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HRD Process Manual

HRD Process Manual

Manual Overview

This manual is designed to assist Human Resources Personnel perform the required Human Capital Management (HCM) processes in OAKS. This manual is a technical guide that explains each process, groups the processes together using step-by-step procedures for each section of the process. There will be screen shots from the OAKS system when needed. The manual also documents the related policy, procedural and legal considerations that impact the processes. As such, the manual provides not only the “how” but also the “why” of the various processes utilized by Human Resources Personnel. It is a living document and will change as changes are made in OAKS. Updates to the manual will be communicated to the user through the HRD Weekly OAKS Update

The step-by-step process will also document how information flows from module to module. Checklists are also provided with each process to provide an audit trail to help ensure no steps have been skipped. Related policy, procedural, and legal considerations are addressed as related to the process.

Each process is divided into six sections. These sections include:

Overview: this section outlines the name of the process along with a written description of the process and when you would use this process. A high level process flowchart guides the user through the process.

Navigation Path: this section shows the Navigation Path. The Navigation Path visually depicts how to navigate to the screen on which the first step of the process begins.

Security: This sections lists the User Security Access needed to perform the steps of the process.

Notes: this section sets forth those items that are needed prior to starting the process. Typically, forms and approvals are listed in this area. This section also contains citations to Legal, Procedural and Policy References.

Attachments: this section provides a list of actual forms along with the form number and approvals needed to complete the process.

Checklists & Step-by-Step Procedures: this section outlines the step-by-step process that is required to perform the process in OAKS. The section will contain screen shots to assist and guide the user when needed. These sections assume that the audience has already gone through OAKS training. This section also will contain checklists as an additional job aid for the

user. Not all processes will have checklists. Checklists are created for procedures that cross over to different areas and different security levels.

Navigation and Use

Step-by-Step for Navigation and Use of HRD Process Manual:

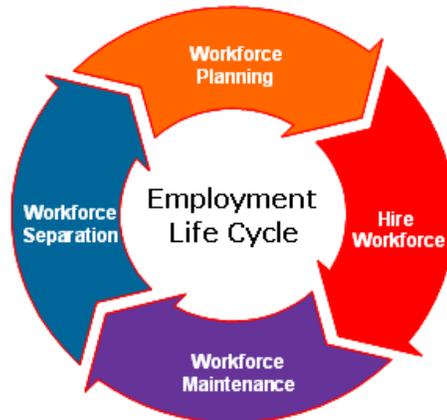
- [Click Here for Word Document](#)

Human Capital Management (HCM)

HCM consists of core human resources processes including payroll, benefits administration, time & labor, ePay, and Enterprise Performance Management (EPM).

The Employment Life Cycle is the cycle through which each employee will flow through OAKS during their employment with the State of Ohio.

The OAKS Hiring Process is the first of many learning opportunities to provide an integrated overview of the Employment Life Cycle and the framework we use to discuss HCM activities. This represents the cycle we go through with each employee. Below is a visual of how work flows through the Employment Life Cycle along with the description of each cycle and activities included in that particular cycle:



Workforce Planning consists of the creation of new positions, the development and management of benefits, defining and working with deductions etc.

Hire Workforce consists of the addition of a new employee to OAKS, enrolling the new hire in benefits, assigning job classifications, setting up compensation and work schedules etc.

Workforce Maintenance consists of entering hours worked, making salary adjustments, processing payroll etc.

Workforce Separation consists of creating final paychecks, processing retirements and terminations, administering COBRA.

It is important to remember that when you enter information into a module in OAKS, it can automatically share information with other HCM modules after it has run overnight. The information will flow to another module and possibly trigger another process. If that information is not valid, OAKS will still continue with the process or processes. This is why it is so important to make sure the information that is being entered is correct.

Core HR

- Position Management
- Hiring & Maintenance of Workforce
- Drug Testing
- Background Check

Position Management

General Overview – Position Management

This section of the manual contains the Position Management Processes.

In OAKS, an agency is able to manage positions and their reporting relationships within their organization regardless of the employee's assignment. The system also allows an agency to attach information to a given position, and permits agencies to move employees in and out of those positions.

If a position stays vacant (unassigned) for 12 consecutive months, the status of the position will become "inactive" in OAKS. After a position is vacant for 11 consecutive months, the agency will receive a report that warns of the position's impending inactivation. At that time, the agency may request an extension or may allow the position to become inactive. Agencies also have the capability of manually inactivating a position or running a report to view its vacant positions.

Managing Positions

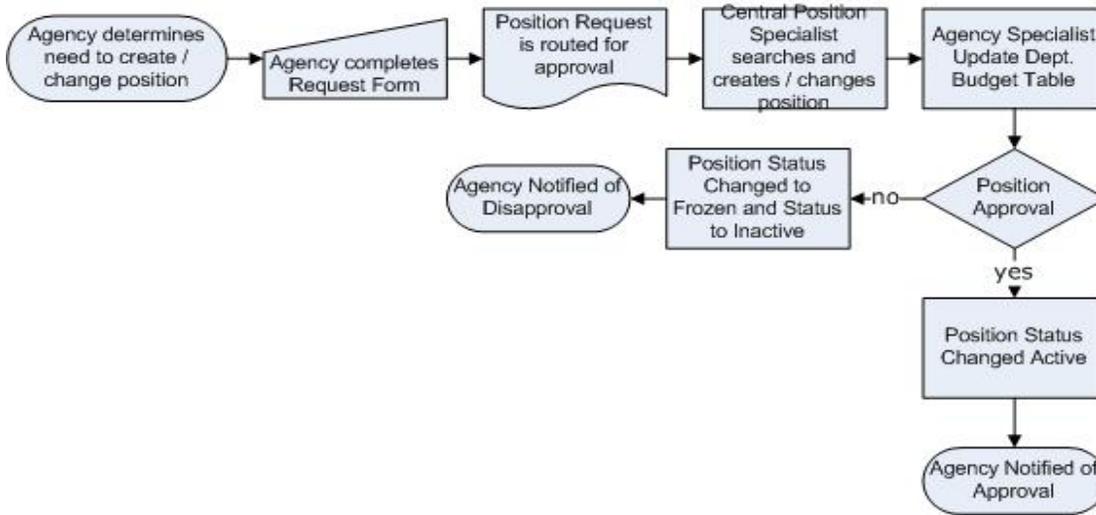
- Create a New Position
- Move a Position
- Reclassify a Position

Create a New Position

Overview

Use this process to create a new position in OAKS.

