0

Salary Plan

Effective Date: 11/24/2008 Effective Sequence: 1 Job Indicator: Primary Job

Action: Rehire Reason: A04 Transfer/Promo InterAgency

Salary Administration: CLAS Grade: Grade Entry Date: 11/24/2008

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

LAQUITA HOHL Organizational Relationship: EMP Person of Interest Type EmplID: 151911 Empl Rcd #: 0

Compensation

Effective Date: 11/24/2008 Effective Sequence: 1 Job Indicator: Primary Job

Action: Rehire Reason: A04 Transfer/Promo InterAgency

Compensation Rate: 2,571.430000 *Frequency:

Change Amount: 598.760000 USD Monthly

Change Percent: 30.353

Pay Components

Rate Code	Seq	Comp Rate	Currency	Frequency
1 NAANNL	0	30,857.160000	USD	A

Salary Plan

Compare Pay Band to Pay.

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

LAQUITA HOHL Organizational Relationship: EMP Person of Interest Type EmplID: 151911 Empl Rcd #: 0

State of Oklahoma Job Data

Effective Date: 11/24/2008 Effective Sequence: 1 Job Indicator: Primary Job

Action: Rehire Reason: A04 Transfer/Promo InterAgency

Common Fields: Division: BRIDGE Worker's Comp Code: 8810

Special Use Fields: Special Use 1: 331910 Special Use 2: HA00008

Cost Center Information

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

Remarks: Meets MQs 10-08-08. Trial Period Required.

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.

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

ELLAN BURLING Organizational Relationship: EMP Person of Interest Type EmplID: 125248 Empl Rcd #: 0

Work Location Find First 1 of 8

HR Status: Active Payroll Status: Active [Go To Row](#)

*Effective Date: 10/01/2008 Sequence: 2 *Job Indicator: Primary Job

*Action: Rehire *Reason: A05 Transfer/Demo InterA Current Cert Nbr

Last Start Date: 10/01/2008 Termination Date:

Expected Job End Date: Position Number: 34500800 Administrative Technician

[Use Position Data](#) [Override Position Data](#) Unclassified Cite Code:

*Regulatory Region: USA United States

Company: 345 State Dept of Transportation

*Business Unit: 34500 Department of Transportation

*Department: 3100001 Operations

*Location: 1-0111J Wagoner County

*Establishment ID: 000001 State of Oklahoma

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

ELLAN BURLING Organizational Relationship: EMP Person of Interest Type EmplID: 125248 Empl Rcd #: 0

Compensation Find First 1 of 8 Last

Effective Date: 10/01/2008 Effective Sequence: 2 Job Indicator: Primary Job [Go To Row](#)

Action: Rehire Reason: A05 Transfer/Demo InterAgency Current

Compensation Rate: 1,885.000000 *Frequency: M Monthly

Comparative Information

Change Amount: -179.625500 USD Monthly Compa-Ratio: 0.97

Change Percent: -8.700

Pay Rates

Default Pay Components

Pay Components Customize | Find | First 1 of 1 Last

Amounts	Controls	Changes	Conversion			
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	
1 NAANNL	0	22,620.000000	USD	A		

[Calculate Compensation](#)

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

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 S06, 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.

Work Location/Job Information
 Titles must match to previous record;
 same JFD and Level.

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
Statue: 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
Statue: 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
Statue: 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
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

HR Status: Active Payroll Status: Active Go To Row

*Effective Date: 12/01/2008 Sequence: 0 *Job Indicator: Primary Job

*Action: Hire *Reason: A19 State Work Incentive Current Cert Nbr

Last Start Date: 12/01/2008 Termination Date:

Expected Job End Date

Position Number: 83012209 Typist Clerk III Position Entry Date: 12/01/2008

Use Position Data Unclassified Cite Code: U056 Position Management Record

*Regulatory Region: USA United States

Company: 830 Dept of Human Services

*Business Unit: 83000 Department of Human Services

*Department: 3800001 Child Support Enforcement

*Location: A7A01 CSED-Administration

*Establishment ID: 000001 State of Oklahoma

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits](#)

Work Location/Job Information

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

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

CLARITA GIBBENS Organizational Relationship: EMP Person of Interest Type EmplID: 164233 Empl Rcd #: 0

Job Information

Effective Date: 12/01/2008 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: Hire Reason: A19 State Work Incentive Current

*Job Code: 0172 Typist Clerk III Entry Date: 12/01/2008

Supervisor Level:

Reports To:

*Regular/Temporary: Regular

Empl Class: Unclass

*Regular Shift: N/A

*Full Part: Part-Time

*Officer Code: None

Shift Rate:

Shift Factor:

Salary Plan

Verify Salary Admin Plan is Unclass.

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

CLARITA GIBBENS Organizational Relationship: EMP Person of Interest Type EmplID: 164233 Empl Rcd #: 0

Compensation

Effective Date: 12/01/2008 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: Hire Reason: A19 State Work Incentive Current

Compensation Rate: 1,992.410000 *Frequency: M Monthly

Comparative Information

Change Amount: 0.000000

Change Percent: 0.000

Pay Rates

Default Pay Components

Pay Components

Amounts Controls Changes Conversion

*Rate Code Seq Comp Rate

1 NAANNL 0 23,908.920000

Calculate Compensation

Work Location **Job Information** **Payroll** **Salary Plan** **Compensation** **MDC Job Data** Main Cc

CLARITA GIBBENS Organizational Relationship: EMP Person of Interest Type EmplID: 164233 Empl Rcd #:

State of Oklahoma Job Data

Effective Date: 12/01/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action: Hire Reason: A19 State Work Incentive

Common Fields

Division: 2A7A06

Worker's Comp Code:

Special Use Fields

Special Use 1: Special Use 2: Special Use 3: Special Use Date:

Cost Center Information

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

Remarks:

H12(TANF (3999). Not to exceed 2 years. Dates follow JH41|Blanket freeze exception,01-Dec-2008 through 30-Nov-2010

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.

Job Information

FREDERIC MUSTO Organizational Relationship: EMP Person of Interest Type: EmplID: 114322 Empl Rcd #: 0

Job Information Find First 4 of 16 Last

Effective Date: 04/17/2008 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: ACSA Reason: A30 Executive Fellow Conv

*Job Code: C31C Human Resources Mgmt Spec Entry Date: 04/17/2008

Supervisor Level: Reports To: *Regular/Temporary: Regular *Full/Part: Full-Time

Empl Class: Perm Class *Officer Code: None

*Regular Shift: N/A

Standard Hours

Standard Hours: 40.00 Work Period: W Weekly FTE: 1.000000

Salary Plan

FREDERIC MUSTO Organizational Relationship: EMP Person of Interest Type: EmplID: 114322 Empl Rcd #: 0

Salary Plan Find First 4 of 16 Last

Effective Date: 04/17/2008 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: ACSA Reason: A30 Executive Fellow Conv

Salary Administration Plan: CLAS Grade: K Grade Entry Date: 04/17/2008

Includes Wage Progression Rule: Step: Step Entry Date:

Salary Plan

Verify Salary Admin Plan is Class.

MDC Job Data

FREDERIC MUSTO Organizational Relationship: EMP Person of Interest Type: EmplID: 114322 Empl Rcd #: 0

State of Oklahoma Job Data Find First

Effective Date: 04/17/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action: ACSA Reason: A30 Executive Fellow Conv

Common Fields **Special Use Fields**

Division: 1E9A01 Worker's Comp Code: Special Use 1: Special Use 2: Special Use 3: Special Use Date:

Cost Center Information Customize | Find | View All | First 1 of 1 | Last

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

Remarks:

530:10-17-84|Executive Fellow Conversion|H23|Meets MQs on date following. SB 339|H24|Waive trial period.|17-Apr-2008|14-Apr-2008

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.

The screenshots display the following data for employee CARLETTA BACHELDER (EmplID: 161639):

- Work Location:** CARLETTA BACHELDER, Relationship: EMP, Person of Interest Type: Person of Interest Type, EmplID: 161639, Empl Rcd #: 0.
- Job Information:** Effective Date: 09/17/2008, Effective Sequence: 0, Job Indicator: Primary Job, Action: ACSA, Reason: A40 Competitive Certificate, Job Code: Z12B, Direct Care Specialist, Entry Date: 09/17/2008, Supervisor Level: Direct Care Specialist, Regular/Temporary: Regular, Empl Class: Prob Class.
- Salary Plan:** Effective Date: 09/17/2008, Effective Sequence: 0, Job Indicator: Primary Job, Action: ACSA, Reason: A40 Competitive Certificate.
- Compensation:** Effective Date: 09/17/2008, Effective Sequence: 0, Job Indicator: Primary Job, Reason: A40 Competitive Certificate, Frequency: Monthly, Comp Rate: 24,105.480000, Currency: USD, Percent: A.
- MDC Job Data:** State of Oklahoma Job Data, Effective Date: 09/17/2008, Effective Sequence: 0, Job Indicator: Primary Job, Action: ACSA, Reason: A40 Competitive Certificate.
- Common Fields:** Division: 490D05, Worker's Comp Code: [blank].
- Special Use Fields:** Special Use 1: [blank], Special Use 2: [blank], Special Use 3: [blank], Special Use Date: [blank].
- Cost Center Information:** Table with columns: Cost Center 1, Cost Center 2, Cost Center 3, Cost Center 4, Cost Center Percent.
- Remarks:** [H01]12 month probation ends on date below unless adjusted.[H41]Blanket freeze exception.[H45]Temporary to Probationary.[H50]Total hours for previous temporary appointment follow.[09-16-09/354.45/USD\$50.00

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.

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

JASON ADERHOLT Organizational Relationship: EMP Person of Interest Type EmplID: 126979 Empl Rcd #: 0

Work Location Find First 3 of 10

HR Status: Active Payroll Status: Active [Go To Row](#)

*Effective Date: 02/25/2008 Sequence: 0 *Job Indicator: Primary Job

*Action: Appointment Change - Same *Reason: A42 Reinstatement History Cert Nbr

Last Start Date: 01/22/2008 Termination Date

Expected Job End Date Position Number: 83000497 Direct Care Sp

[Use Position Data](#) Unclassified Cite Code:

*Regulatory Region: USA United States

Company: 830 Dept of Human

*Business Unit: 83000 Department of

*Department: 2200001 Developmental

*Location: 91D05 Sorc-Residenti

*Establishment ID: 000001 State of Oklaho

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

JASON ADERHOLT Organizational Relationship: EMP Person of Interest Type EmplID: 126979 Empl Rcd #: 0

Job Information Find First 3 of 10 Last

Effective Date: 02/25/2008 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: ACSA Reason: A42 Reinstatement History

*Job Code: Z12B Direct Care Specialist Entry Date: 02/25/2008

Supervisor Level:

Reports To:

*Regular/Temporary: Regular *Full/Part: Full-Time

Empl Class: Perm Class *Officer Code: None

*Regular Shift: N/A Shift Rate:

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

JASON ADERHOLT Organizational Relationship: EMP Person of Interest Type

Salary Plan

Effective Date: 02/25/2008 Effective Sequence: 0

Action: ACSA Reason:

Salary Administration Plan: CLAS Grade: F

Includes Wage Progression Rule Step:

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

JASON ADERHOLT Organizational Relationship: EMP Person of Interest Type EmplID: 126979 Empl Rcd #: 0

Compensation Find First 3 of 10 Last

Effective Date: 02/25/2008 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: ACSA Reason: A42 Reinstatement History

Compensation Rate: 2,008.790000 *Frequency: M Monthly

Comparative Information

Change Amount: 488.656667 USD Monthly Compa-Ratio: 0.97

Change Percent: 32.146

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

JASON ADERHOLT Organizational Relationship: EMP Person of Interest Type EmplID: 126979 Empl Rcd #: 0

State of Oklahoma Job Data Find First 3 of 10 Conversion

Effective Date: 02/25/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action: ACSA Reason: A42 Reinstatement

Common Fields Special Use Fields

Division: 691D05 Special Use 1: 01/08/25 Special Use 2:

Worker's Comp Code: Special Use 3: Special Use Date:

Cost Center Information Customize | Find | View All | First 1 of 1 Last

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

Remarks:

H28|Reinstated sick leave.H41|Blanket freeze exception.H50|Total hours for previous temporary appointment follow.|Temporary to Permanent/Wkd. 153.15 hrs./SD \$50/mo

Rate	Currency	Frequency	Percent
24,105.480000	USD	A	

A43 Project Indefinite: Appointment Change-Same Agency-Classified

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

A44 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.

