



2016

Classification Manual

Human Capital Management

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2016 Classification Manual

Office of Management and Enterprise Services
Human Capital Management

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Additional Audited Fields

The following fields are not addressed specifically 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 ✓ Workday 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
<ul style="list-style-type: none"> ✓ Company Seniority Date ✓ Benefits Service Date ✓ Probation Date, if applicable

Navigation to Job Data

Job Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

1 → Workforce Administration
2 → Personal Information
3 → Job Information
4 → Job Data

5
EmpID: begins with
Empl Rcd Nbr: =
Name: begins with
Last Name: begins with
Second Name: begins with
Alternate Character Name: begins with
Middle Name: begins with

6 Include History Case Sensitive

7 [Basic Search](#)

1. Click Workforce Administration to open submenu.
2. Click Personal Information to open submenu.
3. Click Job Information to open submenu.
4. Click Job Data to open search fields.
5. Enter information available for employee.
6. Click Include History checkbox to enable looking at past transactions. (This can also be done when looking at the record by clicking "Include History" at the bottom right.)
7. Click Search to commence search.

Work Location Tab

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

1 Testy Test Organizational Relationship: EMP Person of Interest Type 2 EmplID: 123456 Empl Rcd #: 0

Work Location Find First 1 of 1 Last

HR Status: Active Payroll Status: Active Go To Row

*Effective Date: 07/01/2012 Sequence: 4 0 *Job Indicator: Primary Job

3 *Action: Data Change Reason: Change Supervisor Current 5 Cert Nbr

Last Start Date: 03/13/2006 Termination Date:

6 Expected Job End Date Position Number: 43500036 Administrative Officer Position Entry Date: 03/13/2006

Override Position Data 7 Unclassified Cite Code: NM Position Management Record

8 Regulatory Region: USA United States Company: 435 OK Lottery Commission

Business Unit: 43500 Oklahoma Lottery Commission

Department: 1040000 Administration Division

Location: VACANT Oklahoma Lottery Commission

*Establishment ID: 000001 State of Oklahoma

9 Initials: Review Date:

Comments OPM - 14 Audit

10 Initiator: 654321 Department Entry Date: 03/13/2006

Date Created: 07/24/2012

Job Data 11 Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Previous in List Next in List Notify Previous tab Next tab Refresh Update/Display Include History

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

1. Employee name.
2. 6-digit employee ID number.
3. Dropdown box for the transaction Action.
4. Dropdown box for the Reason Code.
5. Box to enter the Certificate Number from the Eligibility List (E-list).
6. Box to enter PIN (Title should match title of Job Code on Job Information tab).
7. Box to enter Cite code (required for Unclassified position).
8. Boxes displaying information tied to PIN, including Department and Location.
9. Space for HCM liaison to review transaction. Look here for important comments.
10. Employee ID number of person that entered the transaction.
11. Link to Employment Data (also available on other tabs).

Job Information Tab

[Work Location](#) | **Job Information** | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [MDC Job Data](#)

Testy Test Organizational Relationship: EMP Person of Interest Type EmplID: 123456 Empl Rcd #: 0

Job Information Find First 1 of 1 Last

Effective Date: 07/01/2012 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)
 Action: Data Chg Reason: Change Supervisor

1 **Job Code:** 4903 Administrative Officer Entry Date: 03/13/2006
 Supervisor Level:
 Reports To: 43500003 Director

2 **Regular/Temporary:** Regular 4 **Full/Part:** Full-Time
 3 **Empl Class:** Unclass *Officer Code: None
 Regular Shift: N/A Shift Rate:
 Classified Indc: Unclassifd Shift Factor:

Standard Hours
 Standard Hours: 40.00
 Work Period: W Weekly
 5 **FTE:** 1.000000 Adds to FTE Actual Count? Encumbrance Override

Contract #
 Contract Number: Contract Type:
[Next Contract Number](#)

USA
 6 **FLSA Status:** Nonexempt *EEO Class: None 7 **Work Day Hours:** 8.00

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

[Save](#) | [Return to Search](#) | [Notify](#) | [Previous tab](#) | [Next tab](#) | [Refresh](#)

[Update/Display](#) | [Include History](#)

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [MDC Job Data](#)

1. Current Job Code. Title should match title from PIN. If there are letters, the job is classified. If there are only numbers, the job is unclassified.
2. Box to indicate Regular or Temporary Job Status.
3. Box to indicate whether the employee is Unclassified, Permanent, on Probation, or on Trial Period.
4. Box to indicate Full-time or Part-time.
5. Box to indicate the FTE (Full-time equivalent).
6. Box to indicate FLSA status.
7. Box to indicate number of hours in employee's workday.

Payroll Tab

[Work Location](#) | [Job Information](#) | **Payroll** | [Salary Plan](#) | [Compensation](#) | [MDC Job Data](#)

Testy Test Organizational Relationship: EMP Person of Interest Type EmplID: 123456 Empl Rcd #: 0

Payroll Information Find First 1 of 1 Last

Effective Date: 07/01/2012 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)

Action: Data Chg Reason: Change Supervisor Current

Payroll System: Payroll for North America

Payroll for North America

1. Pay Group: M1N CA Monthly NonExempt Sal Holiday Schedule: PDHOL Holidays

Employee Type: S Salaried

2. Tax Location Code: OK STATE OK State FICA Status: Subject

GL Pay Type: Combination Code:

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

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Previous tab](#) | [Next tab](#) | [Refresh](#) | [Update/Display](#) | [Include History](#)

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [MDC Job Data](#)

1. Box to enter Pay Group for employee.
2. Tax Location Code should be "OK STATE".

Salary Plan Tab

[Work Location](#) | [Job Information](#) | [Payroll](#) | **Salary Plan** | [Compensation](#) | [MDC Job Data](#)

Testy Test Organizational Relationship: EMP Person of Interest Type EmplID: 123456 Empl Rcd #: 0

Salary Plan Find First 1 of 1 Last

Effective Date: 07/01/2012 Effective Sequence: 0 Job Indicator: Primary Job [Go To Row](#)
Action: Data Chg Reason: Change Supervisor

1. **Salary Administration Plan:** UNCL 2. **Grade:** Grade Entry Date:
Includes Wage Progression Rule 3. **Step:** Step Entry Date:

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

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Previous tab](#) | [Next tab](#) | [Refresh](#) | [Update/Display](#) | [Include History](#)

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [MDC Job Data](#)

1. Box to indicate Salary Administration Plan (SAP).
2. Box to enter letter of Pay Grade.
3. Box to indicate Pay Step if applicable.

Compensation Tab

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | **Compensation** | [MDC Job Data](#)

Testy Test Organizational Relationship: EMP Person of Interest Type EmplID: 123456 Empl Rcd #: 1

Compensation Find First 1 of 1 Last

Effective Date: 03/01/2016 Effective Sequence: 0 Job Indicator: Primary Job Go To Row
 Action: Pay Rt Chg Reason: C25 Unclasfd SA/Leg. & Other

1 **Compensation Rate:** 4,586.850000 2 ***Frequency:** M Monthly Current

3 **Comparative Information**

Change Amount:	625.000000	USD Monthly	Compa-Ratio:
Change Percent:	15.775		

4 **Pay Rates**

Hourly	26.462596	USD	Monthly	4,586.850000	USD
Weekly	1,058.503846	USD	Annual	55,042.200000	USD

Default Pay Components

Pay Components Customize | Find First 1 of 1 Last

[Amounts](#) | [Controls](#) | [Changes](#) | [Conversion](#)

5

*Rate Code	Seq	*Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	55,042.200000	USD	A	

Calculate Compensation

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

Save Return to Search Previous in List Next in List Notify Previous tab Next tab Refresh Update/Display Include History

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [MDC Job Data](#)

1. Rate of pay per Pay Period.
2. How often Pay Periods occur (monthly, biweekly, etc.).
3. Calculated difference in pay compared to previous record.
4. Pay Rate in different increments.
5. Box for Pay Rate Code and rate of pay. Currency should be USD (United States Dollars).