High Level Workflow:



Navigation Path

Organizational Development > Position Management > Maintain Positions / Budget > Add / Update Position Info

Security

Agency Position Specialist

Notes

Needed Prior to Starting Process:

1. Position Description Authorization – [Form 4136](#)
2. Position Description – [Form 4107](#)

Legal, Procedural, Policy References:

1. Refer to your agency policies.

Attachments

1. Position Description Authorization – [Form 4136](#)
2. Position Description – [Form 4107](#)

Checklists & Step-by-Step Procedures

Step-by-Step Procedures to Create a New Position:

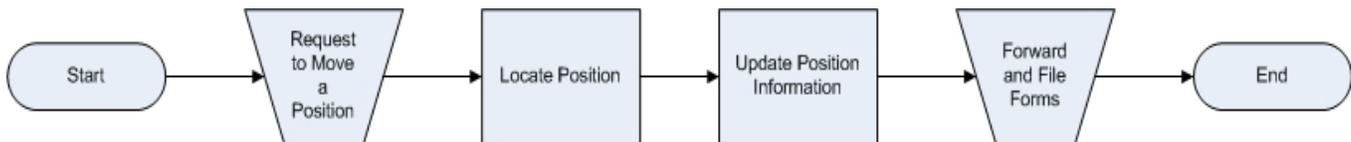
- [Click Here for Word Document](#)

Move a Position

Overview

Use this process to move current position in OAKS to another department.

High Level Process Flow:



Navigation Path

Organizational Development > Position Management > Maintain Positions / Budget > Add / Update Position Info

Security

Agency Position Specialist

Notes

Needed Prior to Starting Process:

1. Position Description Authorization – [Form 4136](#)
2. Position Description – [Form 4107](#)

Legal, Procedural, Policy References:

1. All changes go through an internal approval process. Typically only changes that impact funding, such as reclassifications, require Fiscal approval. Approval process varies by agency.
2. Refer to your agency policy.

Attachments

1. Position Description Authorization – [Form 4136](#)
2. Position Description – [Form 4107](#)

Checklists & Step-by-Step Procedures

Step-by-Step Procedures to Move a Position:

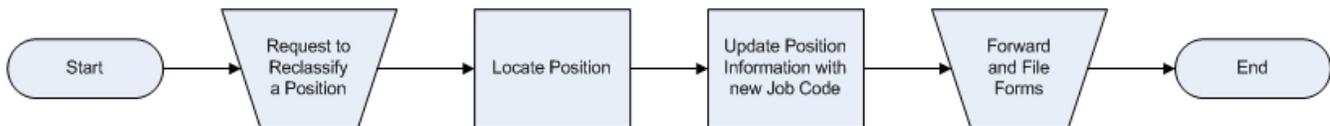
- [Click Here for Word Document](#)

Reclassify a Position

Overview

Use this process to reclassify a current position in OAKS within the same department.

High Level Workflow:



Navigation Path

Organizational Development > Position Management > Maintain Positions / Budget > Add / Update Position Info

Security

Agency Position Specialist

Notes

Needed Prior to Starting Process:

1. Position Description Authorization – [Form 4136](#)
2. Position Description – [Form 4107](#)

Legal, Procedural, Policy References:

1. Refer to your agency policies.

Attachments

1. Position Description Authorization – [Form 4136](#)
2. Position Description – [Form 4107](#)

Checklists & Step-by-Step Procedures

Step-by-Step Procedures to Reclassify a Position:

- [Click Here for Word Document](#)

Combo Codes

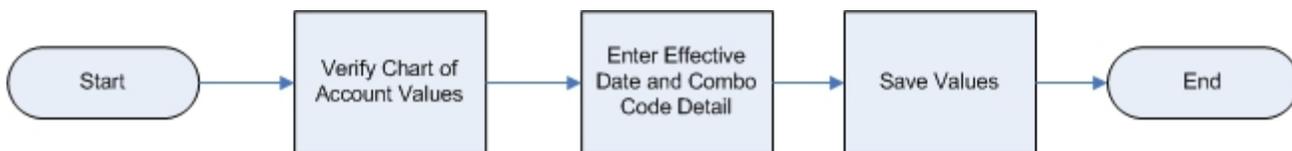
- Creating a Combo Code
- Updating a Position's Combo Code
- Changing a Position's Department

Creating a Combo Code

Overview

Use this process to create a Combo Code.

High Level Workflow:



Navigation Path

Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Combination Code Table

Security

Agency Budget Specialist

Notes

Needed Prior to Starting Process:

1. Valid Chart of Account Values for New Combo Code.

Legal, Procedural, Policy References:

1. A Combo Code is a distinct combination of Chart of Account Values. In order to have a valid combo code you must have at least 5 chart of account values (FUND, ALI, ACCOUNT, DEPARTMENT and PROGRAM.) If your agency is budgeting at a lower level you will need additional ChartField values.
2. A department should be selected before selecting a Grant / Project, Reporting Agency Use or budget Reference to see your agency specific values.

3. You will not be able to assign an ISTV Cross Reference. That field should not be used when creating a Payroll Combo Code.

Attachments

1. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Creating a Combo Code:

- [Click Here for Word Document](#)

Update Position's Combo Code

Overview

Use this process when you change a position's combo code to update the Department Budget Table.

High Level Workflow:



Navigation Path

Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

Security

Agency Budget Specialist

Notes

Needed Prior to Starting Process:

1. Documentation on Change.

Legal, Procedural, Policy References:

1. The effective date is the beginning pay period date the combo code is to be activated in.
2. If position is split funded make sure Distribution percent equal 100%.
3. Refer to your agency's procedures.

Attachments

1. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Update Position's Combo Code:

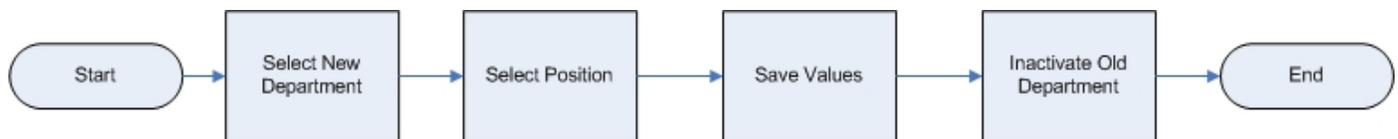
- [Click Here for Word Document](#)

Changing a Position's Department

Overview

Use this process when you change a position's department to update the Department Budget Table.

High Level Workflow:



Navigation Path

Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

Security

Agency Budget Specialist

Notes

Needed Prior to Starting Process:

1. Documentation on Change.

Legal, Procedural, Policy References:

1. The effective date for the new department is the beginning pay period date the department is to be activated in.
2. The effective date for inactivating the old department is the last day of the pay period the combo code is active. DO NOT INACTIVATE the combo code until the following Monday.
3. Refer to your agency's procedures.

Attachments

1. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Changing a Position's Department:

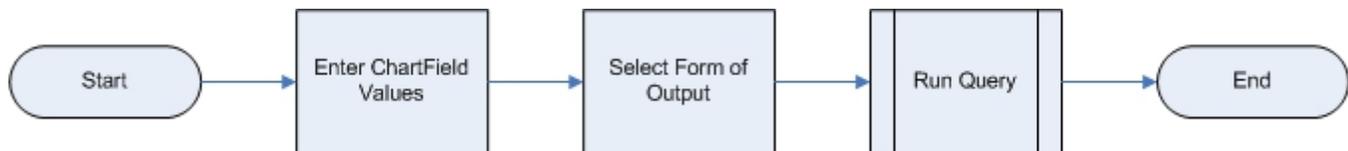
- [Click Here for Word Document](#)

Agency Combo Code and Positions Query

Overview

Use this process to view and download your agencies Combo Codes and the associated positions.