A45 Unclassified: Appointment Change-Same Agency/Promotion-Unclassified

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

Work Location	Job Information	Payroll	Salary Plan	Compensation	MDC Job Data
Test Tester	Organizational Relationship: EMP	Person of Interest Type	EmplID: 164371	Empl Rcd #: 0	
Work Location					
HR Status:	Active	Payroll Status:	Active	Go To Row	
*Effective Date:	01/06/2009	Sequence:	0	*Job Indicator:	Primary Job
*Action:	Appointment Change - Same	*Reason:	A45 Unclassified	Current	Cert Nbr
Last Start Date:	12/01/2008	Termination Date:			
Expected Job End Date					
Position Number:	06500021	Examiner II (Banking)			
Override Position Data	Unclassified Cite Code:	NM			
Regulatory Region:	USA	United States			
Company:	065	State Banking Department			
Business Unit:	06500	State Banking Department			
Department:	2000002	Banks			
Location:	VACANT	State Banking Department			
*Establishment ID:	000001	State of Oklahoma			

Work Location/Job Information

Verify PIN # changes and/or Job Code

Work Location	Job Information	Payroll	Salary Plan	Compensation	MDC Job Data
Test Tester	Organizational Relationship: EMP	Person of Interest Type	EmplID: 164371	Empl Rcd #: 0	
Job Information					
Effective Date:	01/06/2009	Effective Sequence:	0	Job Indicator:	Primary Job
Action:	ACSA	Reason:	A45 Unclassified	Current	Go To Row
Job Code:	8519	Examiner II (Banking)	Entry Date:	01/06/2009	
Supervisor Level:					
Reports To:					
Regular/Temporary:	Regular	FullPart:	Full-Time		
Empl Class:	Unclass	*Officer Code:	None		
Regular Shift:	N/A	Shift Rate:			
Shift Factor:					
Standard Hours					
Standard Hours:	40.00				
Work Period:	W	Weekly			
FTE:	1.000000				

A47 State Work Inc Program: Appointment Change-Same Agency-Unclassified

Required: OPM-92/Blanket Freeze

Job Information

Verify Job Code changes.

A48 Direct Hire (Hard To Fill): Appointment Change-Same Agency-Classified

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

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.

Work Location		Job Information		Payroll		Salary Plan		Compensation		MDC Job Data																																																	
RUBY BARTOW		Organizational Relationship: EMP		Person of Interest Type		EmplID: 156623		Empl Rcd #: 0																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="12">Work Location</td> </tr> <tr> <td colspan="12"> HR Status: Active Payroll Status: Active Go To Row </td> </tr> <tr> <td colspan="2">*Effective Date:</td> <td colspan="2">06/16/2008</td> <td colspan="2">Sequence:</td> <td colspan="2">0</td> <td colspan="2">*Job Indicator:</td> <td colspan="2">Primary Job</td> </tr> <tr> <td colspan="2">*Action:</td> <td colspan="2">Appointment Change - Same</td> <td colspan="2">*Reason:</td> <td colspan="2">A48 Direct Hire - Hard to F</td> <td colspan="2">History</td> <td colspan="2">Cert Nbr</td> </tr> </table>												Work Location												HR Status: Active Payroll Status: Active Go To Row												*Effective Date:		06/16/2008		Sequence:		0		*Job Indicator:		Primary Job		*Action:		Appointment Change - Same		*Reason:		A48 Direct Hire - Hard to F		History		Cert Nbr	
Work Location																																																											
HR Status: Active Payroll Status: Active Go To Row																																																											
*Effective Date:		06/16/2008		Sequence:		0		*Job Indicator:		Primary Job																																																	
*Action:		Appointment Change - Same		*Reason:		A48 Direct Hire - Hard to F		History		Cert Nbr																																																	
Last Start Date:		10/24/2007		Termination Date:																																																							
Expected Job End Date				Position Number:		83000374		Child Welfare Specialist																																																			
Use Position Data				Unclassified Cite Code:																																																							
*Regulatory Region:		USA		United States																																																							
Company:		830		Dept of Human Services																																																							
*Business Unit:		83000		Department of Human Service																																																							
*Department:		3700001		Field Operations																																																							
*Location:		55B07		Oklahoma B-FO F3																																																							
*Establishment ID:		000001		State of Oklahoma																																																							

Work Location		Job Information		Payroll		Salary Plan		Compensation		MDC Job Data																																																																																																													
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*Regular Shift:		N/A		Shift Rate:																																																																																																																			
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Work Location		Job Information		Payroll		Salary Plan		Compensation		MDC Job Data																																																													
RUBY BARTOW		Organizational Relationship: EMP		Person of Interest Type		EmplID: 156623		Empl Rcd #: 0																																																															
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Action:		ACSA																																																																					
Salary Administration Plan:		CLAS		Grade:																																																																			
Includes Wage Progression Rule		<input type="checkbox"/>		Step:																																																																			

State of Oklahoma Job Data		Relationship:		Interest Type		Find		First		3 of 4		Last	
Effective Date:		06/16/2008		Effective Sequence:		0		Job Indicator:		Primary Job			
Action:		ACSA		Reason:		A48 Direct Hire - Hard to Fill		History					
Common Fields													
Division:		155B68		Worker's Comp Code:				Special Use 1:				Special Use 2:	
								Special Use 3:				Special Use Date:	
Cost Center Information													
Cost Center 1		Cost Center 2		Cost Center 3		Cost Center 4		Cost Center Percent					
1													
Remarks:													
[H01]12 month probation ends on date below unless adjusted.[H02]May not progress to next level until meeting minimum qualifications.[H03]Duties, responsibilities, & supervision given/received changed for job following.[H07]Direct Hire. 74 O.S. Section 840-4.13(C). Hard to fill.[H26]No test required. Qualifications review by OPM.[H40]Cumulative hours for this temporary appointment year follow.[H41]Blanket freeze exception.[H45]Temporary to Probationary.[530:10-9-111]Direct Hire[06-15-2009]/H2													
Job Data Employment Data Earnings Distribution Benefits Program Participation													

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
 Statute: 74-840-5.5

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

The screenshot displays the HRIS system interface for employee MACIE BERNARDINI (EmplID: 114984). The interface is divided into several tabs: Work Location, Job Information, Payroll, Salary Plan, Compensation, and MDC Job Data. The 'Work Location' tab shows HR Status: Active, Payroll Status: Active, Effective Date: 10/23/2008, and Action: Appointment Change - Same. The 'Job Information' tab shows Effective Date: 10/23/2008, Effective Sequence: 0, Job Indicator: Primary Job, and Reason: A50 Unclassified Temporary. The 'Salary Plan' tab shows Effective Date: 10/23/2008, Effective Sequence: 0, Job Indicator: Primary Job, and Reason: A50 Unclassified Temporary. The 'MDC Job Data' tab shows State of Oklahoma Job Data with Effective Date: 10/23/2008, Effective Sequence: 0, Job Indicator: Primary Job, and Reason: A50 Unclassified Temporary. The 'Common Fields' section includes Division: 114C88T and Worker's Comp Code. The 'Special Use Fields' section includes Special Use 1, Special Use 2, Special Use 3, and Special Use Date: 10/23/2008. The 'Cost Center Information' section includes Cost Center 1, Cost Center 2, Cost Center 3, Cost Center 4, and Cost Center Percent. The 'Remarks' section includes: [H44]Temporary appointment rollover.[H13]Not to exceed 999 hours in 12 months. Dates follow.[H50]Total hours for previous temporary appointment follow.[H41]Blanket freeze exception.[H14]Temporary hours worked & hours remaining follow.[10-23-08 to 10-22-09/1026:45 total/27.45 wrkd, 971:15 rem

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

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

GRANT LAMBERTH Organizational Relationship: EMP Person of Interest Type EmplID: 158398 Empl Rcd #: 0

Work Location Find First 4 of 4

HR Status: Active Payroll Status: Active Go To Row

*Effective Date: 02/19/2008 Sequence: 0 *Job Indicator: Primary Job

*Action: Hire *Reason: A88 Direct Hire - Hard to F History Cert Nbr

Last Start Date: 02/19/2008 Termination Date:

Expected Job End Date: Position Number: 83012449 Child Welfare Specialist

Use Position Data Unclassified Cite Code:

*Regulatory Region: USA United States

Company: 830 Dept of Human Services

*Business Unit: 83000 Department of Human Serv

*Department: 3700001 Field Operations

*Location: 20C07 Custer-FO F1

*Establishment ID: 000001 State of Oklahoma

Treat like A01 without E-List.

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

GRANT LAMBERTH Organizational Relationship: EMP Person of Interest Type EmplID: 158398 Empl Rcd #: 0

Job Information Find First 4 of 4 Last

Effective Date: 02/19/2008 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: Hire Reason: A88 Direct Hire - Hard to Fill History

*Job Code: H23A Child Welfare Specialist Entry Date: 02/19/2008

Supervisor Level: Reports To: *Regular/Temporary: Regular

Empl Class: Prob Class *Officer Code: None

*Regular Shift: N/A Shift Rate: Shift Factor:

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

GRANT LAMBERTH Organizational Relationship: EMP Person of Interest Type EmplID: 158398 Empl Rcd #: 0

Compensation Find First

Effective Date: 02/19/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action: Hire Reason: A88 Direct Hire - Hard to Fill

Compensation Rate: 2,381.070000 *Frequency: Weekly

Comparative Information

Pay Rates

Default Pay Components

Pay Components Customize | Find

Amounts	Controls	Changes	Conversion
*Rate Code	Seq	Comp Rate	Currency Frequency
1 NAANNL	0	28,572.840000	USD A

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

GRANT LAMBERTH Organizational Relationship: EMP Person of Interest Type EmplID: 158398 Empl Rcd #: 0

State of Oklahoma Job Data Find First

Effective Date: 02/19/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action: Hire Reason: A88 Direct Hire - Hard to Fill

Common Fields Special Use Fields

Division: 720C88 Special Use 1: Special Use 2: Special Use 3: Special Use Date:

Worker's Comp Code:

Cost Center Information Customize | Find | View All First 1 of 1 Last

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

Remarks:
 [H07]Direct Hire. 74 O.S. Section 840-4.13(C). Hard to fill.[H01]12 month probation ends on date below unless adjusted.[H02]May not progress to next level until meeting minimum qualifications.[H03]Duties, responsibilities, & supervision given/received changed for job following [H41]Blanket freeze exception.[530:10-9-111]Direct Hire[02/18/2009][H23A

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.

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

HALINA ABATE Organizational Relationship: EMP Person of Interest Type EmplID: 126985 Empl Rcd #: 0

Work Location Find First 1 of 1 Last

HR Status: Active Payroll Status: Active

*Effective Date: 08/04/2008 Sequence: 0 *Job Indicator: Primary Job

*Action: Promotion *Reason: C01 Promotion Current Cert Nbr

Last Start Date: 04/25/2006 Termination Date:

Expected Job End Date: Position Number: 13104851 Correctional Security Officer Position Entry Date: 08/04/2008

 Unclassified Cite Code: Position Management Record

*Regulatory Region: USA United States

Company: 131 Dept of Corrections

*Business Unit: 13100 Department of Correction

*Department: 1511100 Northeast Oklahoma C

*Location: 39VI DOC NOCC

*Establishment ID: 000001 State of Oklahoma

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

HALINA ABATE Organizational Relationship: EMP Person of Interest Type EmplID: 126985 Empl Rcd #: 0

Job Information Find First 1 of 1 Last

Effective Date: 08/04/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action: Promotion Reason: C01 Promotion Current

*Job Code: I110D Correctional Security Officer Entry Date: 08/04/2008

Supervisor Level: Reports To:

*FullPart: Full-Time

*Officer Code: None

Shift Rate:

Shift Factor:

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

HALINA ABATE Organizational Relationship: EMP Person of Interest Type EmplID: 126985 Empl Rcd #: 0

Compensation Find First 1 of 1 Last

Effective Date: 08/04/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action: Promotion Reason: C01 Promotion Current

Compensation Rate: 2,457.830000 *Frequency: M

Comparative Information

Change Amount: 158.020000 USD Monthly Compa-Ratio:

Change Percent: 6.871

Pay Rates

Pay Components Customize | Find | First

Amounts	Controls	Changes	Conversion
*Rate Code	Seq	Comp Rate	Currency Frequency Percent
1 NAANNL	0	29,493.960000	USD A

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

HALINA ABATE Organizational Relationship: EMP Person of Interest Type EmplID: 126985 Empl Rcd #: 0

State of Oklahoma Job Data Find

Effective Date: 08/04/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action: Promotion Reason: C01 Promotion

Common Fields Special Use Fields

Division: 130 Special Use 1: I100 Special Use 2:

Worker's Comp Code: 7720 Special Use 3: Special Use Date:

Cost Center Information Customize | Find | View All | First 1 of 1 Last

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

Remarks:
Employee to serve six month trial period. RDO: Tue/Wed

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.