MDC Job Data

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | **MDC Job Data**

Testy Test Organizational Relationship: EMP Person of Interest Type EmpID: 123456 Empl Rcd #: 0

State of Oklahoma Job Data Find First 1 of 1 Last

Effective Date: 07/01/2012 Effective Sequence: 0 Job Indicator: Primary Job
Action: Data Chg Reason: Change Supervisor

Common Fields Special Use Fields

Division: Admin Special Use 1: Special Use 2: Current
Worker's Comp Code: 8810 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				

1 Remarks:

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

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Previous tab](#) [Next tab](#) [Refresh](#) [Update/Display](#) [Include History](#)

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [MDC Job Data](#)

1. Box to allow the entry of comments about the transaction. If action is an X01, these comments are REQUIRED.

Employment Information

Employment Information | **Employee Additional Data** | Education Reimbursement | Tuition Assistance

Testy Test Organizational EMP Person of EmplID: 123456 Empl Rcd #: 0
Relationship: Interest Type

Organizational Instance

Organizational Instance Rcd:	0	Original Start Date:	08/21/2001	<input type="checkbox"/> Override
Last Start Date:	03/13/2006	First Start Date:	08/21/2001	
Termination Date:		Years	Months	Days
Org Instance Service Date:	08/21/2001	<input type="checkbox"/> Override	14	9 25

Organizational Assignment Data

Instance Record

Last Assignment Start Date:	03/13/2006	First Assignment Start:	08/21/2001	
Assignment End Date:				
Home/Host Classification:	Home	Years	Months	Days
Company Seniority Date:	03/13/2006 <input type="text"/>	<input checked="" type="checkbox"/> Override	10	3 2
Benefits Service Date:	08/21/2001 <input type="text"/>	<input type="checkbox"/> Override	14	9 25
1 Probation Date:	<input type="text"/>	Reinstatement Date:	<input type="text"/>	<input type="text"/>
Longevity Date:	08/21/2001 <input type="text"/>	Last Verification Date:	<input type="text"/>	<input type="text"/>
Business Title:	Administrative Officer	Position Phone:		

▶ USA

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

[Employment Information](#) | [Employee Additional Data](#) | [Education Reimbursement](#) | [Tuition Assistance](#)

1. If employee is on probation, the date the probation ends should be entered in this box. Once the probation ends, the date should be removed.
2. Click here to return to the main Job Data page, Work Location.



TRANSACTIONS

A01 Competitive E-List Action: Hire/Rehire – Classified

Required: HCM-92/Blanket Freeze and E-List

Merit Rules: 260:25-9-92/260:25-11-30/260:25-7-3/260:25-7-4

Define: “After receipt of a certificate, the appointing authority may consider and select anyone whose name is within the hiring rule...” **260:25-9-92**

***REHIRE: former or current employee hired off an E-List.**

Work Location/Job Information

Verify that Certificate # is entered, and check for approved hire in JobAps.

Verify PIN # matches Job Code.

Job Information

Verify Empl Class is on Prob Class.

Salary Plan/Compensation

Verify Comp Rate is within Pay Band.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

A02 Non-Competitive/With or Without E-List Action: Hire/Rehire – Classified

Required: HCM-92/Blanket Freeze

Merit Rules: 260:25-9-95/260:25-11-30/260:25-7-3

Define: “An appointing authority of an agency having unskilled, semi-skilled or similar jobs designated by the administrator as noncompetitive...” **260:25-9-95**

Note: Check Cert # in JobAps, if provided. Cert # may be listed as 11111 for Non-Competitive jobs only.

Audit as an A01.

A03 Reinstatement: Hire/Rehire – Classified

Required: HCM-92/Blanket Freeze, Approved Internal Application

Merit Rules: 260:25-9-102/260:25-11-30/260:25-7-3/260:25-7-4

Define: “A permanent employee who leaves the classified service is eligible for reinstatement.” 260:25-9-102

Note: Refer to Merit Rule 260:25-9-102 for qualified service for reinstatement. Reference Exception (b) in Merit Rule 260:25-7-4 (Rate of Pay).

*Prior to entering action, an internal application should be submitted to HCM-Applicant Services for approval or approved internal E-list.

Work Location/Job Information

Verify PIN # matches Job Code.

Job Information

Verify prior classified service, Empl Class on Prob Class or Perm Class. Agency can waive probation if noted in MDC Remarks.

Salary Plan/Compensation

Verify Comp Rate is within Pay Band. If reinstated to a position in the same job family and level as employee’s previous position with less than a 30-day break in service, salary CANNOT exceed the employee’s previous salary.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

A04 Transfer/Promotion Interagency: Rehire – Classified

Required: HCM-92/Blanket Freeze

Merit Rules: 260:25-11-55/260:25-7-14

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.” 260:25-1-2

“*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.” 260:25-1-2

Note: Separating agency has to do an S06, Transfer.

Work Location/Job Information

Verify PIN # matches Job Code.

Job Information

Verify Empl Class is on PClass/TP (Trial Period) or Perm Class.

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

Salary Plan/Compensation

Compare Pay Band to Comp Rate. Must give employee no less than 5 percent or to the minimum hiring rate of new Pay Band.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

A05 Transfer/Demotion Interagency: Rehire – Classified

Merit Rules: 260:25-11-76/260:25-7-14

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.” 260:25-1-2

Note: Separating agency has to do an S06, Transfer.

Audit as an A04.

Salary Plan

Verify Pay Band goes down.

Compensation

Verify that Comp Rate is decreased, stays the same or goes to the minimum of the new Pay Band.

A06 Transfer/Lateral Transfer Interagency: Rehire – Classified

Required: HCM-92/Blanket Freeze

Merit Rules: 260:25-1-2/260:25-11-72

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.” 260:25-1-2

Note: Separating agency has to do an S06, Transfer.

Job Information

Verify changing Job Codes.

(May have same job code, didn't use A07)

Salary Plan/Compensation

Verify that the Pay Band stays the same from previous record.

No increase in salary; may decrease salary.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

A07 Transfer/Class to Same Class: Rehire – Classified

Required: HCM-92/Blanket Freeze

Merit Rules: 260:25-11-72/260:25-11-39

Define: Transfer employee to the same JFD and level.

Notes: Separating agency has to do an S06, Transfer.

Work Location/Job Information

Titles must match to previous record; same JFD and Level.

Compensation

No increase in salary; may decrease salary.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

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

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

Define: “*Veteran* means a person who has been honorably discharged from the armed forces of the United States and who has been a resident of Oklahoma for at least one year before the date of examination.” 260:25-1-2

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

Audit as an A01—No Cert # is required.

A12 Disability Employment Program: Hire/Rehire – Classified

Required: HCM-92/Blanket Freeze and Special Appointment Indication on E-List
Merit Rule: 260:25-9-100

Audit as an A01.

MDC Job Data: Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

A13 Unclassified Assigned Additional Duties Temporarily: Appointment Change – Same Agency

No 92 Required: Unclassified Temporary Assignment – DSD

Note: Regarding Unclassified Detail to Special Duty:

This code should be used when a classified or unclassified employee will be temporarily assigned to an unclassified position.

If the employee will be temporarily assigned to a classified position, use the C02 transaction code instead.