High Level Workflow:



Navigation Path

Reporting Tools > Query > Query Viewer

Security

EPM Private Query Creator

Notes

Needed Prior to Starting Process:

1. All ChartField values.

Legal, Procedural, Policy References:

1. The Query Name is OH_PY_COMBO_CODE.
2. The selection of HTML will display the query on your screen.
3. The selection of Excel will prompt you to download the query to your computer.

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Agency Combo Code Query:

- [Click Here for Word Document](#)

Department Budget Tables

- Updating Position Departments & Budget Tables

Updating Position Department & Budget Tables

Checklists & Step-by-Step Procedures

Step-by-Step Process Updating Position Department & Budget Tables:

- [Click Here for Word Document](#)

Inactive Positions

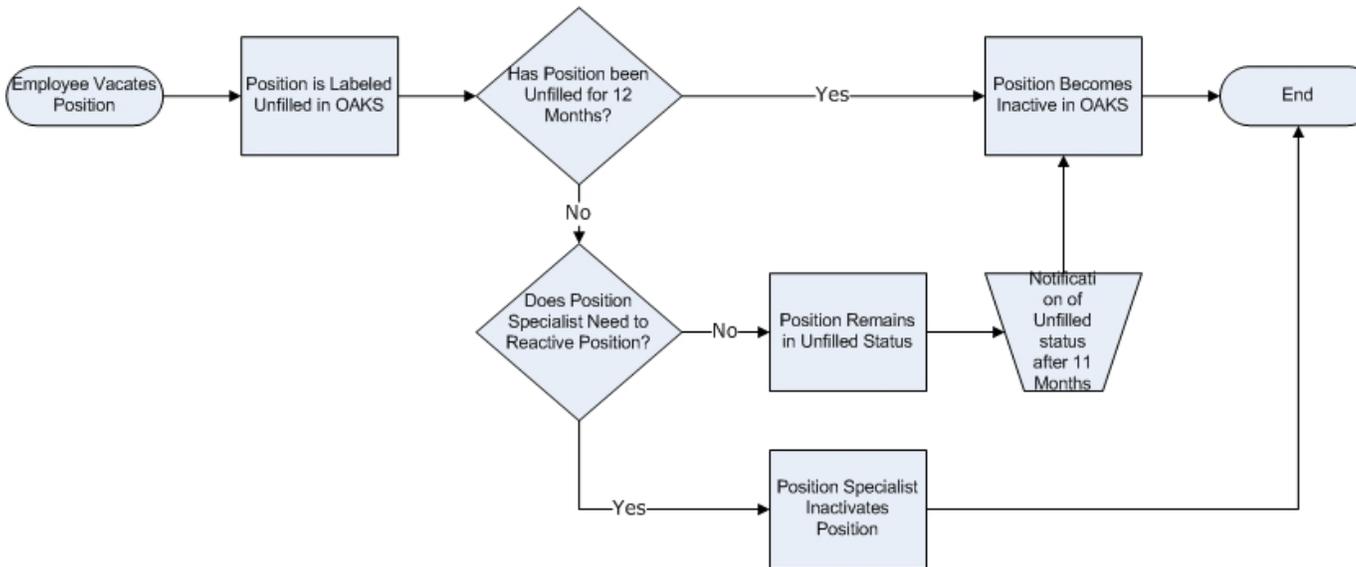
- Inactivating a Position
- Running a Position Management Report

Inactivating a Position

Overview

Use this process to inactive a current position in OAKS.

High Level Workflow:



Navigation Path

Organizational Development > Position Management > Maintain Positions / Budget > Add / Update Position Info

Security

Agency Position Specialist

Notes

Needed Prior to Starting Process:

1. Position Description Authorization – [Form 4136](#)

Legal, Procedural, Policy References:

1. Refer to your agency's procedures.

Attachments

1. Position Description Authorization – [Form 4136](#)

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Inactivating a Position:

- [Click Here for Word Document](#)

Running a Position Management Report

Overview

Use this process to print or review an active or inactive Position Management Report.

High Level Workflow:



Navigation Path

Organizational Development > Position Management > Position Reports > Active / Inactive Reports

Security

Agency Position Specialist

Notes

Needed Prior to Starting Process:

1. Parameters for report.

Legal, Procedural, Policy References:

1. None.

Attachments

1. None.

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Printing or Reviewing a Position Management Report:

- [Click Here for Word Document](#)

Hiring & Maintenance of Workforce

General Overview – Hiring & Maintenance of Workforce

A Personnel Action (PA) is required to initiate and document any activity significantly affecting an employee in state service, including hires, reassignments and transfers, promotions, demotions, terminations and leaves. The PA triggers any adjustment in payroll records and results in appropriate compensation for services performed.

The PA is prepared and processed in accordance with standard procedures in order to achieve the designed or required result. Since there are many actions possible and many variables associated with each action, this section of the manual attempts to guide you through these actions and the various reasons each process may be performed.

Hire

Hire Checklist:

- Click Here for Word Document – Currently Being Developed

Step-by-Step Hire Procedures:

- [Click Here for Word Document](#)

Step-by-Step Employment Instance Procedures:

- [Click Here for Word Document](#)

Hire Types

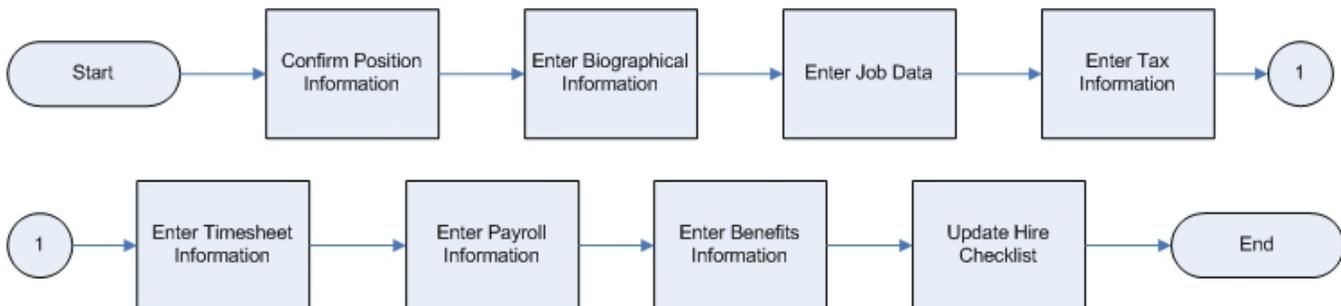
- Hire / Permanent With or Without Drug Test (HIR-PER)
- Hire / Temporary (HIR-TEM)
- Hire / Seasonal (HIR-SEA)
- Hire / Intermittent (HIR-INT)
- Hire / Fixed – Term Salaried (HIR-FTS)
- Hire / Fixed – Term Per Diem (HIR-DIM)
- Hire / Fixed – Interim external (HIR-EXI)
- Hire / Established Term Regular (HIR-ETR)
- Hire / Established Term Irregular (HIR-ETI)
- Hire / Project Employee (HIR-PRJ)
- Hire / Temporary External Over 120 Days
- Hire / Temporary Internal Under 120 Days

Hire / Permanent (HIR-PER) With or Without Drug Test

Overview

Use this Action Code to appoint a new employee to a full time or part time permanent position.