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

HARRISON LOSH Organizational Relationship: EMP Person of Interest Type EmplID: 133632 Empl Rcd #: 0

Work Location Find First 1 of 9

HR Status: Active Payroll Status: Active [Go To Row](#)

*Effective Date: 11/16/2008 Sequence: 0 *Job Indicator: Primary Job

*Action: Detail *Reason: C02 Detail to Special Duty Current Cert Nbr

Last Start Date: 04/26/1982 Termination Date:

Expected Job End Date:

Position Number: 83000057 Human Resources Programs Position Entry Date: 11/16/2008

[Use Position Data](#) Unclassified Cite Code:

*Regulatory Region: USA United States

Company: 830 Dept of Human Services

*Business Unit: 83000 Department of Human Service

*Department: 3800001 Child Support Enforcement

*Location: A7A01 CSED-Administration

*Establishment ID: 000001 State of Oklahoma

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

HARRISON LOSH Organizational Relationship: EMP Person of Interest Type EmplID: 133632 Empl Rcd #: 0

Job Information Find First 1 of 9 Last

Effective Date: 11/16/2008 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: Detail Reason: C02 Detail to Special Duty Current

*Job Code: C32B Human Resources Programs Entry Date: 11/16/2008

Supervisor Level:

Reports To:

*Regular/Temporary: Regular

Empl Class: Perm Class

*Full/Part: Full-Time

*Officer Code: None

Shift Rate:

Shift Factor:

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

HARRISON LOSH Organizational Relationship: EMP Person of Interest Type EmplID: 133632 Empl Rcd #: 0

Salary Plan Find First 1 of 9 Last

Effective Date: 11/16/2008 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: Detail Reason: C02 Detail to Special Duty Current

Salary Administration: CLAS Grade: N Grade Entry Date: 11/16/2008

Includes Wage Progression Rule: Step: Step Entry Date:

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

HARRISON LOSH Organizational Relationship: EMP Person of Interest Type EmplID: 133632 Empl Rcd #: 0

Compensation Find First 1 of 9 Last

Effective Date: 11/16/2008 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: Detail Reason: C02 Detail to Special Duty Current

Compensation Rate: 3,954.950000 *Frequency: M Monthly

Comparative Information

Change Amount: 837.960000 USD Monthly Compa-Ratio: 0.85

Change Percent: 26.884

Pay Rates

[Default Pay Components](#)

Pay Components Customize | Find | First 1 of 1 Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	47,459.400000	USD	A	

Compensation

Must give employee no less than 5% and no more than 20% or up to the maximum hiring range.

C03 Voluntary Demotion: Demotion-Classified

Required: Letter Signed By Employee
Merit Rule: 530:10-11-76

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.

Work Location Find First 1 of 7 Last

HR Status: Active Payroll Status: Active Go To Row

*Effective Date: 10/01/2008 Sequence: 1 *Job Indicator: Primary Job

*Action: Demotion *Reason: C03 Voluntary Demotion Current Cert Nbr

Last Start Date: 09/24/1992 Termination Date:

Expected Job End Date

Position Number: 65001910 Patient Care Assistant

Use Position Data Unclassified Cite Code:

*Regulatory Region: USA United States

Company: 650 Dept of Veteran Affairs

*Business Unit: 65000 Department of Veterans Affairs

*Department: 0600007 Lawton Veterans Center

*Location: 7 Lawton/Ft. Sill Veterans Center

*Establishment ID: 000001 State of Oklahoma

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefit](#)

Work Location Job Information Payroll Salary Plan Compensation MDC Job Data

HANNAH BEECHAM Organizational Relationship: EMP Person of Interest Type EmplID: 147938 Empl Rcd #: 0

Job Information Find First 1 of 7 Last

Effective Date: 10/01/2008 Effective Sequence: 1 Job Indicator: Primary Job Go To Row

Action: Demotion Reason: C03 Voluntary Demotion Current

*Job Code: Y10A Patient Care Assistant Entry Date: 10/01/2008

Supervisor Level: Reports To:

*Regular/Temporary: Regular *Full/Part: Full-Time

Empl Class: Perm Class *Officer Code: None

*Regular Shift: N/A Shift Rate: Shift Factor:

Work Location Job Information Payroll Salary Plan Compensation MDC Job Data

HANNAH BEECHAM Organizational Relationship: EMP Person of Interest Type EmplID: 147938 Empl Rcd #: 0

Salary Plan Find First 1 of 7 Last

Effective Date: 10/01/2008 Effective Sequence: 1 Job Indicator: Primary Job Go To Row

Action: Demotion Reason: C03 Voluntary Demotion Current

Salary Administration Plan: CLAS Grade: D Grade Entry Date: 10/01/2008

Step Entry Date:

Compensation

No increase in Pay.
 Pay may be the same or reduced.

Work Location Job Information Payroll Salary Plan Compensation MDC Job Data

HANNAH BEECHAM Organizational Relationship: EMP Person of Interest Type EmplID: 147938 Empl Rcd #: 0

Compensation Find First 1 of 7 Last

Effective Date: 10/01/2008 Effective Sequence: 1 Job Indicator: Primary Job Go To Row

Action: Demotion Reason: C03 Voluntary Demotion Current

Compensation Rate: 1,882.400000 *Frequency: M Monthly

Comparative Information

Change Amount: -427.715500 USD

Change Percent: -18.515

Pay Rates

Default Pay Components

Pay Components

Amounts Controls Changes Conversion

*Rate Code	Seq	Comp Rate
1 NAANNL	0	22,588.800000

Calculate Compensation

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefit](#)

Work Location Job Information Payroll Salary Plan Compensation MDC Job Data

HANNAH BEECHAM Organizational Relationship: EMP Person of Interest Type EmplID: 147938 Empl Rcd #: 0

State of Oklahoma Job Data Find First 1 of 1 Last

Effective Date: 10/01/2008 Effective Sequence: 1 Job Indicator: Primary Job

Action: Demotion Reason: C03 Voluntary Demotion

Common Fields

Division: 0607

Worker's Comp Code: 8833

Special Use Fields

Special Use 1: Special Use 2: Special Use 3: Special Use Date:

Cost Center Information Customize | Find | View All | First 1 of 1 Last

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

Remarks:

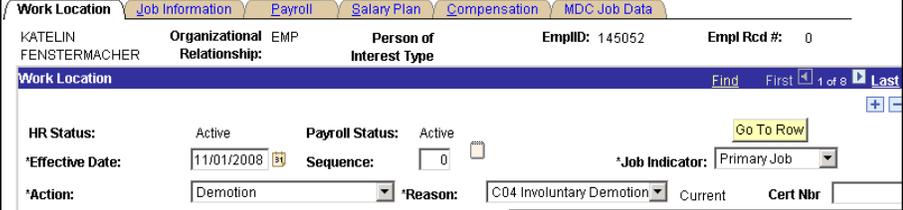
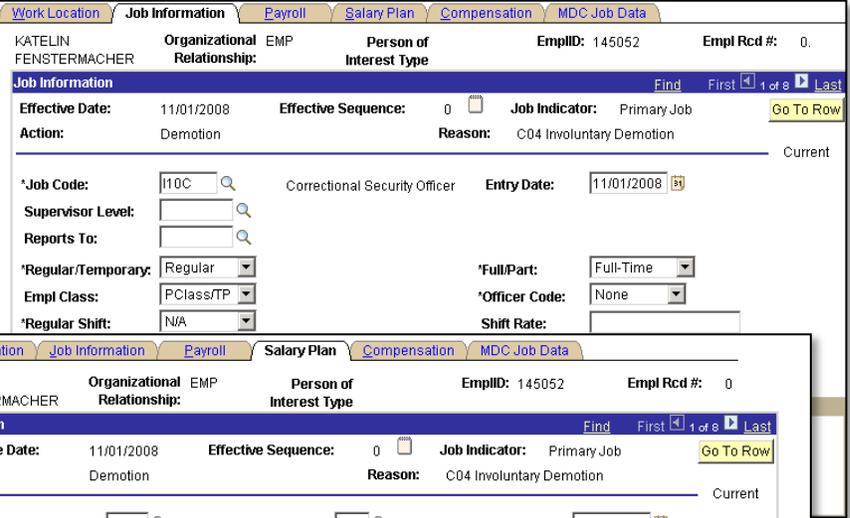
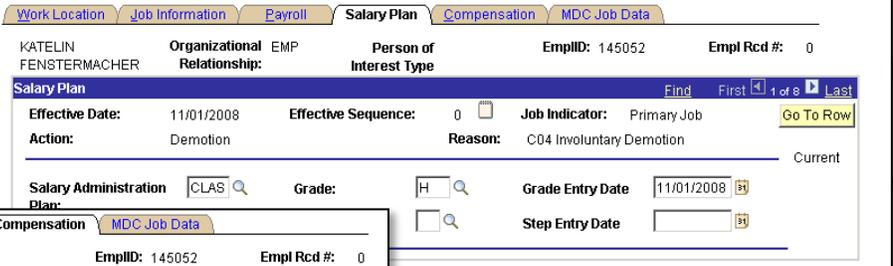
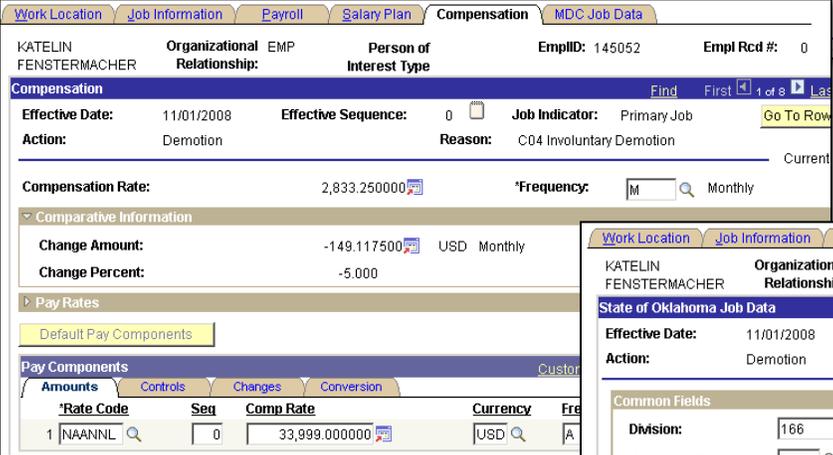
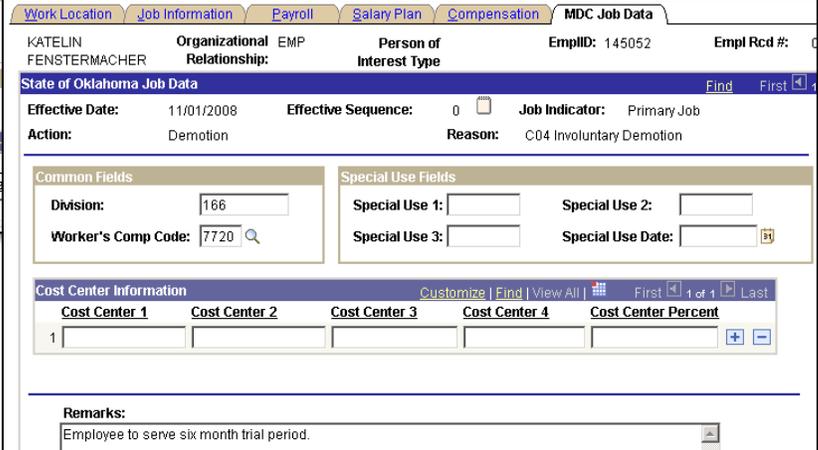
Par #58 Pay reduction due to voluntary demotion from PCA II to PCA I

C04 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

Work Location/Job Information
Verify PIN/Level/JFD changes.

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.

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

LINN BRUMBACK Organizational Relationship: EMP Person of Interest Type EmplID: 139834 Empl Rcd #: 0

Work Location Find First 1 of 7

HR Status: Active Payroll Status: Active **Go To Row**

*Effective Date: 11/23/2008 Sequence: 0 *Job Indicator: Primary Job

*Action: Transfer *Reason: C05 IntraAgenc Lateral Ni Current Cert Nbr

Last Start Date: 07/10/2006 Termination Date:

Expected Job End Date: Position Number: 45200062 Administrative Technician

Use Position Data Unclassified Cite Code:

*Regulatory Region: USA United States

Company: 452 Mental Health & Substance Abuse

*Business Unit: 45200 Department of Mental Health

*Department: 4004050 Norman Adoles Sub Abuse Trtm

*Location: 50NAC Norman Adolescent Center

*Establishment ID: 000001 State of Oklahoma

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

LINN BRUMBACK Organizational Relationship: EMP Person of Interest Type EmplID: 139834 Empl Rcd #: 0

Job Information Find First 1 of 1

Effective Date: 11/23/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action: Transfer Reason: C05 IntraAgenc Lateral New JFD

*Job Code: E16A Administrative Technician Entry Date: 11/23/2008

Supervisor Level:

Reports To:

*Regular/Temporary: Regular *Full/Part: Full-Time

Empl Class: PClass/TP *Officer Code: None

*Regular Shift: N/A Shift Rate:

Shift Factor:

Salary plan

Verify in same pay band from previous record.