A14 Unclassified Appointment: Hire/Rehire

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

Define: “*Unclassified* means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration.” 260:25-1-2

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 UNCL.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption. i.e.: blanket freeze.

A15 Unclassified Student: Hire/Rehire - Unclassified

Required: HCM-92/Blanket Freeze and Student Verification
Statute: 74-840-5.5(11)

Note: An undergraduate student assistant is required to be enrolled in ten hours of undergraduate courses and a graduate student must be enrolled in five hours of graduate courses. During the summer, students are required to be enrolled in a minimum of six undergraduate courses.

Job Information

Verify Reg/Temp says Student.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

A16 Unclassified Temporary: Hire/Rehire - Unclassified

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

Note: Temporary employees may not work more than 999 hours.

Work Location

Verify Unclassified Job Cite is T008 or T007.

Job Information

Verify Regular/Temp is Temp, and Empl/Class is Uncl.

Salary Plan

Verify Salary Admin Plan is Uncl.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

A17 Project Tourism: Hire/Rehire - Unclassified

Agency 566 Only
Required: HCM-92/Blanket
Statute: 74-840-5.5

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

A18 Priority Consideration Appointment: Rehire - Classified

Required: HCM-92/Blanket Freeze
Merit Rule: 260:25-13-70

Audit like A01.

A19 State Work Incentive: Hire/Rehire – Unclassified

Required: HCM-92/Blanket Freeze and Letter by DHS or DRS
Merit Rule: 260:25-17-173

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.” **260:25-17-170**

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

Work Location/Job Information

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

Salary Plan

Verify Salary Admin Plan is Unclass.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

A20 CAPIP *Carl Albert Public Internship Program Hire: Hire/Rehire/Appointment Change – Same Agency – Unclassified

Required: HCM-92/Blanket Freeze
Merit Rule: 260:25-17-84 / Statute: 74-840-3.5

Work Location

Verify Unclassified Job Cite is T008 or T007 (insert only when hiring an Undergraduate Intern.)

Job Information

Verify Regular/Temp is Student, and Empl/Class is Unclass.

Salary Plan

Verify Salary Admin Plan is Unclass.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

A30 CAPIP Conversion: Appointment Change – Same Agency – Classified/Unclassified

Merit Rule: 260:25-17-84 / Statute: 74-840-3.5

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 if the participant has: (1) Been certified by the appointing authority as having successfully completed a two-year internship within a three-year period; and (2) Met all requirements of education and experience.” **260:25-17-84**

Work Location/Job Information

Make sure PIN # matches Job Code.

Job Information

If Classified, verify Empl Class is Perm Class or PClass/TP, up to discretion of the agency. If unclassified, Empl Class should be Unclass.

Salary Plan

Verify Salary Admin Plan matches Empl Class.

A31 SWIP Conversion: Appointment Change – Same Agency – Classified

Merit Rule: 260:25-17-177

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...” **260:25-17-177**

A40 Competitive E-List Action: Appointment Change – Same Agency – Classified

Required: HCM-92/Blanket Freeze and E-List
Merit Rules: 260:25-9-92/260:25-11-30/260:25-7-3

Audit like A01.

For competitive (non-internal) certificate hires only. Used for current employees of the same agency with no prior classified service or for employees of the same agency that applied externally. All others should use code such as C01 or C31.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

A41 Non-Competitive E-List Action: Appointment Change – Same Agency – Classified

Required: HCM-92/Blanket Freeze
Merit Rules: 260:25-9-95/260:25-11-30/260:25-7-3

Audit like an A02.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

A42 Reinstatement: Appointment Change – Same Agency – Classified

Required: HCM-92/Blanket Freeze and Approved Internal Application
Merit Rules: 260:25-7-4/260:25-9-102

Audit like A03.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

A43 Project Indefinite: Appointment Change – Same Agency-Classified

Required: HCM-92/Blanket Freeze
Merit Rule: 260:25-9-96

A44 Disability Employment Program: Appointment Change – Same Agency – Classified

Required: HCM-92/Blanket Freeze and Special Appointment Indication on E-List
Merit Rule: 260:25-9-100

Job Information

Verify Job Code changes.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

A47 State Work Inc. Program: Appointment Change – Same Agency – Unclassified

Required: HCM-92/Blanket Freeze

Job Information

Verify Job Code changes.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

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

Required: HCM-92/Blanket Freeze and Approved Application

Merit Rules: 260:25-9-110 through 260:25-9-123

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 two months of open competitive recruitment." 260:25-1-2

Note: Use when a Direct Hire still on probation changes to completely new Direct Hire position and restarts probation period.

Audit like A03.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

A49 Direct Hire – Prof. Licensure (Hard-to-Fill): Appointment Change – Same Agency – Classified

Required: HCM-92/Blanket Freeze and Approved Application/Copy of Licenses

Merit Rules: 260:25-9-110 through 260:25-9-123

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." 260:25-9-111

Note: Use when a Direct Hire still on probation changes to completely new Direct Hire position and restarts probation period.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

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

Statute: 74-840-5.5

Note: This is an A16 and S05 combined. Use only when less than 30 days break in service. When working for two agencies, employee may not exceed 999 hours combined.

Audit like an A16.

MDC Job Data

Verify Temporary Hours are posted and are not more than 999 hours.

A88 Direct Hire - (Hard-to-Fill): Hire/Rehire - Classified

Required: HCM-92/Blanket Freeze and Approved Application (Verified by JobAps or Email)
Merit Rules: 260:25-9-110 through 260:25-9-123

Audit like A01 without E-List.

Hiring agency must have current direct hire authority from HCM for the Job Code used.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

A89 Direct Hire - Professional License (Hard-to-Fill): Hire/Rehire - Classified

Required: HCM-92/Blanket Freeze, License and Application
Merit Rules: 260:25-9-110 through 260:25-9-123

Audit like A01, except without E-List.

C01 Promotion: Promotion – Classified

Required: HCM-92 or Blanket Freeze and Approved Internal Application

Merit Rules: 260:25-7-14/260:25-11-55/260:25-11-51

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.” 260:25-1-2 “Supervisor is one who has been assigned authority and responsibility for evaluating the performance of [other state employees]. 260:25-1-2

Note: If the JFD states incumbent reviews job performance, has to be a C01, Promotion. Also, going from Supervisor to another Supervisor is also going to be a C01, however no PIN # change if in same position.

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

Job Information

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

Compensation

Must give employee no less than 5 percent or moved to minimum hiring rate of new Pay Band.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

C02 Detail to Special Duty: Detail – Classified

Merit Rules: 260:25-11-110/260:25-7-17

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...An employee shall not be placed on detail to special duty more than 12 months in any 36 month period. ...” 260:25-11-110

Note: After 12 months has to meet MMQ’s and fill out an HCM9 and 4B or return to previous position via C12.

Work Location

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

Work Location/Job Information

Verify PIN # matches Job Code.

Compensation

Must give employee no less than 5 percent or min. hiring range of new Pay Band.

C03 Voluntary Demotion: Demotion – Classified

Required: Letter Signed by Employee
Merit Rule: 260:25-7-14/260:25-11-76

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...” **260:25-11-76**

Work Location/Job Information

Verify PIN #/Level/JFD changes. May serve a Trial Period.

Compensation

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

Salary Plan

Verify in lower Pay Band from previous record.

C04 Involuntary Demotion: Demotion – Classified

Merit Rule: 260:25-7-14
Merit Protection Commission 455:10-11-14

Define: “*Involuntary demotion*: 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.

Salary Plan

Verify in lower Pay Band from previous record.

Compensation

No increase in pay.

Pay may be the same or reduced.