High Level Workflow Process:



Starting Navigation Path

Organization Development > Position Mgmt > Maintain Positions > Budgets > Add / Update Position Info

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#))
2. Fully completed Application Form ([ADM 4268](#)).
3. Supplemental Employment Agreement ([ADM 4288](#)).
4. If position or class requires licensure, registration, or certification, a copy is necessary in all cases, except RN or LPN.
5. If position is unclassified, a signed agreement from the employee to enter the unclassified service.

Legal, Procedural, Policy References:

1. If the position is unclassified, the applicable OHIO REVISED CODE section should be recorded in the Remarks Section.
2. See Hire – General Notes, Legal, Procedural & Policy References.

Attachments

1. [ADM 4268](#)—Application Form
2. [ADM 4288](#)—Employment Agreement
3. If position or class requires licensure, registration or certification, copy is necessary except for RN or LPN.
4. If RN or LPN, Nursing License Verification Form.
5. If position is unclassified, a signed agreement from the employee to enter the unclassified service.
6. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step ProceduresHire Checklist:

- [Click Here for Word Document – Currently Being Developed](#)

Step-by-Step Hire Permanent Without Drug Test Procedures:

- [Click Here for Word Document](#)

Step-by-Step Hire Permanent With Drug Test Procedures:

- [Click Here for Word Document](#)

Step-by-Step Employment Instance Procedures:

- [Click Here for Word Document](#)

Hire / Temporary (HIR-TEM)

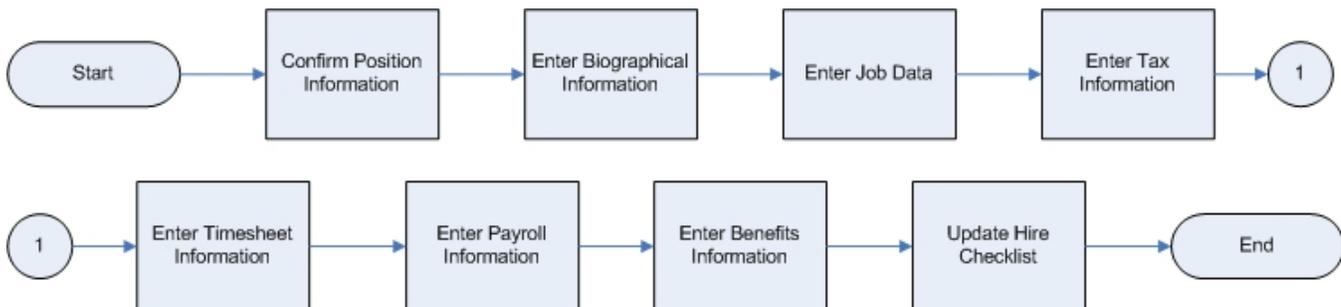
Overview

Use this Action Code to appoint a new employee into Exempt Unclassified positions where the services to be rendered on a full time or part time basis are for a period not to exceed 6 months. The need for such services must be important and urgent [\[Ohio Revised Code 124.30\(C\)\]](#).

OR

To appoint a new employee for temporary appointments which are full time or part time during the temporary period of employment (student help, college cop-op, and college interns only).

High Level Workflow:



Starting Navigation Path

Organization Development > Position Mgmt > Maintain Positions > Budgets > Add / Update Position Info

AND

Workforce Administration > Personal Information > Biographical > Search by National ID

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#))
2. Fully completed Application Form ([ADM 4268](#)).
3. Supplemental Employment Agreement ([ADM 4288](#)).
4. If position is unclassified, a signed agreement from the employee to enter the unclassified service.

Legal, Procedural, Policy References:

1. ALWAYS carries unclassified status.
2. Permanent employees lose benefits if changed to this Action / Reason. See Transfer Employee Process.
3. These are exempt employees. **Do not use Action / Reason for Bargaining Unit Employees.**
4. Place ending date on the Temporary Ends line.
5. See Hire – General Notes, Legal, Procedural and Policy References.

Attachments

1. [ADM 4268](#) – Application Form.
2. [ADM 4288](#) – Employment Agreement
3. If position or class requires licensure, registration or certification copy is necessary except for RN or LPN.
4. If RN or LPN, Nursing License Verification Form.
5. For information on attachments for student positions see Appendix.
6. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Hire Checklist:

- [Click Here for Word Document – Currently Being Developed](#)

Step-by-Step Hire Temporary Procedures: Currently Being Developed

- [Click Here for Word Document](#)

Step-by-Step Employment Instance Procedures:

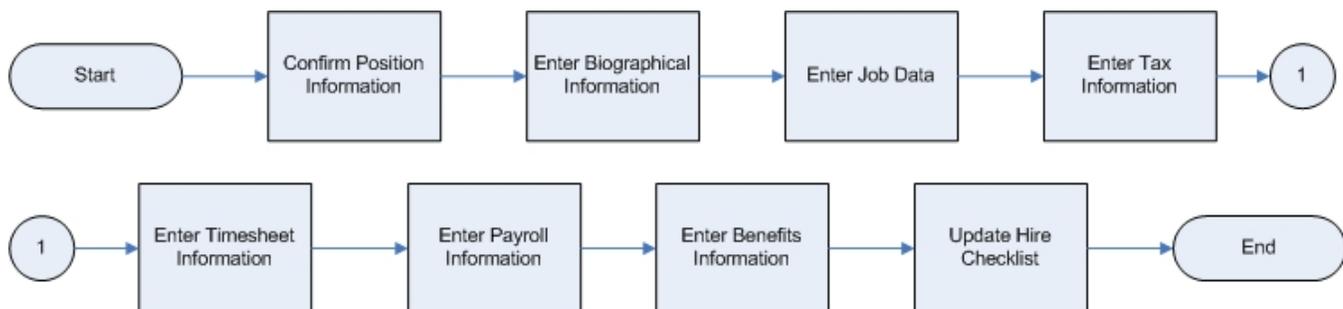
- [Click Here for Word Document](#)

Hire / Seasonal (HIR-SEA)

Overview

Use this Action Code to appoint an employee in seasonal appointments (regular work limited to a specific season). Employee is full time or part time during the designated season.