Compensation

May provide up to 5% increase in salary.

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

LINN BRUMBACK Organizational Relationship: EMP Person of Interest Type EmplID: 139834 Empl Rcd #: 0

Salary Plan Find First 1 of 7 Last

Effective Date: 11/23/2008 Effective Sequence: 0 Job Indicator: Primary Job **Go To Row**

Action: Transfer Reason: C05 IntraAgenc Lateral New JFD

Salary Administration: CLAS Grade: D Grade E

Includes Wage Progression Rule Step: Step E

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

LINN BRUMBACK Organizational Relationship: EMP Person of Interest Type EmplID: 139834 Empl Rcd #: 0

Compensation Find First 1 of 7 Last

Effective Date: 11/23/2008 Effective Sequence: 0 Job Indicator: Primary Job **Go To Row**

Action: Transfer Reason: C05 IntraAgenc Lateral New JFD Current

Compensation Rate: 711.480000 *Frequency: B Biweekly

Changes Conversion Customize | Find | First 1 of 1 Last

Comp Rate	Currency	Frequency	Percent
18,498.480000	USD	A	

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

LINN BRUMBACK Organizational Relationship: EMP Person of Interest Type EmplID: 139834 Empl Rcd #: 0

Compensation Find First 1 of 1

Effective Date: 07/01/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action: Data Chg Reason: Change of Funding - Fiscal Yr

Compensation Rate: 711.480000 *Frequency: B Biweekly

Comparative Information

Change Amount: 0.000000 USD Biweekly Compa-Ratio:

Change Percent: 0.000

Pay Rates

Default Pay Components

Pay Components Customize | Find | First 1 of 1

Amounts	Controls	Changes	Conversion
*Rate Code	Seq	Comp Rate	Currency Frequency Percent
1 NAANNL	0	18,498.480000	USD A

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.

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	59,976.000000	USD	A	

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.

CLARIBEL KRAVITZ Organizational Relationship: EMP Person of Interest Type EmplID: 124282 Empl Rcd #: 0

Work Location Find First 2 of 9 Last

HR Status: Active Payroll Status: Active Go To Row

*Effective Date: 10/15/2008 Sequence: 0 *Job Indicator: Primary Job

*Action: Transfer *Reason: C09 Reallocation/Lateral History Cert Nbr

Last Start Date: 11/05/1984 Termination Date:

Expected Job End Date: Position Number: 83003258 Accountant

Use Position Data Unclassified Cite Code:

*Regulatory Region: USA United States

Company: 830 Dept of Human Services

*Business Unit: 83000 Department of Human Ser

*Department: 2900001 Administration

*Location: D5801 FIN-Claims Auditing

*Establishment ID: 000001 State of Oklahoma

CLARIBEL KRAVITZ Organizational Relationship: EMP Person of Interest Type EmplID: 124282 Empl Rcd #: 0

Job Information Find First 2 of 9 Last

Effective Date: 10/15/2008 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: Transfer Reason: C09 Reallocation/Lateral Trans History

*Job Code: D14D Accountant Entry Date: 10/15/2008

Supervisor Level: Reports To: *Regular/Temporary: Regular *Full/Part: Full-Time

Empl Class: Perm Class *Officer Code: None Shift Rate: Shift Factor:

*Regular Shift: N/A

CLARIBEL KRAVITZ Organizational Relationship: EMP Person of Interest Type EmplID: 124282 Empl Rcd #: 0

Job Information Find First 3 of 3 Last

Effective Date: 07/01/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action: Data Chg Reason: Change of Funding - Fiscal Yr

*Job Code: E12B Administrative Programs Ofcr Entry Date: 11/05/1984

Supervisor Level: Reports To: *Regular/Temporary: Regular *Full/Part: Full-Time

Empl Class: Perm Class *Regular Shift: N/A

Salary Plan

Verify Pay Band stays the same.

CLARIBEL KRAVITZ Organizational Relationship: EMP Person of Interest Type EmplID: 124282 Empl Rcd #: 0

Salary Plan Find First 3 of 9 Last

Effective Date: 07/01/2008 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: Data Chg Reason: Change of Funding - Fiscal Yr History

Salary Administration CLAS Grade: L Grade Entry Date: 11/05/1984

Step: Step Entry Date:

Compensation

May provide up to 5% increase in Salary.

CLARIBEL KRAVITZ Organizational Relationship: EMP Person of Interest Type EmplID: 124282 Empl Rcd #: 0

Compensation Find First 2 of 9 Last

Effective Date: 10/15/2008 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: Transfer Reason: C09 Reallocation/Lateral Trans History

Compensation Rate: 3,315.500000 *Frequency: M Monthly

Comparative Information

Change Amount: 0.000000 USD Monthly Compa-Ratio: 0.88

Change Percent: 0.000

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.

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

KEIKO HARMER Organizational Relationship: EMP Person of Interest Type EmplID: 118934 Empl Rcd #: 0

Work Location Find First 1 of 7 Last

HR Status: Active Payroll Status: Active Go To Row

*Effective Date: 10/30/2008 Sequence: 0 *Job Indicator: Primary Job

*Action: Transfer *Reason: C10 Return to Prev. Positi Current Cert Nbr

Last Start Date: 12/11/2000 Termination Date:

Expected Job End Date

Position Number: 83009191 Optical Imaging Specialist

Use Position Data Unclassified Cite Code:

*Regulatory Region: USA United States

Company: 830 Dept of Human Services

*Business Unit: 83000 Department of Human Serv

*Department: 2900001 Administration

*Location: D6D01 SSD-Departmental Serv Ad

*Establishment ID: 000001 State of Oklahoma

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

KEIKO HARMER Organizational Relationship: EMP Person of Interest Type EmplID: 118934 Empl Rcd #: 0

Job Information Find First 1 of 7 Last

Effective Date: 10/30/2008 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: Transfer Reason: C10 Return to Prev. Position Current

*Job Code: E36B Optical Imaging Specialist Entry Date: 10/30/2008

Supervisor Level:

Reports To:

*Regular/Temporary: Regular

*Full Part: Full-Time

*Officer Code: None

Shift Rate:

Shift Factor:

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

KEIKO HARMER Organizational Relationship: EMP Person of Interest Type EmplID: 118934 Empl Rcd #: 0

Job Information Find First 2 of 7 Last

Effective Date: 10/06/2008 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: Promotion Reason: C01 Promotion History

*Job Code: H20A Social Services Specialist Entry Date: 10/06/2008

Supervisor Level:

Reports To:

*Regular/Temporary: Regular

Empl Class: PClass/TP

*Regular Shift: N/A

Standard Hours

Standard Hours: 40.00

Work Period: W Week

FTE: 1.000000

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

KEIKO HARMER Organizational Relationship: EMP Person of Interest Type EmplID: 118934 Empl Rcd #: 0

Compensation Find First 1 of 7 Last

Effective Date: 10/30/2008 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: Transfer Reason: C10 Return to Prev. Position Current

Compensation Rate: 2,224.267500 *Frequency: M Monthly

Comparative Information

Change Amount: -111.213300 USD Monthly Compa-Ratio: 1.04

Change Percent: -4.762

Pay Rates

Default Pay Components

Pay Components Customize | Find | First 1 of 4 Last

Amounts Controls Changes Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	26,691.210000	USD	A	

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.

Work Location Job Information Payroll Salary Plan Compensation MDC Job Data

SHERRY ABADIE Organizational EMP Person of EmpID: 137597 Empl Rcd #: 0
Relationship: Interest Type

Compensation Find First 3 of 9 Last
Effective Date: 08/01/2007 Effective Sequence: 0 Job Indicator: Primary Job Go To Row
Action: End of Det Reason: C12 End of Detail/Temp Assign History
Compensation Rate: 4,101.300000 *Frequency: M Monthly
Comparative Information
Pay Rates
Default Pay Components

Pay Components Customize Find First 1 of 1 Last
Amounts Controls Changes Conversion
*Rate Code Seq Comp Rate Currency Frequency Percent
1 NAANNL 0 49,215.600000 USD A
Calculate Compensation

Compensation

Verify Employee is returning to previous Salary.

Work Location Job Information Payroll Salary Plan Compensation MDC Job Data

SHERRY ABADIE Organizational EMP Person of EmpID: 137597 Empl Rcd #: 0
Relationship: Interest Type

Compensation Find First 4 of 9 Last
Effective Date: 07/01/2007 Effective Sequence: 0 Job Indicator: Primary Job Go To Show next
Action: Detail Reason: C02 Detail to Special Duty History
Compensation Rate: 4,306.370000 *Frequency: M Monthly
Comparative Information
Pay Rates
Default Pay Components

Pay Components Customize Find First 1 of 1 Last
Amounts Controls Changes Conversion
*Rate Code Seq Comp Rate Currency Frequency Percent
1 NAANNL 0 51,676.440000 USD A
Calculate Compensation

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.

Work Location	Job Information	Payroll	Salary Plan	Compensation	MDC Job Data
CHRISSEY CABA Organizational Relationship: EMP Person of Interest Type EmplID: 155888 Empl Rcd #: 0					
Work Location Find First 1 of 1 Last					
HR Status:	Active	Payroll Status:	Active	<input type="button" value="Go To Row"/>	
*Effective Date:	09/18/2008	Sequence:	0	*Job Indicator: Primary Job	
*Action:	Promotion	*Reason:	C16 Career Progression	Current	Cert Nbr
Last Start Date:	09/17/2007	Termination Date:			
Expected Job End Date		Position Number:	83003445	Social Services Specialist	
<input type="button" value="Use Position Data"/>		Unclassified Cite Code:			
*Regulatory Region:	USA	United States			
Company:	830	Dept of Human Services			
*Business Unit:	83000	Department of Human Services			
*Department:	3700001	Field Operations			
*Location:	01C07	Adair-FO F5			
*Establishment ID:	000001	State of Oklahoma			

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.

Work Location	Job Information	Payroll	Salary Plan	Compensation	MDC Job Data
CHRISSEY CABA Organizational Relationship: EMP Person of Interest Type EmplID: 155888 Empl Rcd #: 0					
Job Information Find First 1 of 1 Last					
Effective Date:	09/18/2008	Effective Sequence:	0	Job Indicator:	Primary Job
Action:	Promotion	Reason:	C16 Career Progression	Current	
*Job Code:	H20B	Social Services Specialist	Entry Date:	09/18/2008	
Supervisor Level:		Reports To:			
*Regular/Temporary:	Regular	*FullPart:	Full-Time		
Empl Class:	Perm Class	*Officer Code:	None	Shift Rate:	
*Regular Shift:	N/A	Shift Factor:			
Standard Hours					
Standard Hours:	40.00	Work Period:	W	Weekly	

Compensation

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

Work Location	Job Information	Payroll	Salary Plan	Compensation	MDC Job Data
MYRL HENTZ Organizational Relationship: EMP Person of Interest Type EmplID: 129341 Empl Rcd #: 0					
Job Information Find First 1 of 11 Last					
Effective Date:	12/01/2008	Effective Sequence:	0	Job Indicator:	Primary Job
Action:	Promotion	Reason:	C07 Reallocation Promotion	Current	
*Job Code:	E12D	Administrative Programs Ofcr	Entry Date:	12/01/2008	
Supervisor Level:		Reports To:			
*Regular/Temporary:	Regular	*FullPart:	Full-Time		
Empl Class:	Perm Class	*Officer Code:	None	Shift Rate:	
*Regular Shift:	N/A	Shift Factor:			
Standard Hours					
Standard Hours:	40.00	Work Period:	W	Weekly	
FTE:	1.000000				

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

Statue: 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.