C05 Intra-Agency Lateral Transfer New JFD: Transfer – Classified

Required: HCM-92/Blanket Freeze if Increase in Pay and Approved Internal Application
Merit Rules: 260:25-1-2/260:25-11-71/260:25-9-10/260:25-7-14

Define: “*Intra-agency transfer* means moving an employee from one position to another position with the same agency either with or without reclassification.” 260:25-1-2

Work Location

Verify PIN # changes.

Job Information

Verify on Trial Period unless waived in MDC Remarks.

Salary Plan

Verify in same Pay Band from previous record.

Compensation

May provide up to 5 percent increase in salary.

MDC Job Data

If required: verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

C06 Direct Reclass: Job Reclassification – Classified

Agency Uses Only When Directed by HCM Within 30 Days Following a JFD Adoption or Revision
Merit Rules: 260:25-1-2/260:25-5-90/260:25-7-14

Define: *Reclassification* means the process of changing a classified employee from one job 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.” 260:25-1-2

Compensation

No change in compensation; rate of pay shall be fixed.

**C07 Reallocation/Promotion: Promotion – Classified/
Position Audit Class Dispute**

Required: HCM-92/Blanket Freeze, Approved Application/HCM-39

For Classification Dispute: Approved Application/HCM 70

Merit Rules: 260:25-1-2/260:25-5-55/260:25-7-14/260:25-7-13/260:25-5-91/260:25-9-10

Define: "Allocation" or "Position allocation" means the process by which Human Capital Management designates a position to an established job family. A position is allocated on the basis of duties, authority, responsibilities, classification guides and other appropriate factors. "Reallocation" or "Position reallocation" means the process of reassigning an established position, occupied or vacant, from one job family to another. [260:25-1-2](#)

Work Location

PIN # should be the same from previous record.

Job Information

Verify Titles change and Job Code changes.

Compensation

Must give employee no less than 5 percent or min. hiring range of new Pay Band.

MDC Job Data

If required: verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

**C08 Reallocation/Involuntary Demotion: Demotion – Classified/
Position Audit Class Dispute**

Required: HCM-92/Blanket Freeze, Approved Application/HCM-39

Merit Rules: 260:25-1-2/260:25-5-52/260:25-9-10

For Class Dispute: Approved Application/HCM 70

Job Information

Verify JFD and/or Level changes.

Salary Plan

Verify in lower Pay Band from previous record.

Compensation

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

MDC Job Data

If required: Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

C09 Reallocation/Lateral Transfer: Transfer – Classified/Position Audit Class Dispute

Required: HCM-92/Blanket Freeze, Approved Application/HCM 39

Merit Rules: 260:25-1-2/260:25-11-71/260:25-7-14/260:25-5-91

For Class Dispute: Approved Application/HCM 70

Work Location

Verify PIN #stays the same.

Work Location/Job Information

Verify Titles match, and Job Code changes.

Salary Plan

Verify Pay Band stays the same.

Compensation

May provide up to 5 percent increase in salary.

MDC Job Data If required: Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

C10 Return to Previous Position (From Promotion): Transfer – Classified

Required: Letter to Employee from Agency

Merit Rule: 260:25-11-55

Work Location/Job Information

Verify returning to previous PIN #/JFD.

Compensation

Verify returned to previous comp rate.

C11 Classified JFD Revision

Agency Uses Only When Directed by HCM After JFD Revision

C12 Expiration of Detail to Special Duty: End of Detail/Return from Leave/Termination/ Unclassified Temp Detail to Special Duty

Merit Rule: 260:25-11-110

Verify there was a C02/A13.

Compensation

Verify employee is returning to previous salary.

C13 Extend Detail/Unclassified Temp Detail to Special Duty

Merit Rule: 260:25-11-110

Work Location

Change Expected Job End Date.

C16 Career Progression: Promotion – Classified

Merit Rules: 260:25-7-14/260:25-5-44

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.” 260:25-1-2

Note: If moving up to a position with supervisory authority, transaction should be a C01 promotion. If the JFD states incumbent reviews job performance has to be a C01, Promotion. Moving from supervisory position to another supervisory position should also be entered in as a C01, Promotion.

Job Information

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

Make sure current record is on Trial.

Compensation

Must give employee no less than 5 percent or min. hiring range of new Pay Band.

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: 260:25-7-14

C18 Reallocation/Voluntary Demotion: Demotion – Classified

Required: Letter Signed by Employee
Merit Rules: 260:25-7-14/260:25-5-52

Job Information

Verify JFD and/or Level changes.

Salary Plan

Verify in lower Pay Band from previous record.

Compensation

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

MDC Job Data

If required: Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

C19 Legislative Transfer – Classified

Not for Agency Use
HB 2140

C20 Performance Pay: Pay Rate Change – Classified/Unclassified

**Required: Classified, 92/Blanket Freeze and Prior HCM Approval
Unclassified, 92/Blanket Freeze
Merit Rules: 260:25-17-31/260:25-7-27**

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.” [260:25-7-27](#)

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

C21 Cost of Living Increase: Pay Rate Change – Classified/Unclassified

Statute: 74-840-2.17

C22 Grade/Pay Band Change: Data Change – Classified

**Required: Agency Uses Only When Directed by HCM after JFD Revision
Merit Rule: 260:25-7-13**

C24 Classified Salary Adjustment Leg. and Others: Pay Rate Change – Classified

**Required: HCM-92/Blanket Freeze
Merit Rule: 260:25-7-1**

Compensation

Verify there is only a change in Comp Rate.

MDC Job Data

Reference legislative mandate.

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

C26 Completion Prob/Trial Period and Pay Increase: Completion of Probation/Trial – Classified

**Remove Probationary Date in Employment Data
Merit Rule: 260:25-7-22**

Define: “An appointing authority may provide salary adjustments not to exceed 5 percent to probationary classified employees achieving permanent status following the initial probationary period.” [260:25-7-22](#)

Job Information

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

Compensation

Verify the Employee gets a salary increase up to 5 percent.

Employment Data

Verify that the probation date has been removed.

C27 Recall from RIF Demotion: Transfer – Classified

Merit Rule: 260:25-7-8

C28 Equity Adjustment: Pay Rate Change – Classified

Required: 92/Blanket Freeze
Merit Rule: 260:25-7-26

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.” 260:25-7-26

Note: Verify there is another incumbent within agency in same job family/level that is making the salary to which transaction is being moved up to.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

C29 Skill-Based Pay Adjustment: Pay Rate Change – Classified/Unclassified

Required: 92/Blanket Freeze and and Approval in Salary Admin Plan
Merit Rule: 260:25-7-24

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 will increase the value of the employee to the agency.” 260:25-7-24

Note: Verify there is a skill-based pay plan on file for agency.

Compensation

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

MDC Remarks

Needs comments explaining SKBP and effective date.

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

C30 Transfer Intra-Agency (Sub Agency Only) – Classified

Note: This is only for agencies that have an actual sub-agency. This is not for moving an employee to a different location/building. Use C31 instead.

C31 Lateral Transfer, Intra-Agency, Same JFD and Level/PIN Change: Transfer - Classified

If Increase in Pay: 92/Blanket Freeze Required
Merit Rules: 260:25-7-14/260:25-11-71/260:25-11-39

Note: Probationary employees cannot be transferred unless exception/approval provided. This code may be used for PIN Change Only.

Work Location

Verify that location, department, or PIN changes.

Job Information

Job Code needs to stay the same as previous record. Verify on Trial Period unless waived in MDC Remarks. If PIN Change Only, please add remarks to indicate no TP required for PIN change only.

Compensation

May provide up to 5 percent increase in salary.