High Level Workflow:



Starting Navigation Path

Organization Development > Position Mgmt > Maintain Positions > Budgets > Add / Update Position Info

AND

Workforce Administration > Personal Information > Biographical > Search by National ID

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#))
2. Fully completed Application Form ([ADM 4268](#)).

3. Supplemental Employment Agreement ([ADM 4288](#)).
4. If position is unclassified, a signed agreement from the employee to enter the unclassified service.

Legal, Procedural, Policy References:

1. These are EXEMPT employees.
2. Place ending date on the Remarks Section of the Personnel Action Form.
3. See Hire – General Notes, Legal, Procedural & Policy References.

Attachments

1. [ADM 4268](#) – Application Form.
2. [ADM 4288](#) – Employment Agreement, if position or class requires licensure, registration or certification copy is necessary except for RN or LPN.
3. If RN or LPN, Nursing License Verification Form.

Checklists & Step-by-Step Procedures

Hire Checklist:

- [Click Here for Word Document – Currently Being Developed](#)

Step-by-Step Hire / Seasonal Employee Procedures:

- [Click Here for Word Document](#)

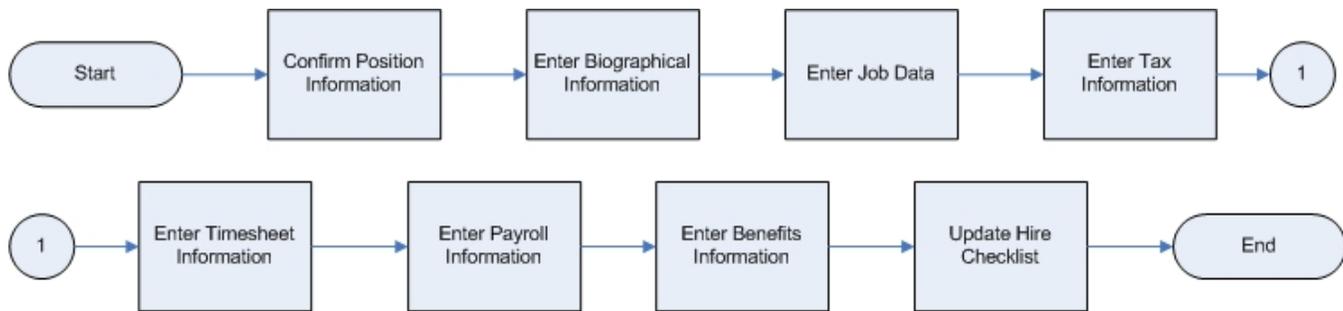
Step-by-Step Employment Instance Procedures:

- [Click Here for Word Document](#)

Hire / Intermittent (HIR-INT)**Overview**

Use this Action Code to appoint an unclassified employee who works on an irregular schedule, which is determined by the fluctuating demands of the work, is not predictable, and is generally characterized as requiring less than 1000 hours per year (Administrative Code 123:1-47-01 A-45) or the number of hours per contract.

High Level Workflow:

**Starting Navigation Path**

Organization Development > Position Mgmt > Maintain Positions > Budgets > Add / Update Position Info

AND

Workforce Administration > Personal Information > Biographical > Search by National ID

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#))
2. Fully completed Application Form ([ADM 4268](#)).
3. Supplemental Employment Agreement ([ADM 4288](#)).

4. If position or class requires licensure, registration, or certification, a copy is necessary in all cases, except RN or LPN.
5. If position is unclassified, a signed agreement from the employee to enter the unclassified service.

Legal, Procedural, Policy References:

1. **ALWAYS** carries unclassified status.
2. These are EXEMPT employees. Exception: Intermittent in the Office of Treasurer of State are in the AFSCME Bargaining Unit. 4.
3. Intermittent have no back up rights.
4. Intermittent are considered Temporary Appointments.
5. See Hire – General Notes, Legal, Procedural and Policy References.

Attachments

1. [ADM 4268](#) – Application Form.
2. [ADM 4288](#) – Employment Agreement, if position or class requires licensure, registration or certification copy is necessary except for RN or LPN.
3. If RN or LPN, Nursing License Verification Form.
4. A signed agreement from the employee to enter the unclassified service.
5. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Hire Checklist:

- [Click Here for Word Document – Currently Being Developed](#)

Step-by-Step Hire Intermittent Procedures:

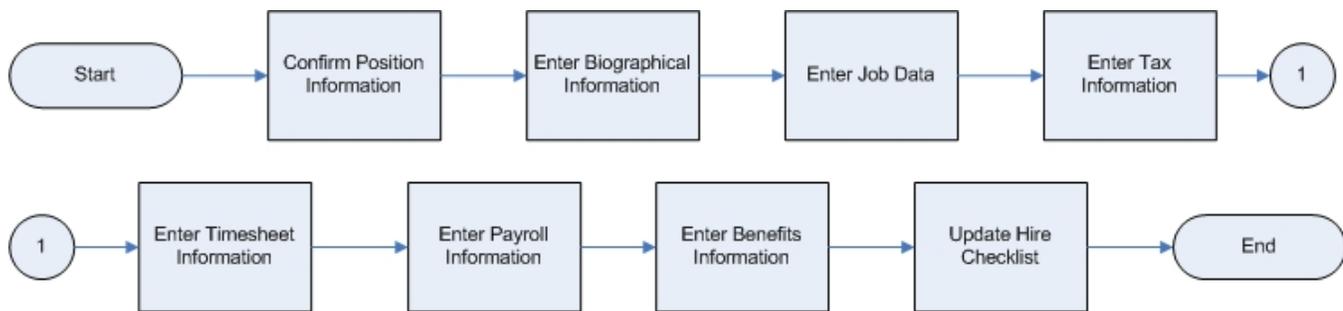
- [Click Here for Word Document](#)

Step-by-Step Employment Instance Procedures:

- [Click Here for Word Document](#)

Hire / Fixed – Term Salaried (HIR-FTS)**Overview**

Use this Action Code to indicate a person who has been appointed or elected to serve for a period fixed by law [[Ohio Revised Code 124.15 \(J\)](#)]. The member receives a fixed salary by law. Board / commission members and elected officials are unclassified appointments per various sections of the Ohio Revised Code. The applicable code section would therefore govern use. Members of such Boards / Commission are prohibited from receiving compensation increases during their term of office. The compensation established at the commencement of the fixed term must remain the same throughout that term.

High Level Workflow:**Starting Navigation Path**

Organization Development > Position Mgmt > Maintain Positions > Budgets > Add / Update Position Info

AND

Workforce Administration > Personal Information > Biographical > Search by National ID

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#))
2. Fully completed Application Form ([ADM 4268](#)).
3. Supplemental Employment Agreement ([ADM 4288](#)).
4. If position or class requires licensure, registration, or certification, a copy is necessary in all cases, except RN or LPN.
5. If position is unclassified, a signed agreement from the employee to enter the unclassified service.
6. **Signed** Oath of Office.
7. **Signed** Appointment Letter / Signed Executive Order / Journal of Senate or House, whichever applies.