The screenshot displays a compensation management system interface for employee CARA TESTON. The interface includes tabs for Work Location, Job Information, Payroll, Salary Plan, Compensation, and MDC Job Data. Key fields include:

- Organizational Relationship: EMP
- Person of Interest Type: Person of Interest Type
- EmpID: 143260
- Empl Rcd #: 0
- Effective Date: 07/01/2008
- Effective Sequence: 1
- Job Indicator: Primary Job
- Action: Pay Rt Chg
- Reason: C25 Unclassfd SALeg. & Other
- Compensation Rate: 5,333.330000
- *Frequency: M Monthly
- Change Amount: 166.660000 USD Monthly
- Change Percent: 3.226
- Compa-Ratio: (blank)
- Pay Rates: (expandable section)
- Default Pay Components: (expandable section)
- Pay Components table:

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	63,999.960000	USD	A	

C26 Completion Prob/Trial Period & Pay Increase: Completion of Probation/Trial-Classified

Remove Probationary Date in Employment Data Merit Rule: 530:10-7-22

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

Work Location
 KRISTI HASTON Organizational Relationship: EMP Person of Interest Type EmplID: 158649 Empl Rcd #: 0

HR Status: Active Payroll Status: Active **Go To Row**

*Effective Date: 11/01/2008 Sequence: 0 *Job Indicator: Primary Job

*Action: Completion of Prob/Trial *Reason: C26 Perm Status W/Salar Current Cert Nbr

Last Start Date: 03/10/2008 Termination Date:

Expected Job End Date: Position Number: 34501478 Automotive/Engine Mechanic

Use Position Data Unclassified Cite Code:

*Regulatory Region: USA United States
 Company: 345 State Dept of Transportat
 *Business Unit: 34500 Department of Transportat
 *Department: 3100001 Operations
 *Location: 2-0215A Equipment Shop
 *Establishment ID: 000001 State of Oklahoma

Job Information
 KRISTI HASTON Organizational Relationship: EMP Person of Interest Type EmplID: 158649 Empl Rcd #: 0

Effective Date: 11/01/2008 Effective Sequence: 0 Job Indicator: Primary Job **Go To Row**

Action: Compl Prob Reason: C26 Perm Status W/Salary Incr Current

*Job Code: F47C Automotive/Engine Mechanic Entry Date: 03/10/2008

Supervisor Level: Reports To: *Regular/Temporary: Regular *FullPart: Full-Time

Empl Class: Perm Class *Officer Code: None

*Regular Shift: N/A Shift Rate: Shift Factor:

Standard Hours
 Standard Hours: 40.00
 Work Period: W Weekly
 FTE: 1.000000

Job Information

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

Compensation
 KRISTI HASTON Organizational Relationship: EMP Person of Interest Type EmplID: 158649 Empl Rcd #: 0

Effective Date: 11/01/2008 Effective Sequence: 0 Job Indicator: Primary Job **Go To Row**

Action: Compl Prob Reason: C26 Perm Status W/Salary Incr Current

Compensation Rate: 2,810.680000 *Frequency: M Monthly

Comparative Information
 Change Amount: 133.834710 USD Monthly Compa-Ratio: 1.09
 Change Percent: 5.000

Pay Rates
 Default Pay Components

Pay Components
 Customize | Find | First | 1 of 1 | Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	33,728.160000	USD	A	

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

Work Location		Job Information		Payroll		Salary Plan		Compensation		MDC Job Data																																																																									
SYREETA SMITHWICK		Organizational Relationship:	EMP	Person of Interest Type		EmplID:	108565	Empl Rcd #:	0																																																																										
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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.

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

CHRISSEY KRIEBEL | Organizational Relationship: EMP | Person of Interest Type | EmplID: 134222 | Empl Rcd #: 0

HR Status: Active | Payroll Status: Active | Go To Row

*Effective Date: 10/09/2008 | Sequence: 0 | *Job Indicator: Primary Job

*Action: Pay Rate Change | *Reason: C29 Skill Based Pay Adju: Current | Cert Nbr

Last Start Date: 01/19/2000 | Termination Date:

Expected Job End Date: | Position Number: 83006886 | Child Support Specialist

*Regulatory Region: USA | United States

*Company: 830 | Dept of Human Services

*Business Unit: 83000 | Department of Human Serv

*Department: 3800001 | Child Support Enforcement

*Location: 69C16 | Stephens-CSE

*Establishment ID: 000001 | State of Oklahoma

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

CHRISSEY KRIEBEL | Organizational Relationship: EMP | Person of Interest Type | EmplID: 134222 | Empl Rcd #: 0

Compensation | Find | First | 1 of 9 | Last

Effective Date: 10/09/2008 | Effective Sequence: 0 | Job Indicator: Primary Job | Go To Row

Action: Pay Rt Chg | Reason: C29 Skill Based Pay Adjustment | Current

Compensation Rate: 2,778.550000 | *Frequency: M Monthly

Comparative Information

Change Amount:	200.000000	USD	Monthly	Compa-Ratio:	0.88
Change Percent:	7.756				

Pay Rates

Default Pay Components

Pay Components | Customize | Find | First | 1 of 2 | Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	30,942.600000	USD	A	
2 SBPFLT	0	200.000000	USD	M	

Calculate Compensation

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Compensation

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

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

CHRISSEY KRIEBEL | Organizational Relationship: EMP | Person of Interest Type | EmplID: 134222 | Empl Rcd #: 0

State of Oklahoma Job Data | Find | First | 1 of 1 | Last

Effective Date: 10/09/2008 | Effective Sequence: 0 | Job Indicator: Primary Job

Action: Pay Rt Chg | Reason: C29 Skill Based Pay Adjustment

Common Fields

Division: 769C16 | Worker's Comp Code:

Special Use Fields

Special Use 1: | Special Use 2: | Special Use 3: | Special Use Date:

Cost Center Information | Customize | Find | View All | First | 1 of 1 | Last

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

Remarks:

C29[CSE, OPM approved 07/01/2007

MDC Remarks

Needs comments explaining SKBP & effective date

C31 Lateral Transfer, Same Agency, JFD & Level: Transfer- Classified

Merit Rule: 530:10-7-14/530:10-11-71

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

LORELEI APPELL Organizational Relationship: EMP Person of Interest Type EmplID: 137592 Empl Rcd #: 0

Work Location Find First 1 of 7 Last

HR Status: Active Payroll Status: Active **Go To Row**

*Effective Date: 07/20/2008 Sequence: 0 *Job Indicator: Primary Job

*Action: Transfer *Reason: C31 IntraAgency Same JF Current Cert Nbr

Last Start Date: 05/04/1992 Termination Date:

Expected Job End Date

Position Number: 45200450 Licensed Practical Nurse

Override Position Data Unclassified Cite Code:

Regulatory Region: USA United States

Company: 452 Mental Health & Substance Abus

Business Unit: 45200 Department of Mental Health

Department: 3003027 Central OK CMHC

Location: 06ERC Central Oklahoma CMHC

*Establishment ID: 000001 State of Oklahoma

Work Location

Verify that Location changes. Pin may or may not change.

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

LORELEI APPELL Organizational Relationship: EMP Person of Interest Type EmplID: 137592 Empl Rcd #: 0

Job Information Find First 1 of 7 Last

Effective Date: 07/20/2008 Effective Sequence: 0 Job Indicator: Primary Job **Go To Row**

Action: Transfer Reason: C31 IntraAgency Same JFD & Lvl Current

Job Code: Y11B Licensed Practical Nurse Entry Date: 05/04/1992

Supervisor Level:

Reports To:

Regular/Temporary: Regular Full/Part: Full-Time

Empl Class: PClass/TP *Officer Code: None

Regular Shift: N/A Shift Rate:

Shift Factor:

Standard Hours

Standard Hours: 40.00

Work Period: W Weekly

FTE: 1.000000

Job Information

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

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

LORELEI APPELL Organizational Relationship: EMP Person of Interest Type EmplID: 137592 Empl Rcd #: 0

Salary Plan Find First 1 of 7 Last

Effective Date: 07/20/2008 Effective Sequence: 0 Job Indicator: Primary Job **Go To Row**

Action: Transfer Reason: C31 IntraAgency Same JFD & Lvl Current

Salary Administration Plan: CLAS Grade: H Grade Entry Date: 05/04/1992

Includes Wage Progression Rule Step: Step Entry Date:

Job Data Employment Data Earnings Distribution Benefits Program Participation

Compensation

May provide up to 5% increase in Salary.

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

LORELEI APPELL Organizational Relationship: EMP Person of Interest Type EmplID: 137592 Empl Rcd #: 0

Compensation Find First 1 of 7 Last

Effective Date: 07/20/2008 Effective Sequence: 0 Job Indicator: Primary Job **Go To Row**

Action: Transfer Reason: C31 IntraAgency Same JFD & Lvl Current

Compensation Rate: 1,228.080000 *Frequency: Biweekly

Comparative Information

Change Amount: 0.000000 USD Biweekly Compa-Ratio: 1.03

Change Percent: 0.000

Pay Rates

Default Pay Components

Pay Components Customize | Find | First 1 of 1 Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	31,930.080000	USD	A	

C40 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.

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

KENIA HESLIN Organizational Relationship: EMP Person of Interest Type EmplID: 138892 Empl Rcd #: 0

Work Location Find First 1 of 8

HR Status: Active Payroll Status: Active [Go To Row](#)

*Effective Date: 11/06/2008 Sequence: 0 *Job Indicator: Primary Job

*Action: Data Change *Reason: C40 Full to Part Time Current Cert Nbr

Last Start Date: 10/02/1989 Termination Date:

Expected Job End Date: Position Number: 83011567 Information Systems Director

[Use Position Data](#) Unclassified Cite Code: E065

*Regulatory Region: USA United States

Company: 830 Dept of Human Services

*Business Unit: 83000 Department of Human Services

*Department: 7600001 Data Services Division

*Location: 89A01 DSD-Administration

*Establishment ID: 000001 State of Oklahoma

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

KENIA HESLIN Organizational Relationship: EMP Person of Interest Type EmplID: 138892 Empl Rcd #: 0

Job Information Find First 1 of 8 Last

Effective Date: 11/06/2008 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: Data Chg Reason: C40 Full to Part Time Current

*Job Code: 0379 Information Systems Director Entry Date: 10/02/1989

Supervisor Level: SUPVR Supervisor

Reports To:

*Regular/Temporary: Regular *Full/Part: Part-Time

Empl Class: Unclass *Officer Code: None

*Regular Shift: N/A Shift Rate: Shift Factor:

Standard Hours

Standard Hours: 20.00

Work Period: W Weekly

FTE: 0.500000

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

KENIA HESLIN Organizational Relationship: EMP Person of Interest Type EmplID: 138892 Empl Rcd #: 0

Job Information Find First 2 of 8 Last

Effective Date: 11/05/2008 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: Data Chg Reason: C90 Position Number Chg Only History

*Job Code: 0379 Information Systems Director Entry Date: 10/02/1989

Supervisor Level: SUPVR Supervisor

Reports To:

*Regular/Temporary: Regular *Full/Part: Full-Time

Empl Class: Unclass *Officer Code: None

*Regular Shift: N/A

Standard Hours

Standard Hours: 40.00

Work Period: W Weekly

FTE: 1.000000

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

KENIA HESLIN Organizational Relationship: EMP Person of Interest Type EmplID: 138892 Empl Rcd #: 0

Compensation Find First 1 of 8 Last

Effective Date: 11/06/2008 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: Data Chg Reason: C40 Full to Part Time Current

Compensation Rate: 3,031.875000 *Frequency: M Monthly

Comparative Information

Change Amount:	-3,031.875000	USD	Monthly	Compa-Ratio:
Change Percent:	-50.000			

Pay Rates

Default Pay Components

Pay Components Customize | Find | First 1 of 1 | Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	36,382.500000	USD	A	

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

DONA HOVE Organizational Relationship: EMP Person of Interest Type EmplID: 128762 Empl Rcd #: 0

Work Location Find First 1 of 1

HR Status: Active Payroll Status: Active [Go To Row](#)

*Effective Date: 11/17/2008 Sequence: 0 *Job Indicator: Primary Job

*Action: Data Change *Reason: C41 Part to Full Time Current Cert Nbr

Last Start Date: 09/02/1980 Termination Date:

Expected Job End Date: Position Number: 83000581 Training Specialist Position Entry Date: 09/02/1980

[Use Position Data](#) Unclassified Cite Code:

*Regulatory Region: USA United States

Company: 830 Dept of Human Services

*Business Unit: 83000 Department of Human Services

*Department: 2200001 Developmentally Disabled Sv

*Location: 81C01 DDS-Area III-Administration P

*Establishment ID: 000001 State of Oklahoma

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

DONA HOVE Organizational Relationship: EMP Person of Interest Type EmplID: 128762 Empl Rcd #: 0

Job Information Find First 1 of 1 Last

Effective Date: 11/17/2008 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: Data Chg Reason: C41 Part to Full Time Current

*Job Code: C41B Training Specialist Entry Date: 09/02/1980

Supervisor Level: Reports To: *Regular/Temporary: Regular

Empl Class: Perm Class *Full/Part: Full-Time

*Regular Shift: N/A *Officer Code: None

Shift Rate: Shift Factor:

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

DONA HOVE Organizational Relationship: EMP Person of Interest Type EmplID: 128762 Empl Rcd #: 0

Compensation Find First 1 of 7 Last

Effective Date: 11/17/2008 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: Data Chg Reason: C41 Part to Full Time Current

Compensation Rate: 3,384.960000 *Frequency: M Monthly

Comparative Information

Change Amount: 1,692.480000 USD Monthly Compa-Ratio: 1.08

Change Percent: 100.000

Pay Rates

[Default Pay Components](#)

Pay Components Customize | Find | First 1 of 1 Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	40,619.520000	USD	A	

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

C45 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.