MDC Job Data

If required, verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

C32 Classified to Unclassified: Appointment Change - Same Agency

Required: 92/Blanket Freeze and Letter from Employee
Statute: 74-840-5.5

Define: "Unclassified means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration." 260:25-1-2

Note: A letter from the employee resigning classified service is required to be submitted to HCM liaison.

Work Location

Verify job code matches PIN, PIN may or may not change.

Job Information

Verify Job code changed, verify Empl Class is Unclassified.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

C33 Unclassified Increased Level and Increased Pay: Appointment Change – Same Agency

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

Define: “*Unclassified* means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration.” 260:25-1-2

Note: To be used when the job code changes and pay increases. **Reallocation may be required; request reallocation from HCM Liaison prior to entering Job Data record.**

WorkLocation

Verify job code matches PIN, PIN may or may not change.

Job Information

Verify Job code changed, level changed (if applicable), verify Empl Class is Unclassified.

Compensation

Verify Comp Rate increased.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

C34 Unclassified Assigned Additional Duties/Increase in Pay: Appointment Change – Same Agency

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

Define: “*Unclassified* means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration.” 260:25-1-2

Note: To be used when the job code stays the same and pay increases due to the addition of duties. **If gaining supervisory duties, use the C33.**

WorkLocation

Same PIN, verify Job Code matches PIN.

Job Information

Job Code stays the same. Verify Empl Class stays Unclassified.

Compensation

Verify Comp Rate increased.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

C35 Unclassified Lower Level/Decrease in Pay: Appointment Change – Same Agency

Statute: 74-840-5.5

Define: “*Unclassified* means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration.” 260:25-1-2

Note: Reallocation Required to lower level; request reallocation from HCM Liaison prior to entering Job Data record.

WorkLocation

Verify Job Code matches PIN.

Job Information

Level may or may not change, Verify Empl Class is Unclassified.

Compensation

Comp Rate may or may not change.

MDC Job Data

For Agency Use.

C36 Unclassified Appointment Change Same Agency/PIN Change – No Pay Increase

Statute: 74-840-5.5

Define: “*Unclassified* means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration.” 260:25-1-2

Note: May be used for PIN Change Only.

WorkLocation

Verify PIN Changes and Job Code matches PIN.

Job Information

Job Code may or may not change.

Compensation

Verify Comp Rate did not increase.

C37 Unclassified Increase to Market Rate: Pay Rate Change

Required: 92/Blanket Freeze

Define: “**Unclassified** means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration.” 260:25-1-2

Work Location

PIN stays the same.

Job Information

Job Code stays the same, verify Empl Class is Unclassified.

Compensation

Verify Comp Rate increased.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

C38 Unclassified Increase to Equitable Rate: Pay Rate Change

Required: 92/Blanket Freeze

Define: “*Unclassified* means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration.” 260:25-1-2

Note: Verify there is another incumbent within agency in same job code that is making the same salary that the Comp Rate increased to.

Work Location

PIN stays the same.

Job Information

Job Code stays the same, verify Empl Class is Unclassified.

Compensation

Verify Comp Rate increased.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

C39 Unclassified Salary Adjustment - Legislative: Pay Rate Change

Required: 92/Blanket Freeze

Define: “Unclassified means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration.” **260:25-1-2**

Note: Use C39 for Legislative Increases only; this code does not replace C25.

Work Location

Job Information

Job Code stays the same, verify Empl Class is Unclassified.

Compensation

Verify Comp Rate increased.

MDC Job Data

Reference law, ie: Senate Bill or Statute

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

C40 Full- to Part-Time: Data Change – Classified/Unclassified

Merit Rule: 260:25-11-33

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

Job Information

Full/Part should be Part-Time. FTE should be less than 1.00.

C41 Part- to Full-Time: Data Change – Classified/Unclassified

Merit Rule: 260:25-11-33

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.

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

Job Information

Verify change in Standard Hours.

C43 Unclassified Temp to Unclassified Regular: Appointment Change – Same Agency

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

Define: “Unclassified means employees and positions excluded from coverage of the Oklahoma Merit System of Personnel Administration.” 260:25-1-2

Work Location

Verify job code matches PIN.

Job Information

Job Code may change, verify Empl Class is Unclassified and Regular.

Compensation

Comp Rate may or may not change.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

C45 Market Adjustment: Pay Rate Change – Classified/Unclassified

Classified: Prior HCM Approval, 92/Blanket Freeze Required
Unclassified: 92/Blanket Freeze Required
Merit Rule: 260:25-7-20

Define: “...an appointing authority may make market adjustments for employee(s) in a job family or job family levels.” 260:25-7-20

Compensation

Verify new salary matches previously-approved market increase from HCM.

MDC Job Data

Verify 92 is submitted to HCM or explanation for exemption, i.e.: blanket freeze.

C50 Probationary Extension/Adjustment: Probation – Classified

Indicate # Days/Hrs. LWOP and New Prob/Trial End Date
Merit Rules: 260:25-11-30/260:25-11-36

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.” 260:25-11-30

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

Employment Data

New probationary completion date must be in the Employment Data Section.

MDC Job Data

New probationary completion date must be in the remarks section.

C51 Permanent Status: Completion of Probation/Trial – Classified

Remove Probationary Date in Employment Data
Merit Rule: 260:25-7-22/260:25-11-30/260:25-11-31

Note: If increase in pay, should be C26.

Job Information

Verify current Empl Class is Perm; previous record Empl Class is Prob Class/Trial Period.

Compensation

No change in compensation.

Employment Data

Verify that the probationary date has been removed.

C52 Permanent (Project Indefinite): Completion of Prob/Trial – Classified

Merit Rules: 260:25-9-96

C60 Add Pay Differential: Pay Rate Change – Classified/Unclassified

Prior HCM Approval
Merit Rule: 260:25-7-7

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...” **260:25-7-7**

Compensation

Pay Compensation: make sure pay differential is added in as a separate amount. Must have approval from Class/Comp Division.

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

Merit Rule: 260:25-7-7

Compensation

Verify Pay Differential is removed.

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

Merit Rule: 260:25-7-7

Compensation

Verify pay changes.

C63 FLSA Rate Adjustment: Pay Rate Change – Classified/Unclassified

Required: 92/Blanket Freeze
Merit Rule: 260:25-7-7

Note: To be used if increasing comp rate to meet the new threshold to maintain employee’s exempt status.

Compensation

Verify pay rate changes.

C70 Contract Renewal: Data Change - Classified/Unclassified

Merit Rule: 260:25-17-52

C71 Interchange Program: Transfer - Classified/Unclassified

Agency Uses Only When Directed by HCM

Merit Rule: 260:25-17-52

C72 End Interchange Program: Transfer - Classified/Unclassified

Agency Uses Only When Directed by HCM

Merit Rules: 260:25-17-52

L01 Leave Without Pay: Leave of Absence – Classified/Unclassified

Merit Rule: 260:25-15-47

L02 Sick Leave Without Pay: Leave of Absence – Classified/Unclassified

Merit Rules: 260:25-15-12/260:25-15-47

L03 Extension of Leave Without Pay: Leave of Absence – Classified/Unclassified

Merit Rule: 260:25-15-47

L03 Extension of Leave With Pay: Leave of Absence – Classified/Unclassified

Required: Letter

Merit Rule: 260:25-11-120

L04 Military Leave With Pay: Paid Leave of Absence – Classified/Unclassified

Merit Rule: 260:25-15-44

L05 Military Leave Without Pay: Leave of Absence – Classified/Unclassified

Merit Rules: 260:25-15-44/260:25-15-47

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

Merit Rule: 260:25-15-42

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

Merit Rules: 260:25-15-42/260:25-15-47

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

Merit Rule: 260:25-15-47

L09 LWOP Extension Disability: Leave of Absence – Classified/Unclassified

Merit Rule: 260:25-15-47

L10 Furlough LWOP: Leave of Absence – Classified/Unclassified

Merit Rule: 260:25-15-48

L11 Return From Furlough: Return From Leave – Classified/Unclassified

Merit Rule: 260: 15-15-48

**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: 260:25-15-47

L20 Suspension With Pay: Paid Leave of Absence/Suspension – Classified/Unclassified

Required: Letter by Agencies

Merit Rule: 260:25-11-128

**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**

Merit Rule: 260:25-11-15

L23 Suspension – Partial Day <8 Hrs: Data Change – Classified/Unclassified

S01 Resignation: Termination – Classified/Unclassified

Merit Rule: 260:25-11-132

S02 Retirement: Retirement – Classified/Unclassified

S03 Discharge: Termination – Classified/Unclassified

S04 Deceased: Termination – Classified/Unclassified

S05 Expiration of Unclassified Appointment: Termination – Unclassified (Generally Temporary)

Required: Indicate # Temp Hrs. Worked

Merit Rule: 260:25-11-134

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 no more than 999 hours.