Legal, Procedural, Policy References:

1. **ALWAYS** carries unclassified status.
2. These are EXEMPT employees.
3. Reference in the Remarks Section, the Ohio Revised Code Section under which the appointment is made.
4. Personnel Action must be signed by individual (i.e., Governor, President of Senate, Speaker of the House) or other appointing body, responsible for appointment.
5. Fixed Term Salaried works 2080 hours.
6. See Hire – General Notes, Legal, Procedural & Policy References.

Attachments

1. [ADM 4288](#) – Employment Agreement, if position or class requires licensure, registration or certification copy is necessary except for RN or LPN.
2. If RN or LPN, Nursing License Verification Form.
3. **Signed** Oath of Office.
4. **Signed** Appointment Letter/Signed Executive Order/Journal of Senate or House, whichever applies.
5. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Hire Checklist:

- [Click Here for Word Document – Currently Being Developed](#)

Step-by-Step Hire / Fixed Term Salaried Procedures:

- [Click Here for Word Document](#)

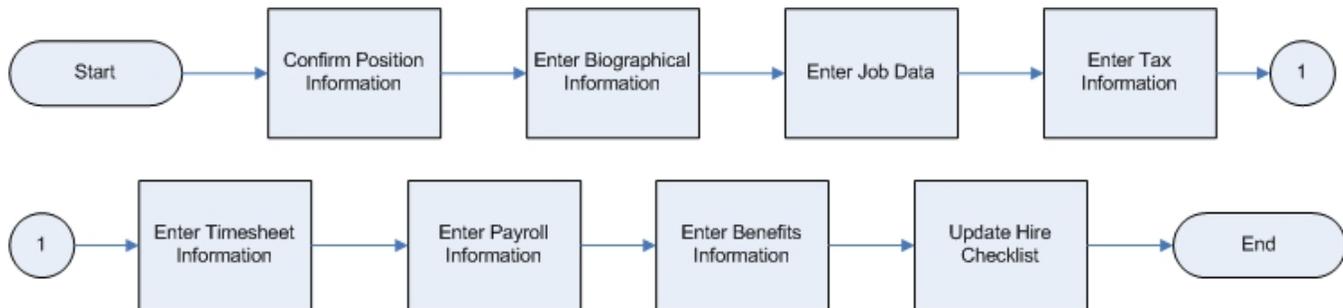
Step-by-Step Employment Instance Procedures:

- [Click Here for Word Document](#)

Hire / Fixed – Term Per Diem (HIR-DIM)**Overview**

Use this Action Code to designate an appointment for a Term Fixed by law, where the member is given payments for eight hours for those days when attending a regularly scheduled meeting, or in some cases, when conducting official business for the agency. Board / Commission members are unclassified appointments per various sections of the Ohio Revised Code. The applicable code section would therefore govern use.

High Level Workflow:

**Starting Navigation Path**

Organization Development > Position Mgmt > Maintain Positions > Budgets > Add / Update Position Info

AND

Workforce Administration > Personal Information > Biographical > Search by National ID

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#))
2. Supplemental Employment Agreement ([ADM 4288](#)).
3. If position or class requires licensure, registration, or certification, a copy is necessary in all cases, except RN or LPN.
4. Appointments for RN's and LPN's require prior verification from DAS for Centralized Agencies. Decentralized Agencies may complete the verification form by checking the Nursing Board website board@nur.state.oh.us. The completed Nursing License Verification Form MUST be attached to the Personnel Action sent to State Record Center.
5. **Signed** Oath of Office.
6. **Signed** Appointment Letter / Signed Executive Order / Journal of Senate or House, whichever applies.

Legal, Procedural, Policy References:

1. **ALWAYS** carries unclassified status.
2. These are EXEMPT employees.
3. Reference in the Remarks Section, the Ohio Revised Code Section under which the appointment is made.
4. Personnel Action must be signed by individual (i.e., Governor, President of Senate, Speaker of the House) or other appointing body, responsible for appointment.
5. See Hire – General Notes, Legal, Procedural and Policy References.

Attachments

1. [ADM 4268](#) – Application Form.
2. [ADM 4288](#) – Employment Agreement, if position or class requires licensure, registration or certification copy is necessary except for RN or LPN.
3. If RN or LPN, Nursing License Verification Form.
4. **Signed** Oath of Office.
5. **Signed** Appointment Letter / Signed Executive Order / Journal of Senate or House, whichever applies.
6. All forms can be found on the DAS Website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Hire Checklist:

- Click Here for Word Document – Currently Being Developed

Step-by-Step Hire /Fixed Term Per Diem Procedures:

- [Click Here for Word Document](#)

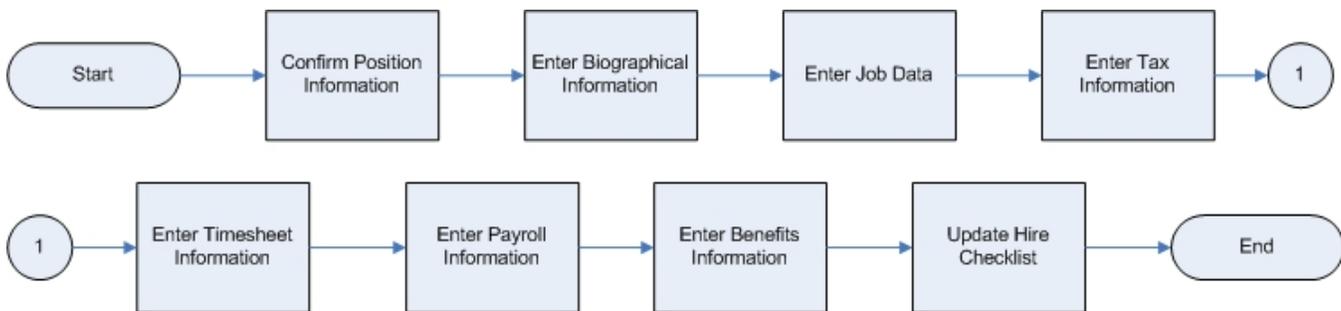
Step-by-Step Employment Instance Procedures:

- [Click Here for Word Document](#)

Hire / Interim External (HIR-EXI)**Overview**

Use this Action Code to appoint an external employee or agency employee (action types of temporary, seasonal, intermittent) to full time **UNCLASSIFIED** positions encumbered by agency employees who are on approved leave. “Interim...actions, made necessary by reason of sickness, disability or other approved leave of absence of regular officers or employees shall continue only during such period of sickness, disability, or other approved leave of absence...Interim appointments shall be made only to fill a position that results from an employee’s temporary absence, but shall not be made to fill a position that results because an employee received an interim appointment” [\[Ohio Revised Code 124.30 \(B\)\]](#). Vacation is considered approved leave.