The image displays two screenshots of a human resources system interface, likely Oracle HRMS, showing the configuration for a market adjustment.

Top Screenshot: Work Location Tab

- Work Location:** CARA TESTON
- Organizational Relationship:** EMP
- Person of Interest Type:** EMP
- EmplID:** 137755
- Empl Rcd #:** 0
- HR Status:** Active
- Payroll Status:** Active
- Effective Date:** 08/01/2008
- Sequence:** 0
- Job Indicator:** Primary Job
- Action:** Pay Rate Change
- Reason:** C45 Market Adjustment
- Current:**
- Cert Nbr:**
- Last Start Date:** 01/26/2006
- Termination Date:**
- Expected Job End Date:**
- Position Number:** 34500554
- Position:** Transportation Equip Operator
- Position Entry Date:** 01/26/2006
- Unclassified Cite Code:**
- Position Management Record:**
- Regulatory Region:** USA
- Company:** 345
- Business Unit:** 34500
- Department:** 3100001
- Location:** 4-0414A
- Establishment ID:** 000001
- Initials:** BRJ
- Review Date:** 08/15/2008
- Comments:** OPM - 14 Audit
- Market adjustment approved by OPM:**

Bottom Screenshot: Compensation Tab

- Effective Date:** 08/01/2008
- Effective Sequence:** 0
- Job Indicator:** Primary Job
- Action:** Pay Rt Chg
- Reason:** C45 Market Adjustment
- Current:**
- Compensation Rate:** 2,195.021710
- Frequency:** M Monthly
- Pay Components Table:**

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANL	0	26,340.260520	USD	A	

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.

MOISES HOGGE Organizational Relationship: EMP Person of Interest Type EmplID: 146862 Empl Rcd #: 0

Work Location Find First 3 of 11

HR Status: Active Payroll Status: Active [Go To Row](#)

*Effective Date: 11/19/2008 Sequence: 0 *Job Indicator: Primary Job

*Action: Probation *Reason: C50 Probation Extension/Adj History Cert Nbr

Last Start Date: 09/07/2007 Termination Date:

Expected Job End Date:

Position Number: 83006515 Social Services Specialist

[Use Position Data](#) Unclassified Cite Code:

*Regulatory Region: USA United States

Company: 830 Dept of Human Services

*Business Unit: 83000 Department of Human Servi

*Department: 3700001 Field Operations

*Location: 55C07 Oklahoma C-FO F3

*Establishment ID: 000001 State of Oklahoma

MOISES HOGGE Organizational Relationship: EMP Person of Interest Type EmplID: 146862 Empl Rcd #: 0

Job Information Find First 3 of 11 Last

Effective Date: 11/19/2008 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: Probation Reason: C50 Probation Extension/Adj History

*Job Code: H20A Social Services Specialist Entry Date: 09/24/2007

Supervisor Level:

Reports To:

*Regular/Temporary: Regular *Full Part: Full-Time

Empl Class: Prob Class *Officer Code: None

*Regular Shift: N/A Shift Rate:

Shift Factor:

Standard Hours

Standard Hours: 40.00

MOISES HOGGE Organizational Relationship: EMP Person of Interest Type EmplID: 146862 Empl Rcd #:

State of Oklahoma Job Data Find First 3

Effective Date: 11/19/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action: Probation Reason: C50 Probation Extension/Adj

Common Fields

Division: 055C45

Worker's Comp Code:

Special Use Fields

Special Use 1: 00/06/09 Special Use 2:

Special Use 3: Special Use Date:

Cost Center Information Customize | Find | View All | First 1 of 1 | Last

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

Remarks:

[H36]Probation period to be extended by the number of working days on LWOP in excess of 5 working days.[H38]Anticipated date of Permanent Status follows.[1 working day//11/20/2008

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.

Work Location	Job Information	Payroll	Salary Plan	Compensation	MDC Job Data
CARA TESTON	Organizational Relationship: EMP	Person of Interest Type	EmplID: 143310	Empl Rcd #: 0	
Job Information					
Effective Date:	09/06/2008	Effective Sequence:	0	Job Indicator:	Primary Job
Action:	Compl Prob	Reason:	C51 Permanent Status		
*Job Code:	I10D	Correctional Security Officer	Entry Date:		
Supervisor Level:					
Reports To:					
*Regular/Temporary:	Regular		*Full/Part:		
Empl Class:	Perm Class		*Officer Code:		
*Regular Shift:	N/A		Shift Rate:		

Compensation

Comparative Information should be zero.

Work Location	Job Information	Payroll	Salary Plan	Compensation	MDC Job Data
CARA TESTON	Organizational Relationship: EMP	Person of Interest Type	EmplID: 143310	Empl Rcd #: 0	
Compensation					
Effective Date:	09/06/2008	Effective Sequence:	0	Job Indicator:	Primary Job
Action:	Compl Prob	Reason:	C51 Permanent Status		
Compensation Rate:	2,638.030500	*Frequency:	M	Monthly	
Comparative Information					
Change Amount:	0.000000	USD	Monthly	Compa-Ratio:	0.92
Change Percent:	0.000				
Pay Rates					
Default Pay Components					
Pay Components					
Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	31,656.366000	USD	A	

Employment Data

Verify that the probationary date has been removed.

Employment Information	
CARA TESTON	
Organizational Relationship: EMP	
Person of Interest Type	
EmplID: 143310	
Empl Rcd #: 0	
Organizational Instance	
Organizational Instance Rcd:	0
Original Start Date:	10/27/1998
Last Start Date:	10/27/1998
Termination Date:	
Org Instance Service Date:	10/27/1998
First Start Date:	10/27/1998
Years Months Days	10 2 10
Organizational Assignment Data	
Instance Record	
Last Assignment Start Date:	10/27/1998
First Assignment Start:	10/27/1998
Assignment End Date:	
Home/Host Classification:	Home
Company Seniority Date:	10/08/2004
Benefits Service Date:	10/27/1998
Probation Date:	
Longevity Date:	10/08/2003
Business Title:	Correctional Security Officer
Years Months Days	4 2 29
Reinstatement Date:	
Last Verification Date:	
Position Phone:	

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.

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

VERLENE PARTINGTON Organizational Relationship: EMP Person of Interest Type EmplID: 123558 Empl Rcd #: 0

Work Location Find First 1 of 12 Last

HR Status: Active Payroll Status: Active [Go To Row](#)

*Effective Date: 11/01/2008 Sequence: 0 *Job Indicator: Primary Job

*Action: Pay Rate Change *Reason: C60 Add Pay Differential Current Cert Nbr

Last Start Date: 04/19/2006 Termination Date:

Expected Job End Date: Position Number: 34501531 Transportation Equip C

[Use Position Data](#) Unclassified Cite Code:

*Regulatory Region: USA United States

Company: 345 State Dept of Transp

*Business Unit: 34500 Department of Transp

*Department: 3100001 Operations

*Location: 2-0211F Atoka County

*Establishment ID: 000001 State of Oklahoma

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

VERLENE PARTINGTON Organizational Relationship: EMP Person of Interest Type EmplID: 123558 Empl Rcd #: 0

Compensation Find First 1 of 12 Last

Effective Date: 11/01/2008 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: Pay Rt Chg Reason: C60 Add Pay Differential Current

Compensation Rate: 2,304.771710 *Frequency: M Monthly

Comparative Information

Change Amount: 109.750000 USD Monthly Compa-Ratio: 1.08

Change Percent: 5.000

Pay Rates

[Default Pay Components](#)

Pay Components Customize | Find | First 1 of 2 Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 345TPP	0	1,317.000000	USD	A	
2 NAANNL	0	26,340.260520	USD	A	

[as Distribution](#) [Benefits Program Participation](#)

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

VERLENE PARTINGTON Organizational Relationship: EMP Person of Interest Type EmplID: 123558 Empl Rcd #: 0

Compensation Find First 2 of 12 Last

Effective Date: 08/01/2008 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#) [Show ne](#)

Action: Pay Rt Chg Reason: C45 Market Adjustment History

Compensation Rate: 2,195.021710 *Frequency: M Monthly

Comparative Information

Change Amount: 197.731710 USD Monthly Compa-Ratio: 1.03

Change Percent: 9.900

Pay Rates

[Default Pay Components](#)

Pay Components Amunts | Controls | Changes | Conversion

Rate Code	Seq	Comp Rate	Curr
1 NAANNL	0	26,340.260520	USD

[Calculate Compensation](#)

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

VERLENE PARTINGTON Organizational Relationship: EMP Person of Interest Type EmplID: 123558 Empl Rcd #: 0

State of Oklahoma Job Data Find First 1 of 12 Last

Effective Date: 11/01/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action: Pay Rt Chg Reason: C60 Add Pay Differential Current

Common Fields

Division: 2-DIV2 Worker's Comp Code: 5611

Special Use Fields

Special Use 1: 507200 Special Use 2: 0211F10

Cost Center Information Customize | Find | View All | First 1 of 1 Last

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

Remarks:

ADD PAY DIFFERENTIAL

C61 Remove Pay Differential: Pay Rate Change- Classified/Unclassified

Merit Rule: 530:10-7-7

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

BUNNY GROSSE Organizational Relationship: EMP Person of Interest Type EmplID: 142145 Empl Rcd #: 0

Work Location Find First 2 of 17

HR Status: Active Payroll Status: Leave With Pay [Go To Row](#)

*Effective Date: 10/01/2008 Sequence: 1 *Job Indicator: Primary Job

*Action: Pay Rate Change *Reason: C61 Remove Pay Differen History Cert Nbr

Last Start Date: 12/09/2005 Termination Date:

Expected Job End Date: Expected Return Date:

Last Date Worked: 11/08/2007 Override Last Date Worked

Position Number: 34500364 Transportation Equip Operator Position Entry Date: 10/01/2008

[Use Position Data](#)

Unclassified City

*Regulatory Region: USA United States

Company: 345 State

*Business Unit: 34500 Department

*Department: 3100001 Operational

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

BUNNY GROSSE Organizational Relationship: EMP Person of Interest Type EmplID: 142145 Empl Rcd #: 0

Compensation Find First 2 of 17 Last

Effective Date: 10/01/2008 Effective Sequence: 1 Job Indicator: Primary Job [Go To Row](#)

Action: Pay Rt Chg Reason: C61 Remove Pay Differential History

Compensation Rate: 2,582.000000 *Frequency: M Monthly

Comparative Information

Change Amount: -129.100000 USD Monthly Compa-Ratio: 1.10

Change Percent: -4.762

Pay Rates

Default Pay Components

Pay Components Customize | Find | First 1 of 1 Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	30,984.000000	USD	A	

Compensation

Verify Pay Differential is removed.

C62 Change Existing Pay Differential: Pay Rate Change-Classified/Unclassified

Merit Rules: 530:10-7-7

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

NICHOLE DESSERT Organizational Relationship: EMP Person of Interest Type EmplID: 119625 Empl Rcd #: 0

Work Location Find First 1 of 12

HR Status: Active Payroll Status: Active Go To Row

*Effective Date: 10/16/2008 Sequence: 0 *Job Indicator: Primary Job

*Action: Pay Rate Change *Reason:

Last Start Date: 08/05/2002 Termination Date:

Expected Job End Date: Position Number: 83011915 Child Welfare Specialist

Use Position Data Unclassified Cite Code:

*Regulatory Region: USA United States

Company: 830 Dept of Human Services

*Business Unit: 83000 Department of Human S

*Department: 3700001 Field Operations

*Location: 72D68 Tulsa D-Cws F6

*Establishment ID: 000001 State of Oklahoma

Compensation
Verify pay changes.

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

NICHOLE DESSERT Organizational Relationship: EMP Person of Interest Type EmplID: 119625 Empl Rcd #: 0

Compensation Find First 1 of 12 Last

Effective Date: 10/16/2008 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: Pay Rt Chg Reason: C62 Change Existing Pay Diff Current

Compensation Rate: 2,909.900000 *Frequency: M Monthly

Comparative Information

Change Amount: 1.380200 USD Monthly Compa-Ratio: 0.85

Change Percent: 0.047

Pay Rates

Default Pay Components

Pay Components Customize | Find | First 1 of 1 Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	34,918.800000	USD	A	

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

NICHOLE DESSERT Organizational Relationship: EMP Person of Interest Type EmplID: 119625 Empl Rcd #: 0

State of Oklahoma Job Data Find First 1 of 12 Last

Effective Date: 10/16/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action: Pay Rt Chg Reason: C62 Change Existing Pay Diff Current

Common Fields

Division: 572D68 Worker's Comp Code:

Special Use Fields

Special Use 1: Special Use 2: Special Use 3: Special Use Date:

Cost Center Information Customize | Find | View All | First 1 of 1 Last

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

Remarks:
see PS note

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.