S06 Transferred Out: Termination – Classified

Merit Rule: 260:25-11-74/260:25-11-72

Note: Make sure receiving agency accepts transfers before using an S06.

S07 Reduction in Force: Termination - Classified

Merit Rule: 260:25-13-38

S08 Voluntary Buyout: Termination- Classified/Unclassified

MDC Remarks of Buyout.

Statute: 74-840-2.28

S09 Voluntary Buyout: Retirement- Classified/Unclassified

MDC Remarks of Buyout.

Statute: 74-840-2.28

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

S11 No Payable Hours: Termination - Classified/Unclassified

To be used for employees who do not report to work on their hire date.

S12 Resignation/Abandonment: Termination - Classified/Unclassified

Merit Rule: 260:25-11-132

To be used for employees who are absent from work without prior approval and have not contacted an agency representative within five working days.

X01 Payroll Correction: Data Change – Classified/Unclassified

MDC remarks are required.

Note: Use for correcting record if unable to use Correct History due to confirmed Payroll.

If your agency has not confirmed a Payroll for the employee since the transaction was entered, Correct History can be done for **any** changes. Contact the Help Desk. Be sure to include both Name and Employee ID to ensure accuracy.

If your agency extracts from PeopleSoft HRMS to a different system and that extract has already run, you will need to be aware of the discrepancies between the two systems.

Once Payroll has been confirmed for the employee, there are three methods for correcting a transaction once entered into PeopleSoft:

- Adding an X01 or effective-dated row.
- Contacting the Help Desk.
- Changing the entry (if it isn't tied to a particular effective date, it can be changed at any time by the user).

Requires X01 or effective-dated row:

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. If you need to add a row to correct Job Information, select the appropriate Data Change transaction (i.e., Division Change, Paygroup Change, etc.).

The Data Change, X01 Correction, transaction type should only be used to correct salary or other fields which affect HCM's review process. Be sure to indicate the reason for the correction in the MDC Remarks, and if payroll needs to process a retroactive adjustment.

Fields requiring this action include:

- Name (must match Social Security Card)
- Address
- Position Number (if the correction changes default values, such as Department ID or Location Code)
- Department ID
- Location Code
- Pay Group
- Holiday Schedule
- Compensation (Comp Rate Code for base pay and Comp Rate Code for a supplemental that is consistently paid, and/or the actual monthly or biweekly amount)
- Division (from the MDC Job Data Page, and if your agency uses Division)
- Workers' Comp code
- Earnings Distribution Page for Department ID and/or Account Code
- Time Reporter Page for Status, Effective Date and/or Workgroup

Requires Help Desk case:

Data values which **do not impact Payroll**, such as Employee Class or Regular/Temporary, can still be corrected by contacting the Help Desk. When contacting the Help Desk, be sure to include both Name and Employee ID to ensure accuracy.

Can be changed at any time:

- Social Security Number, Birth Date, Ethnic Group, Phone Numbers and dates on the Employment Data page are not effective-dated.
- Longevity Date can be corrected by the User and does not require a Correct History Help Desk Case; however, **changes to the date should be done in coordination with the Payroll's execution of the Longevity process.**
- You can add a row to Benefit Program Participation without affecting the Job Data effective date, in case you forget during an appointment change or rehire.

OTHER BUSINESS

Email your Class/Comp Liaison for the business matters listed below:

Build a Bridge/Interagency Transfer

Required:

1. Name:
2. Empl ID/S.S.N (if Empl ID is unavailable):
3. PIN:
3. Job Code:
4. Pay Group:
5. Effective Date:

Create a New Position: Classified

Required: HCM-39; letter requesting New Position and Organizational Chart.

Establish Unclassified Position

Required: Memo Requesting New Position Indicating Effective Date; Unclassified Job Code; Unclassified Statutory Authorization, Location, Department, FLSA and EEO Category.

Classification Dispute

Required: HCM-70, Cover Letter, Organizational Chart and Internal Grievance Decision.

Longevity

See Longevity Guide/Calculator: <https://www.ok.gov/opm/documents/LongevityGuide2015.pdf>.

Reallocation: Classified

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

Note: Job Description on the HCM-39 has to equal 100 percent.

Reinstatement

Definition: Reinstatement means the reappointment of a former permanent classified employee as provided in the Merit Rules or the replacing of an eligible's name on an E-List.

REASON CODE LIST

Reason Code	Reason	Action	Merit Rule	Classified/ Unclassified	Remarks
A01	Competitive E-List Action	Hire	260:25-9-92/260:25-11-30/260:25-7-3/260:25-7-4	Classified	92/Blanket Freeze Required, E-List
A01	Competitive E-List Action	Rehire	260:25-9-92/260:25-11-30/260:25-7-3/260:25-7-4	Classified	92/Blanket Freeze Required, E-List
A02	Non-Competitive/With or Without E-List Action	Hire	260:25-9-95/260:25-11-30/260:25-7-3	Classified	92/Blanket Freeze Required
A02	Non-Competitive/With or Without E-List Action	Rehire	260:25-9-95/260:25-11-30/260:25-7-3	Classified	92/Blanket Freeze Required
A03	Reinstatement	Hire	260:25-9-102/260:25-11-30/260:25-7-3/ 260:25-7-4	Classified	92/Blanket Freeze Required, Approved Internal Application
A03	Reinstatement	Rehire	260:25-9-102/260:25-11-30/260:25-7-3/ 260:25-7-4	Classified	92/Blanket Freeze Required, Approved Internal Application
A04	Transfer/Promotion Interagency	Rehire	260:25-11-55/260:25-7-14	Classified	92/Blanket Freeze Required
A05	Transfer/Demotion Interagency	Rehire	260:25-11-76/260:25-7-14	Classified	
A06	Transfer/Lateral Transfer Interagency	Rehire	260:25-1-2/260:25-11-72	Classified	92/Blanket Freeze Required
A07	Transfer/Class to Same Class	Rehire	260:25-11-72/260:25-11-39	Classified	92/Blanket Freeze Required
A09	SB 200 (Veterans Act)	Hire	Statute 74-203	Classified	92/Blanket Freeze Required
A09	SB 200 (Veterans Act)	Rehire	Statute 74-203	Classified	92/Blanket Freeze Required
A12	Disability Employment Program	Hire	260:25-9-100	Classified	92/Blanket Freeze Required, Special Appointment Indication on E-List
A12	Disability Employment Program	Rehire	260:25-9-100	Classified	92/Blanket Freeze Required, Special Appointment Indication on E-List
A13	Unclassified Assigned Additional Duties Temporarily	Appointment Change-Same Agency		Unclassified	
A13	Unclassified Assigned Additional Duties Temporarily	Detail		Unclassified	
A14	Unclassified Appointment	Hire	Statute 74-840-5.5	Unclassified	92/Blanket Freeze Required
A14	Unclassified Appointment	Rehire	Statute 74-840-5.5	Unclassified	92/Blanket Freeze Required
A15	Unclassified Student Appointment	Hire	Statute 74-840-5.5(11)	Unclassified	92/Blanket Freeze Required, Student Verification
A15	Unclassified Student Appointment	Rehire	Statute 74-840-5.5(11)	Unclassified	92/Blanket Freeze Required, Student Verification
A16	Unclassified Temporary Appointment	Hire	Statute 74-840-5.5	Unclassified	92/Blanket Freeze Required
A16	Unclassified Temporary Appointment	Rehire	Statute 74-840-5.5	Unclassified	92/Blanket Freeze Required
A17	Project Tourism	Hire	Statute 74-840-5.5	Unclassified	92/Blanket Freeze Required
A17	Project Tourism	Rehire	Statute 74-840-5.5	Unclassified	92/Blanket Freeze Required
A18	Priority Consideration Appointment	Rehire	260:25-13-70	Classified	92/Blanket Freeze Required
A19	State Work Incentive	Hire	260:25-17-173	Unclassified	92/Blanket Freeze Required, Letter by DHS or DRS