High Level Workflow:

**Starting Navigation Path**

Organization Development > Position Mgmt > Maintain Positions > Budgets > Add / Update Position Info

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#))
2. Fully completed Application Form ([ADM 4268](#)) if external appointee or if insider appointed to a different classification series than currently held.
3. Supplemental Employment Agreement ([ADM 4288](#)).
4. If position or class requires licensure, registration, or certification, a copy is necessary in all cases, except RN or LPN.
5. **Signed** acknowledgement from the employee that the position is temporary.
6. If movement of the insider into a position that requires a county change, a **signed** consent letter from the employee.

Legal, Procedural, Policy References:

1. **ALWAYS** carries unclassified status.
2. Permanent employees lose benefits if changed to this code.
3. These are EXEMPT employees.
4. State reason for Interim action in Remarks Section.
5. Check appropriate contract relative to provisions for additional time beyond length of original employee's leave.
6. Time spent in unclassified service **DOES NOT COUNT** toward autocert [[Ohio Revised Code 124.271](#)] and [[Ohio Administrative Code 123:1-10-01 \(A\)](#)].
7. If the appointment is to a higher pay range (i.e., AFSCME 30 to AFSCME 31, AFSCME 30 to EXEMPT 11) than currently held, the employee will serve a probationary period and must be placed in the new pay range at a point ensuring an approximate 4% increase. **Note:** At the completion of the probationary period, the employee is entitled to the probationary step increase; however, changes in the interim position do **NOT** apply to the prime position.
8. If the action is to a pay range similar to that currently held (i.e., AFSCME 30 to EXEMPT 11), the agency **MUST** place the employee in the step closest to current rate without decrease. No probationary period is required.
9. Agencies filling union positions on an interim basis are not required to use layoff recall lists. If insider, employee is returned to former position and classification within agency when original incumbent returns from leave or separates.
10. Caution: Interim employee **CANNOT** be separated arbitrarily using the Interim Separation. Interim separation can be used **ONLY** when incumbent of Prime Position returns to work or vacates position (please review all termination actions in order to select appropriate one).
11. Placing an employee in an interim position cannot result in a "domino" effect. If the duties of the employee placed in the interim position need to be covered, only a TWL can be used.

12. The interim appointment is for a position that is in holding class, agencies which are decentralized for position description processing **MUST** process a Position Description (PD) **PRIOR TO** processing the PA in order to have the position appropriately classified. If the agency submits a PD to the Classification / Compensation section at DAS, then the PA must be submitted to Class and Comp section **PRIOR TO** processing the PA in order to have the position appropriately classified.
13. See Hire – General Notes, Legal, Procedural & Policy References.

Attachments

1. [ADM 4268](#) – Application Form.
2. [ADM 4288](#) – Employment Agreement
3. If position or class requires licensure, registration or certification copy is necessary except for RN or LPN.
4. If RN or LPN, Nursing License Verification Form.
5. **Signed** acknowledgement from the employee that the position is temporary.
6. If movement of the insider into a position that requires a county change, a **signed** consent letter from the employee.

Checklists & Step-by-Step Procedures

Hire Checklist:

- [Click Here for Word Document – Currently Being Developed](#)

Step-by-Step Hire / Interim External Procedures:

- [Click Here for Word Document](#)

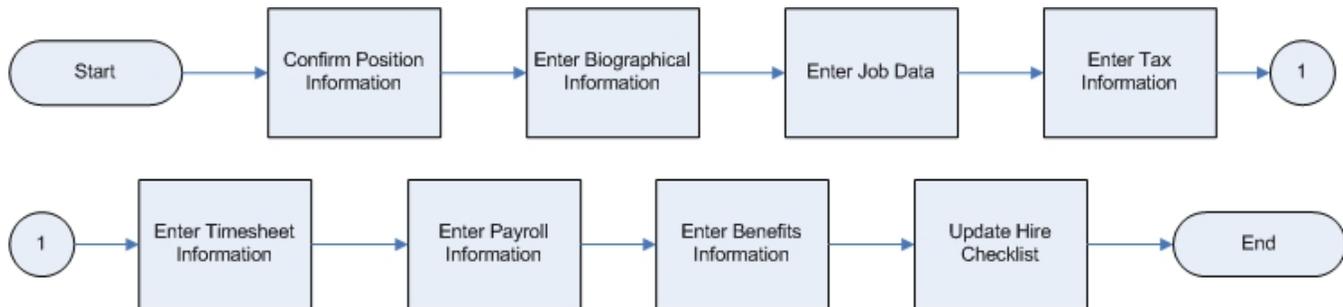
Step-by-Step Employment Instance Procedures:

- [Click Here for Word Document](#)

Hire / Established Term Regular (HIR-ETR)**Overview**

Use this Action Code only for appointing employees in the Ohio Department of Natural Resources (ODNR) in the Division of Parks and Recreation, pursuant to Agency Specific Agreement between ODNR and OCSEA / AFSCME in current contract, and in the Ohio Department of Job and Family Services (ODJFS) in Unemployment Compensation Division pursuant to the Memorandum of Understanding between OCSEA / AFSCME and ODJFS dated 9/27/94.

High Level Workflow:

**Starting Navigation Path**

Organization Development > Position Mgmt > Maintain Positions > Budgets > Add / Update Position Info

AND

Workforce Administration > Personal Information > Biographical > Search by National ID

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Application Form ([ADM 4268](#))
2. Supplemental Employment Agreement ([ADM 4288](#)).
3. If position is unclassified, a signed agreement from the employee to enter the unclassified service.
4. A signed acknowledgement from the employee that the position is temporary.
5. If position or class requires licensure, registration, or certification, a copy is necessary in all cases, except RN or LPN.

Legal, Procedural, Policy References:

1. If the position is unclassified, the applicable action should be recorded in the Remarks Section.
2. Place an ending date in the Remarks Section.
3. These are bargaining unit (OCSEA/AFSCME employees.)
4. Action used only for appointing employees in the Ohio Department of Natural Resources (ODNR) in the Division of Parks and Recreation, pursuant to Agency Specific Agreement between ODNR and OCSEA / AFSCME in current contract, and in the Ohio Department of Job and Family Services (ODJFS) in Unemployment Compensation Division pursuant to the Memorandum of Understanding between OCSEA / AFSCME and ODJFS dated 9/27/94.
5. See Hire – General Notes, Legal, Procedural and Policy References.