The image shows two overlapping screenshots of an HR system interface. The top screenshot displays a record card for a position change. The card includes the following information:

- Work Location:** GERTRUD MCTAGGART
- Organizational Relationship:** EMP
- Person of Interest Type:** EMP
- EmplID:** 107277
- Empl Rcd #:** 0
- HR Status:** Active
- Payroll Status:** Active
- *Effective Date:** 11/20/2008
- Sequence:** 0
- *Job Indicator:** Primary Job
- *Action:** Data Change
- *Reason:** C90 Position Number Ch
- Current:** Current
- Cert Nbr:** []
- Last Start Date:** 07/10/2006
- Termination Date:** []
- Expected Job End Date:** []
- Position Number:** 83007966
- Child Welfare Specialist**
- Position Entry Date:** 11/20/2008
- Use Position Data** (button)
- Unclassified Cite Code:** []
- Position Management Record** (checkbox)
- *Regulatory Region:** USA (United States)
- Company:** 830 (Dept of Human Services)
- *Business Unit:** 83000 (Department of Human Services)
- *Department:** 3700001 (Field Operations)
- *Location:** 42C07 (Logan-FO F1)
- *Establishment ID:** 000001 (State of Oklahoma)
- Initials:** BRJ
- Review Date:** 12/04/2008
- Comments:** OPM-14 Audit
- Initiator:** 134545
- Department Entry Date:** 07/10/2006

The bottom screenshot displays a similar record card for a different position change:

- Expected Job End Date:** []
- Position Number:** 83008642
- Child Welfare Specialist**
- Position Entry Date:** 08/25/2008
- Use Position Data** (button)
- Unclassified Cite Code:** []
- Position Management Record** (checkbox)
- *Regulatory Region:** USA (United States)
- Company:** 830 (Dept of Human Services)
- *Business Unit:** 83000 (Department of Human Services)
- *Department:** 3700001 (Field Operations)
- *Location:** 42C07 (Logan-FO F1)
- *Establishment ID:** 000001 (State of Oklahoma)
- Initials:** BRJ
- Review Date:** 09/04/2008
- Comments:** OPM-14 Audit
- Initiator:** 134545
- Department Entry Date:** 07/10/2006

L01 Leave without Pay: Leave of Absence- Classified/Unclassified

Merit Rule: 530:10-15-47

L02 Sick Leave without Pay: Leave of Absence- Classified/Unclassified

Merit Rules: 530:10-15-12/530:10-15-47

L03 Extension of Leave without Pay: Leave of Absence- Classified/Unclassified

Merit Rule: 530:10-15-47

L03 Extension of Leave with Pay: Leave of Absence- Classified/Unclassified

Required: Letter

Merit Rule: 530:10-11-120

L04 Military Leave with Pay: Paid Leave of Absence- Classified/Unclassified

Merit Rule: 530:10-15-44

L05 Military Leave without Pay: Leave of Absence- Classified/Unclassified

Merit Rules: 530:10-15-44/530:10-15-47

L06 Educational Leave With Pay: Paid Leave of Absence- Classified/Unclassified

Merit Rule: 530:10-15-42

L07 Educational Leave Without Pay: Leave of Absence- Classified/Unclassified

Merit Rules: 530:10-15-42/530:10-15-47

L08 Return from Leave With/Without Pay: Return From Leave- Classified/Unclassified

Merit Rule: 530:10-15-47

L09 LWOP Extension Disability: Leave Of Absence- Classified/Unclassified

Merit Rule: 530:10-15-47

L10 Furlough LWOP: Leave Of Absence- Classified/Unclassified

Merit Rule: 530:10-15-48

L11 Return from Furlough: Return From Leave- Classified/Unclassified

**L12 Supplemented Workers Compensation Leave (LWOP): Data Change-
Classified/Unclassified**

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

Employment Information				
CARA TESTON	Organizational Relationship:	EMP	Person of Interest Type	EmpID: 143305 Empl Rcd #: 0
Organizational Instance				
Organizational Instance Rcd:	0	Original Start Date:	01/02/1998	<input type="checkbox"/> Override
Last Start Date:	01/02/1998	First Start Date:	01/02/1998	
Termination Date:	06/30/2006	Years	Months	Days
Org Instance Service Date:	01/02/1998	<input type="checkbox"/> Override	8	5 29
Organizational Assignment Data				
<u>Instance Record</u>				
Last Assignment Start Date:	01/02/1998	First Assignment Start:	01/02/1998	
Assignment End Date:	06/30/2006			
Home/Host Classification:	Home	Years	Months	Days Time Reporter Data
Company Seniority Date:	01/02/1998	<input type="checkbox"/> Override	8	5 29
Benefits Service Date:	01/02/1998	<input type="checkbox"/> Override	8	5 29
Probation Date:	<input type="text"/>	Reinstatement Date:	11/30/2014	<input type="text"/>
Longevity Date:	01/02/1998	Last Verification Date:	<input type="text"/>	<input type="text"/>
Business Title:	<input type="text"/>	Position Phone:	<input type="text"/>	
▶ USA				

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

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

DELORA CABANA | Organizational Relationship: EMP | Person of Interest Type | EmplID: 105688 | Empl Rcd #: 0

Work Location | Find | First | 1 of 1

HR Status: Inactive | Payroll Status: Retired | [Go To Row](#)

*Effective Date: 09/01/2007 | Sequence: 0 | *Job Indicator: Primary Job

*Action: Retirement | *Reason: S02 Retirement | Current | Cert Nbr

Last Start Date: 02/28/1986 | Termination Date: 08/31/2007

Expected Job End Date: | Last Date Worked: 08/31/2007 | Override Last Date Worked

Position Number: 58501214 | Law Enforce Hwy Patrol Officer | Position Entry Date: 02/28/1986

[Use Position Data](#) | Unclassified Cite Code: | Position Management Record

*Regulatory Region: USA | United States | Initials: RET | Review Date: 08/21/2007

Company: 585 | Dept of Public Safety | Comments: OPM - 14 Audit

*Business Unit: 58500 | Department of Public Safety

*Department: 2002510 | Lake Patrol

*Location: 0500 | Department of Public Safety

Initiator: 135784

Probation Date: | Longevity Date: 02/28/1986 | Business Title: | Reinstatement Date: 03/02/2029 | Last Verification Date: | Position Phone: |

Person of Interest | EmplID: 105688 | Empl Rcd #: 0

Original Start Date: 02/28/1986 | Override

First Start Date: 02/28/1986

Years Months Days		
<input type="checkbox"/> Override	21	6 4
<input type="checkbox"/> Override	21	6 4

First Assignment Start: 02/28/1986

Years Months Days			Time Reporter Data
<input type="checkbox"/> Override	21	6 4	
<input type="checkbox"/> Override	21	6 4	

USA

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.

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

DORIA BACCHUS Organizational Relationship: EMP Person of Interest Type EmplID: 147955 Empl Rcd #: 0

Work Location

HR Status: Inactive Payroll Status: Terminated [Go To Row](#)

*Effective Date: 07/29/2006 Sequence: 0 *Job Indicator: Primary Job

*Action: Termination *Reason: S05 Expire Unclass Appo Current Cert Nbr

Last Start Date: 07/24/2006 Termination Date: 07/28/2006

Expected Job End Date: Position Number: 65001971 Patient Care Assistant Position Entry Date: 07/24/2006

[Use Position Data](#) Unclassified Cite Code: T008 Position Management Record

*Regulatory Region: USA United States

Company: 650 Dept of Veteran Affairs

*Business Unit: 65000 Department of Veterans Affairs

*Department: 0600007 Lawton Veterans Center

*Location: 7 Lawton/FT. Sill Veterans Center

*Establishment ID: 000001 State of Oklahoma

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

DORIA BACCHUS Organizational Relationship: EMP Person of Interest Type EmplID: 147955 Empl Rcd #: 0

Job Information

Effective Date: 07/29/2006 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: Terminatn Reason: S05 Expire Unclass Appointment Current

*Job Code: 0020 Temporary Entry Date: 07/24/2006

Supervisor Level: Reports To:

*FullPart: Part-Time

*Officer Code: None

Shift Rate: Shift Factor:

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

DORIA BACCHUS Organizational Relationship: EMP Person of Interest Type EmplID: 147955 Empl Rcd #: 0

Salary Plan

Effective Date: 07/29/2006 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: Terminatn Reason: S05 Expire Unclass Appointment Current

Salary Administration Plan: UNCL Grade: Grade Entry Date:

Includes Wage Progression Rule Step: Step Entry Date:

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

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

DORIA BACCHUS Organizational Relationship: EMP Person of Interest Type EmplID: 147955 Empl Rcd #: 0

State of Oklahoma Job Data

Effective Date: 07/29/2006 Effective Sequence: 0 Job Indicator: Primary Job

Action: Terminatn Reason: S05 Expire Unclass Appointment Current

Common Fields

Division: 0607 Worker's Comp Code: 8833

Special Use Fields

Special Use 1: Special Use 2: Special Use 3: Special Use Date:

Cost Center Information

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

Remarks:

TEMP HOURS WORKED 456

S06 Transferred Out: Termination-Classified

Merit Rule: 530:10-11-74

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

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

CLINT KINZEL Organizational Relationship: EMP Person of Interest Type EmplID: 143845 Empl Rcd #: 0

Work Location Find First 1 of 1

HR Status: Inactive Payroll Status: Terminated [Go To Row](#)

*Effective Date: 11/23/2008 Sequence: 0 *Job Indicator: Primary Job

*Action: Termination *Reason: S06 Transferred Out Current Cert Nbr

Last Start Date: 06/20/1994 Termination Date: 11/22/2008

Expected Job End Date: [Go To Row](#)

Last Date Worked: 11/22/2008 Override Last Date Worked

Position Number: 83000008 Direct Care Specialis

[Use Position Data](#) Unclassified Cite Code:

*Regulatory Region: USA United States

Company: 830 Dept of Human Servi

*Business Unit: 83000 Department of Huma

*Department: 2200001 Developmentally Dis

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

CLINT KINZEL Organizational Relationship: EMP Person of Interest Type EmplID: 143845 Empl Rcd #: 0

Job Information Find First 1 of 1 Last [Go To Row](#)

Effective Date: 11/23/2008 Effective Sequence: 0 Job Indicator: Primary Job

Action: Terminatn Reason: S06 Transferred Out Current

*Job Code: Z12B Direct Care Specialist Entry Date: 06/20/1994

Supervisor Level: [Go To Row](#)

Reports To: [Go To Row](#)

*Regular/Temporary: Regular *Full/Part: Full-Time

Empl Class: Perm Class *Officer Code: None

*Regular Shift: N/A Shift Rate: Shift Factor:

Standard Hours

Standard Hours: 40.00

Work Period: W Weekly

FTE: 1.000000

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.