Reason Code	Reason	Action	Merit Rule	Classified/ Unclassified	Remarks
A19	State Work Incentive	Rehire	260:25-17-173	Unclassified	92/Blanket Freeze Required, Letter by DHS or DRS
A20	CAPIP *Carl Albert Public Internship Program Hire	Appointment Change-Same Agency	260:25-17-84 Statute 74-840-3.5		92/Blanket Freeze Required
A20	CAPIP *Carl Albert Public Internship Program Hire	Hire	260:25-17-84 Statute 74-840-3.5		92/Blanket Freeze Required
A20	CAPIP *Carl Albert Public Internship Program Hire	Rehire	260:25-17-84 Statute 74-840-3.5		92/Blanket Freeze Required
A30	Executive Fellow Conversion (All CAPIP Conversions)	Appointment Change-Same Agency	260:25-17-84 Statute 74-840-3.5	Both	
A31	SWIP Conversion	Appointment Change-Same Agency	260:25-17-177	Classified	
A40	Competitive E-List Action	Appointment Change-Same Agency	260:25-9-92/260:25-11-30/260:25-7-3	Classified	92/Blanket Freeze Required, E-List
A41	Non-Competitive E-List Action	Appointment Change-Same Agency	260:25-9-95/260:25-11-30/260:25-7-3	Classified	92/Blanket Freeze Required, E-List, if used
A42	Reinstatement	Appointment Change-Same Agency	260:25-7-4/260:25-9-102	Classified	92/Blanket Freeze Required, Approved Internal Application
A43	Project Indefinite	Appointment Change-Same Agency	260:25-9-96	Classified	92/Blanket Freeze Required
A44	Disability Employment Program	Appointment Change-Same Agency	260:25-9-100	Classified	92/Blanket Freeze Required, Special Appointment Indication on E-List
A47	State Work Inc. Program	Appointment Change-Same Agency		Unclassified	92/Blanket Freeze Required
A48	Direct Hire – Hard-to-Fill	Appointment Change-Same Agency	260:25-9-110 through 260:25-9-123	Classified	92/Blanket Freeze Required, Approved Application (Verified by JobAps or Email)
A49	Direct Hire – Prof. Licensure – Hard-to-Fill	Appointment Change-Same Agency	260:25-9-110 through 260:25-9-123	Classified	92/Blanket Freeze Required, Approved Application/ Copy of Licenses (Verified by JobAps or Email)
A50	Unclassified Rollover Temp Appointment	Appointment Change-Same Agency	Statute 74-840-5.5	Unclassified	
A88	Direct Hire – Hard-to-Fill	Hire	260:25-9-110 through 260:25-9-123	Classified	92/Blanket Freeze Required, Approved Application (Verified by JobAps or Email)
A88	Direct Hire – Hard-to-Fill	Rehire	260:25-9-110 through 260:25-9-123	Classified	92/Blanket Freeze Required, Approved Application (Verified by JobAps or Email)
A89	Direct Hire – Prof. Licensure – Hard-to-Fill	Hire	260:25-9-110 through 260:25-9-123	Classified	92/Blanket Freeze Required, Approved Application and Licensure (Verified by JobAps or Email)
A89	Direct Hire – Prof. Licensure – Hard-to-Fill	Rehire	260:25-9-110 through 260:25-9-123	Classified	92/Blanket Freeze Required, Approved Application and Licensure (Verified by JobAps or Email)

Reason Code	Reason	Action	Merit Rule	Classified/ Unclassified	Remarks
C01	Promotion	Promotion	260:25-7-14/260:25-11-55/260:25-11-51	Classified	92/Blanket Freeze Required, Approved Internal Application
C02	Detail to Special Duty	Detail	260:25-11-110/260:25-7-17	Classified	
C03	Voluntary Demotion	Demotion	260:25-7-14/260:25-11-76	Classified	Letter signed by employee required
C04	Involuntary Demotion	Demotion	260:25-7-14 Merit Protection Commission 455:10-11-14	Classified	
C05	Intra-Agency Lateral Transfer New JFD	Transfer	260:25-1-2/260:25-11-71/260:25-9-10/260:25-7-14	Classified	Approved Internal Application, if increase in pay 92/Blanket Freeze Required
C06	Direct Reclass	Job Reclassification	260:25-1-2/260:25-5-90/260:25-7-14	Classified	Agency uses only when directed by HCM
C07	Reallocation/Promotion	Promotion Position Audit Class Dispute	260:25-1-2/260:25-5-55/260:25-7-14/260:25-7-13 260:25-5-91/260:25-9-10	Classified	HCM-39, Approved Application, 92/Blanket Freeze Required HCM-70, Approved Application
C08	Reallocation/Involuntary Demotion	Demotion Position Audit Class Dispute	260:25-1-2/260:25-5-52/260:25-9-10	Classified	HCM-39, Approved Application, 92/Blanket Freeze Required HCM-70, Approved Application
C09	Reallocation/Lateral Transfer	Transfer Position Audit Class Dispute	260:25-1-2/260:25-11-71/260:25-7-14/260:25-5-91	Classified	HCM-39, Approved Application, 92/Blanket Freeze Required HCM-70, Approved Application
C10	Return to Previous Position (From Promotion)	Transfer	260:25-11-55	Classified	Letter required to employee from agency
C11	Classified JFD Revision	Data Change		Classified	Not for agency use – Use only when directed by HCM after JFD revision
C12	Expiration of Detail to Special Duty	End of Detail Termination Return from Leave	260:25-11-110	Classified	
C12	End of Detail/Unclassified Temp Detail to Duty	Data Change End Of Detail		Unclassified	
C13	Extend Detail/Unclassified Temp Detail to Special Duty	Extend Detail	260:25-11-110	Unclassified	
C16	Career Progression	Promotion	260:25-7-14/260:25-5-44	Classified	
C17	Demotion (Due to RIF)	Demotion	260:25-7-14	Classified	
C18	Reallocation/Voluntary Demotion	Demotion	260:25-7-14/260:25-5-52	Classified	Letter signed by employee required
C19	Legislative Transfer	Transfer	HB 2140	Both	Not for agency use
C20	Performance Pay	Pay Rate Change	260:25-17-31/260:25-7-27	Classified Unclassified	Prior HCM Approval Needed /92/Blanket Freeze Required 92/Blanket Freeze Required
C21	Cost of Living Increase	Pay Rate Change	Statute 74-840-2.17	Both	
C22	Grade/Pay Band Change	Data Change	260:25-7-13	Classified	Agency uses only when directed by HCM after JFD revision
C24	Classified Salary Adjustment Leg. and Others	Pay Rate Change	260:25-7-1	Classified	92/Blanket Freeze Required

Reason Code	Reason	Action	Merit Rule	Classified/Unclassified	Remarks
C26	Completion Prob/Trial Period and Pay Increase	Completion of Prob/Trial	260:25-7-22	Classified	Remove probationary date in employment data
C27	Recall From RIF Demotion	Transfer	260:25-7-8	Classified	
C28	Equity Adjustment	Pay Rate Change	260:25-7-26	Classified	92/Blanket Freeze Required
C29	Skill-Based Pay Adjustment	Pay Rate Change	260:25-7-24	Both	92/Blanket Freeze Required/SAP Approval Required
C30	Transfer Intra-Agency (Sub Agency Only)	Transfer		Classified	Only if agency has actual sub-agency. Use C31 to move locations.
C31	Lateral Transfer, Intra-Agency, Same JFD and LVL/PIN Change	Transfer	260:25-7-14/260:25-11-71/260:25-11-39	Classified	If increase in pay, 92/Blanket Freeze Required May also be used to change PIN for classified
C32	Classified to Unclassified Service	Appointment Change-Same Agency		Unclassified	92/Blanket Freeze and letter from employee resigning classified service required
C33	Unclassified Increased Level and Increased Pay	Appointment Change-Same Agency	Statute 74-840-5.5	Unclassified	92/Blanket Freeze Required/Reallocation required Use if job code changes and pay increases
C34	Unclassified Assigned Additional Duties/Increase in Pay	Appointment Change-Same Agency	Statute 74-840-5.5	Unclassified	92/Blanket Freeze Required. Use if job code stays the same and pay increases due to added duties—Use C33 if supervisor duties are added
C35	Unclassified Lower Level/Decrease in Pay	Appointment Change-Same Agency	Statute 74-840-5.5	Unclassified	
C36	Unclassified Appointment Change Same Agency/PIN Change – No Pay Increase	Appointment Change-Same Agency	Statute 74-840-5.5	Unclassified	May also be used to change PIN for unclassified
C37	Unclassified Increase to Market Rate	Pay Rate Change		Unclassified	92/Blanket Freeze Required
C38	Unclassified Increase to Equitable Rate	Pay Rate Change		Unclassified	92/Blanket Freeze Required
C39	Unclassified Salary Adjustment - Legislative	Pay Rate Change		Unclassified	92/Blanket Freeze Required
C40	Full- to Part-Time	Data Change	260:25-11-33	Both	
C41	Part- to Full-Time	Data Change	260:25-11-33	Both	
C42	Change in Part-Time Percentage	Data Change		Both	
C43	Unclassified Temp to Unclassified Regular	Appointment Change Same Agency	Statute 74-840-5.5	Unclassified	92/Blanket Freeze Required
C45	Market Adjustment	Pay Rate Change	260:25-7-20	Classified Unclassified	Prior HCM Approval, 92/Blanket Freeze Required 92/Blanket Freeze Required
C50	Probationary Extension/Adjustment	Probation	260:25-11-30/260:25-11-36	Classified	Indicate # Days/Hrs. LWOP And New Prob/Trial End Date
C51	Permanent Status	Completion of Probation/Trial	260:25-7-22/260:25-11-30/260:25-11-31	Classified	Remove probationary date in employment data If increase in pay, should be C26
C52	Permanent (Project Indefinite): Completion of Probation/Trial	Completion of Probation/Trial	260:25-9-96	Classified	

Reason Code	Reason	Action	Merit Rule	Classified/ Unclassified	Remarks
C60	Add Pay Differential	Pay Rate Change	260:25-7-7	Both	Prior HCM Approval
C61	Remove Pay Differential	Pay Rate Change	260:25-7-7	Both	
C62	Change Existing Pay Differential	Pay Rate Change	260:25-7-7	Both	
C63	FLSA Rate Adjustment	Pay Rate Change		Both	92/Blanket Freeze Required
C70	Contract Renewal	Data Change	260:25-17-52	Both	
C71	Interchange Program	Transfer	260:25-17-52	Both	Agency uses only when directed by HCM
C72	End Interchange Program	Transfer	260:25-17-52	Both	Agency uses only when directed by HCM
L01	Leave Without Pay	Leave Of Absence	260:25-15-47	Both	
L02	Sick Leave Without Pay	Leave Of Absence	260:25-15-12/260:25-15-47	Both	
L03	Extension of Leave Without Pay	Leave Of Absence	260:25-15-47	Both	
L03	Extension of Leave With Pay	Paid Leave Of Absence	260:25-11-120	Both	Letter Required
L04	Military Leave With Pay	Paid Leave Of Absence	260:25-15-44	Both	
L05	Military Leave Without Pay	Leave Of Absence	260:25-15-44/260:25-15-47	Both	
L06	Educational Leave With Pay	Paid Leave Of Absence	260:25-15-42	Both	
L07	Educational Leave Without Pay	Leave Of Absence	260:25-15-42/260:25-15-47	Both	
L08	Return From Leave With/Without Pay	Return From Leave	260:25-15-47	Both	
L09	LWOP Extension Disability	Leave Of Absence	260:25-15-47	Both	
L10	Furlough LWOP	Leave Of Absence	260:25-15-48	Both	
L11	Return From Furlough	Return From Leave	260:25-15-48	Both	
L12	Supplemented Workers Compensation Leave (LWOP)	Data Change		Both	
L13	Supplemented LWOP (Not WC)	Data Change		Both	
L14	Return to Regular Duty	Data Change	260:25-15-47	Both	
L20	Suspension With Pay	Paid Leave Of Absence	260:25-11-128	Both	Letter Required
L20	Suspension With Pay	Suspension	260:25-11-128	Both	Letter Required
L21	Suspension Without Pay	Unpaid Leave of Absence	455:10-11-15	Both	
		Suspension		Both	
L22	Return From Suspension With/Without Pay	Return From Leave	260:25-11-15	Both	
L22	Return From Suspension With/Without Pay	Return From Suspension	260:25-11-15	Both	
L23	Suspension – Partial Day <8 Hrs	Data Change		Both	
S01	Resignation	Termination	260:25-11-132	Both	
S02	Retirement	Retirement		Both	
S03	Discharge	Termination		Both	
S04	Deceased	Termination		Both	

Reason Code	Reason	Action	Merit Rule	Classified/ Unclassified	Remarks
S05	Expiration of Unclassified Appointment	Termination	260:25-11-134	Unclassified	MDC Tab in Remark Section, Must have temp hours worked
S06	Transferred Out	Termination	260:25-11-74, 260:25-11-72	Classified	
S07	Reduction in Force	Termination	260:25-13-38	Classified	
S08	Voluntary Buyout	Termination	Statute 74-840-2.28	Both	MCD Remarks of Buyout
S09	Voluntary Buyout	Retirement	Statute 74-840-2.28	Both	MCD Remarks of Buyout
S10	Transfer to Non-Merit Agency	Termination		Both	
S11	No Payable Hours	Termination		Both	To be used when employee does not report to work on hire date entered in system
S12	Resignation/Abandonment	Termination	260:25-11-132	Both	To be used for employees who are absent from work without prior approval and have not contacted an agency representative within five working days
X01	Payroll Correction	Data Change		Both	MDC Remarks are required to explain why it was used

**Classification Manual
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