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

CRYSTA ROTHENBERG | Organizational Relationship: EMP | Person of Interest Type | EmpID: 143505 | Empl Rcd #: 0

Work Location | Find | First | 1 of 1 | Last

HR Status: Active | Payroll Status: Active | [Go To Row](#)

*Effective Date: 10/16/2008 | Sequence: 0 | *Job Indicator: Primary Job

*Action: Data Change | *Reason: X01 Correction - See Rerr | Current | Cert Nbr

Last Start Date: 03/30/1988 | Termination Date: | [Main Content](#)

Expected Job End Date: | Position Number: 83011943 | Programs Manager | Position Entry Date: 11/06/2006

[Use Position Data](#) | [Unclassified Cite Code](#) | [Position Management Record](#)

*Regulatory Region: USA | Company: 830 | *Business Unit: 83000 | *Department: 3100001 | *Location: A5A01 | *Establishment ID: 000001

State of Oklahoma Job Data | Job Information | Payroll | Salary Plan | Compensation | MDC Job Data

CRYSTA ROTHENBERG | Organizational Relationship: EMP | Person of Interest Type | EmpID: 143505 | Empl Rcd #: 0

State of Oklahoma Job Data | Find | First | 1 of 1 | Last

Effective Date: 10/16/2008 | Effective Sequence: 0 | Job Indicator: Primary Job

Action: Data Chg | Reason: X01 Correction - See Remarks | Current

Common Fields

Division: 2A5A07 | Worker's Comp Code: | **Special Use Fields**

Special Use 1: 01/11/29 | Special Use 2: | Special Use 3: | Special Use Date:

Cost Center Information | Customize | Find | View All | First | 1 of 1 | Last

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

Remarks:

H19|Salary adjusted retroactive to date following |H47|Payroll will adjust salary upon receipt of PeopleSoft OPM-14,|06-Nov-2006|employee did not receive correct salary upon promotion 11/06/06

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 #:
3. Job Code:
4. Pay Group:
5. 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

Reason Code	Reason	Merit Rule	Action	Classified/ Unclassified	Remarks
A01	Competitive E-List Action	530:10-7-3/530:10-9-92/530:10-11-30	Hire	Class	92/Blanket Freeze Required, E-List
			Rehire	Class	92/Blanket Freeze Required, E-List
A02	Non-Compensation E-List Action	530:10-7-3/530:10-9-95/530:10-11-30	Hire	Class	92/Blanket Freeze Required, E-List
			Rehire	Class	92/Blanket Freeze Required, E-List
A03	Reinstatement	530:10-7-3/530:10-9-102/530:10-11-30	Hire	Class	92/Blanket Freeze Required, Completed OPM-9 and 4b
			Rehire	Class	92/Blanket Freeze Required, Completed OPM-9 and 4b
A04	Transfer/Promotion Interagency	530:10-7-14/530:10-11-55	Rehire	Class	92/Blanket Freeze Required
A05	Transfer/Demotion Interagency	530:10-7-14/530:10-11-76	Rehire	Class	92/Blanket Freeze Required
A06	Transfer/Lateral Transfer (Interagency)	530:10-11-72	Rehire	Class	92/Blanket Freeze Required
A07	Transfer/Class To Same Class	530:10-11-39/530:10-11-72	Rehire	Class	92/Blanket Freeze Required
A08	Project Indefinite	530:10-9-96	Hire	Class	92/Blanket Freeze Required
			Rehire	Class	92/Blanket Freeze Required
A09	SB 200 (Veterans Act)	Statue72-403	Hire	Class	92/Blanket Freeze Required
			Rehire	Class	92/Blanket Freeze Required
A12	Disability Employment Program	530:10-9-100	Hire	Class	92/Blanket Freeze Required, Disabilities Indication On E-List
			Rehire	Class	92/Blanket Freeze Required, Disabilities Indication On E-List
A14	Unclassified	74-840-5.5	Hire	Unclass	92/Blanket Freeze Required
			Rehire	Unclass	92/Blanket Freeze Required
			Detail	Unclass	92/Blanket Freeze Required
A15	Unclassified Student	74-840-5.5	Hire	Unclass	92/Blanket Freeze Required, Student Verification
			Rehire	Unclass	92/Blanket Freeze Required, Student Verification
A16	Unclassified Temporary	74-840-5.5	Hire	Unclass	92/Blanket Freeze Required
			Rehire	Unclass	92/Blanket Freeze Required
A17	Project Tourism	74-840-5.5	Hire	Unclass	92/Blanket Freeze Required
			Rehire	Unclass	92/Blanket Freeze Required
A18	Priority Consideration Appointment	530:10-13-70	Rehire	Class	92/Blanket Freeze Required

A19	State Work Incentive	530:10-17-173	Hire	Unclass	92/Blanket Freeze Required, Letter By DHS or DRS
			Rehire	Unclass	92/Blanket Freeze Required, Letter By DHS or DRS
A27	Recall From Rif	530:10-13-72	Rehire	Class	
A30	Executive Fellow Conversion	530:10-17-84	Appointment Change-Same Agency	Class	
A31	SWIP Conversion	530:10-17-84/530:10-17-177	Appointment Change-Same Agency	Class	
A40	Competitive E-List Action	530:10-7-3/530:10-9-92/530:10-11-30	Appointment Change-Same Agency	Class	92/Blanket Freeze Required, E-List
A41	Non-Compensation E-List Action	530:10-7-3/530:10-9-95/530:10-11-30	Appointment Change-Same Agency	Class	92/Blanket Freeze Required, E-List
A42	Reinstatement	530:10-7-4/530:10-9-102	Appointment Change-Same Agency	Class	92/Blanket Freeze Required, Completed OPM-9 and 4b
A43	Project Indefinite	530:10-9-96	Appointment Change-Same Agency	Class	92/Blanket Freeze Required
A44	Disability Employment Program	530:10-9-100	Appointment Change-Same Agency	Class	92/Blanket Freeze Required, Disabilities Indication On E-List
A45	Unclassified	74-840-5.5	Appointment Change-Same Agency	Unclass	92/Blanket Freeze Required
A48	Direct Hire - Hard To Fill	530:10-9-110	Appointment Change-Same Agency	Class	92/Blanket Freeze Required, Application
A49	Direct Hire - Prof. Licensure	530:10-9-110	Appointment Change-Same Agency	Class	92/Blanket Freeze Required, Application
A50	Unclassified Temporary	74-840-5.5	Appointment Change-Same Agency	Unclass	92/Blanket Freeze Required
A88	Direct Hire - Hard To Fill	530:10-9-110	Hire	Class	92/Blanket Freeze Required, E-List
			Rehire	Class	92/Blanket Freeze Required, E-List
A89	Direct Hire - Prof. Licensure	530:10-9-110	Hire	Class	92/Blanket Freeze Required, Application
			Rehire	Class	92/Blanket Freeze Required, Application
C01	Promotion	530:10-7-14/530:10-11-55	Promotion	Class	92/Blanket Freeze Required
C02	Detail To Special Duty	530:10-7-17/530:10-11-110	Leave Of Absence	Class	92/Blanket Freeze Required
			Detail	Class	92/Blanket Freeze Required
C03	Voluntary Demotion	530:10-7-14/530:10-11-76	Demotion	Class	Letter Signed By Employee Required

C04	Involuntary Demotion	530:10-7-14	Demotion	Class	
C05	Intra-Agency Lateral Transfer New JFD	530:10-7-14/530:10-9-10/530:10-11-71	Transfer	Class	Completed Opm-9 And 4b
C06	Direct Reclass	530:10-5-90	Job Reclassification	Class	Agency Uses Only When Directed By OPM
C07	Reallocation/Promotion	530:10-5-55/530:10-7-13/530:10-7-14	Promotion	Class	92/Blanket Freeze Required, Completed Opm-9 And 4b, OPM-39
C08	Reallocation/Involuntary Demotion	530:10-5-52/530:10-9-10	Demotion	Class	Completed Opm-9 and 4b
C09	Reallocation/Lateral Transfer	530:10-5-91/530:10-7-14/530:10-11-71	Transfer	Class	Completed Opm-9 And 4b
C10	Return To Previous Position (From Promotion)	530:10-11-55	Transfer	Class	Letter Required
C11	Title Code Change		Data Change	Class	Agency Uses Only When Directed By OPM
C12	Expiration Of Detail To Special Duty	530:10-11-110	End Of Detail	Class	
			Return From Leave	Class	
			Termination	Class	
	End Of Detail/Temp Assignment		Data Change	Class	
			End Of Detail	Class	
C14	No Previous Merit System Status	530:10-11-7	Transfer	Class	Agency Uses Only When Directed By OPM
C16	Career Progression	530:10-5-44/530:10-7-14	Promotion	Class	
C17	Demotion (Due To Rif)	530:10-7-14	Demotion	Class	
C18	Reallocation/Voluntary Demotion	530:10-5-52/530:10-7-14	Demotion	Class	Letter Signed By Employee Required
C20	Performance Pay	530:10-7-27/530:10-17-31	Pay Rate Change	Both	Prior OPM Approval Needed
C21	Cost Of Living Increase	74-840-2.17	Pay Rate Change	Both	
C22	Grade/Pay Band Change	530:10-7-13	Data Change	Class	Agency Uses Only When Directed By OPM
C24	Classified Salary Adjustment Leg. & Others	530:10-7-1	Pay Rate Change	Class	92/Blanket Freeze Required
C25	Unclassified Salary Adjustment Leg. & Others		Pay Rate Change	Unclass	92/Blanket Freeze Required
C26	Completion Prob/Trial Period & Pay Increase	530:10-7-22	Completion of Prob/Trial	Class	Remove Probationary Date In Employment Data
C27	Recall From Rif Demotion	530:10-7-8	Transfer	Class	
C28	Equity Adjustment	530:10-7-26	Pay Rate Change	Both	Prior OPM Approval Needed
C29	Skill-Based Pay Adjustment	530:10-7-24	Pay Rate Change	Both	Prior OPM Approval Needed
C30	Transfer Intra-Agency (Sub Agency Only)		Transfer	Class	
C31	Transfer Intra-Agency Same JFD & LVL	530:10-7-14	Transfer	Class	
C32	Skill-Based Pay To Base Pay	530:10-7-24	Pay Rate Change	Both	
C40	Full To Part Time	530:10-11-33	Data Change	Both	
C41	Part To Full Time	530:10-11-33	Data Change	Both	92/Blanket Freeze Required
C42	Change In Part Time Percentage		Data Change	Both	

C45	Market Adjustment	530:10-7-20	Pay Rate Change	Both	Prior OPM Approval Needed
C50	Probationary Extension/Adjustment	530:10-11-30/530:10-11-36	Probation	Class	Indicate # Days/Hrs. LWOP And New Prob/Trial End Date
C51	Permanent Status	530:10-7-22/530:10-11-30/530:10-11-31	Completion of Prob/Trial	Class	Remove Probationary Date In Employment Data
C52	Permanent (Project Indefinite)	530:10-9-96	Completion of Prob/Trial	Class	
C60	Add Pay Differential	530:10-7-7	Pay Rate Change	Both	Prior OPM Approval
C61	Remove Pay Differential	530:10-7-7	Pay Rate Change	Both	
C62	Change Existing Pay Differential	530:10-7-7	Pay Rate Change	Both	
C70	Contract Renewal	530:10-17-52	Data Change	Unclass	
C71	Interchange Program	530:10-17-52	Transfer	Both	Agency Uses Only When Directed By OPM
C72	End Interchange Program	530:10-17-52	Transfer	Both	Agency Uses Only When Directed By OPM
C90	Position Number Change Only		Data Change	Both	
L01	Leave Without Pay	530:10-15-47	Leave Of Absence	Both	
L02	Sick Leave Without Pay	530:10-15-12/530:10-15-47	Leave Of Absence	Both	
L03	Extension Of Leave Without Pay	530:10-15-47	Leave Of Absence	Both	
	Extension Of Leave With Pay	530:10-11-120	Paid Leave Of Absence	Both	Letter Required
L04	Military Leave With Pay	530:10-15-44	Paid Leave Of Absence	Both	
L05	Military Leave Without Pay	530:10-15-44/530:10-15-47	Leave Of Absence	Both	
L06	Educational Leave With Pay	530:10-15-42	Paid Leave Of Absence	Both	
L07	Educational Leave Without Pay	530:10-15-42/530:10-15-47	Leave Of Absence	Both	
L08	Return From Leave With/Without Pay	530:10-15-47	Return From Leave	Both	
L09	LWOP Extension Disability	530:10-15-47	Leave Of Absence	Both	
L10	Furlough LWOP	530:10-15-48	Leave Of Absence	Both	
L11	Return From Furlough	530:10-15-48	Return From Leave	Both	
L12	Supplemented Workers Compensation Leave (LWOP)		Data Change	Both	
L13	Supplemented LWOP (Not WC)		Data Change	Both	
L14	Return To Regular Duty	530:10-15-47	Data Change	Both	
L20	Suspension With Pay	530:10-11-128	Paid Leave Of Absence	Both	Letter Required
			Suspension	Both	Letter Required
L21	Suspension Without Pay	530:10-11-15	Suspension	Both	
L22	Return From Suspension With/Without Pay	530:10-11-15	Return From Leave	Both	
			Return From Suspension	Both	
L23	Suspensions-Partial Day <8 Hrs		Data Change	Both	
S01	Resignation	530:10-11-132	Termination	Both	Reinstatement Date Must Be Entered In Employment Data
S02	Retirement		Retirement	Both	Reinstatement Date Must Be Entered In Employment Data

S03	Discharge		Termination	Both	Reinstatement Date Must Be Entered In Employment Data
S04	Deceased		Termination	Both	
S05	Expiration Of Unclassified Appointment	530:10-11-134	Termination	Unclass	MDC Tab In Remark Section, Must Have Temp Hours Worked
S06	Transferred Out	530:10-11-74	Termination	Class	
S07	Reduction In Force	530:10-13-38	Termination	Class	Reinstatement Date Must Be Entered In Employment Data
S10	Transfer To Non Merit Agency		Termination	Both	Reinstatement Date Must Be Entered In Employment Data

**Classification Manual
Presented to you by
The Office of Personnel Management
Classification Division of 2009**