Attachments

1. [ADM 4288](#) – Employment Agreement, if position or class requires licensure, registration or certification copy is necessary except for RN or LPN.
2. If RN or LPN, Nursing License Verification Form.
3. If position is unclassified, a signed agreement from the employee to enter the unclassified service.
4. All forms can be found on the DAS website:
<http://www.das.ohio.gov/hrd/forms.htm#HRSupport>

Checklists & Step-by-Step Procedures

Hire Checklist:

- [Click Here for Word Document – Currently Being Developed](#)

Step-by-Step Hire / Established Term Regular Procedures:

- [Click Here for Word Document](#)

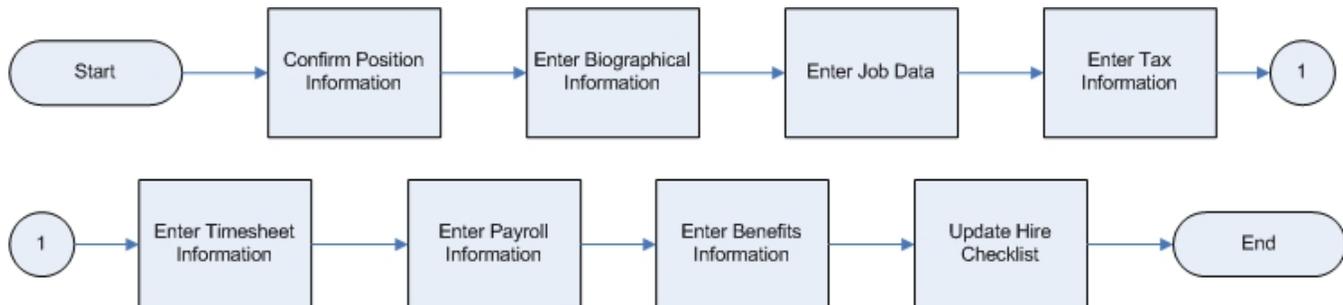
Step-by-Step Employment Instance Procedures:

- [Click Here for Word Document](#)

Hire / Established Term Irregular (HIR-ETI)**Overview**

Use this Action Code only for appointing employees in the Ohio Department of Natural Resources (ODNR) in the Division of Parks and Recreation, pursuant to Agency Specific Agreement between ODNR and OCSEA / AFSCME in current contract, and in the Ohio Department of Job and Family Services (ODJFS) in Unemployment Compensation Division pursuant to the Memorandum of Understanding between OCSEA / AFSCME and ODJFS dated 9/27/94.

High Level Workflow:

**Starting Navigation Path**

Organization Development > Position Mgmt > Maintain Positions > Budgets > Add / Update Position Info

AND

Workforce Administration > Personal Information > Biographical > Search by National ID

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#))
2. Fully completed Application Form ([ADM 4268](#))
3. Supplemental Employment Agreement ([ADM 4288](#)).
4. If position is unclassified, a signed agreement from the employee to enter the unclassified service.
5. A signed acknowledgement from the employee that the position is temporary.
6. If position or class requires licensure, registration, or certification, a copy is necessary in all cases, except RN or LPN.

Legal, Procedural, Policy References:

1. If the position is unclassified, the applicable action should be recorded in the Remarks Section.
2. Place an ending date in the Remarks Section.
3. These are bargaining unit (OCSEA/AFSCME employees).
4. Action used only for appointing employees in the Ohio Department of Natural Resources (ODNR) in the Division of Parks and Recreation, pursuant to Agency Specific Agreement between ODNR and OCSEA / AFSCME in current contract, and in the Ohio Department of Job and Family Services (ODJFS) in Unemployment Compensation Division pursuant to the Memorandum of Understanding between OCSEA / AFSCME and ODJFS dated 9/27/94.
5. See Hire – General Notes, Legal, Procedural and Policy References.

Attachments

1. [ADM 4268](#) – Application Form.
2. [ADM 4288](#) – Employment Agreement, if position or class requires licensure, registration or certification copy is necessary except for RN or LPN.
3. If RN or LPN, Nursing License Verification Form.
4. If position is unclassified, a signed agreement from the employee to enter the unclassified service.
5. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Hire Checklist:

- Click Here for Word Document – Currently Being Developed

Step-by-Step Hire / Established Term Irregular Procedures:

- [Click Here for Word Document](#)

Step-by-Step Employment Instance Procedures:

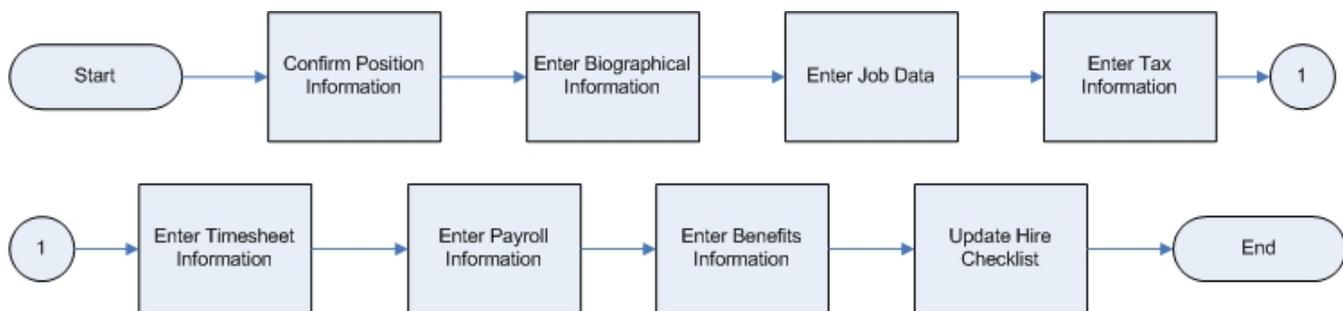
- [Click Here for Word Document](#)

Hire / Project Employee (HIR-PRJ)

Overview

This Action Code is used for Project Employees. Contact your DAS HR Representative prior to hire.

High Level Workflow:



Starting Navigation Path

Organization Development > Position Mgmt > Maintain Positions > Budgets > Add / Update Position Info

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#))
2. Fully completed Application Form ([ADM 4268](#))
3. Supplemental Employment Agreement ([ADM 4288](#)).

Legal, Procedural, Policy References:

1. Place an ending date in the Remarks Section of the Personnel Action Form.
2. The ending date can be extended or reduced in accordance with the OCSEA / AFSCME contract.
3. Indicate the grant name that is funding the employee in the Remarks Section of the Personnel Form.
4. One (1) year probationary period.

Attachments

1. [ADM 4268](#) – Application Form.
2. [ADM 4288](#) – Employment Agreement, if position or class requires licensure, registration or certification copy is necessary except for RN or LPN.
3. If RN or LPN, Nursing License Verification Form.

Checklists & Step-by-Step Procedures

Hire Checklist:

- [Click Here for Word Document](#)

Step-by-Step Hire / Project Employee Procedures:

- [Click Here for Word Document](#)

Step-by-Step Employment Instance Procedures:

- [Click Here for Word Document](#)

Rehire

Rehire Checklist

- [Click Here for Word Document](#)

Step-by-Step Rehire With Drug Test Procedures

- [Click Here for Word Document](#)

Step-by-Step Rehire Without Drug Test Procedures

- [Click Here for Word Document](#)

-

Rehire Types

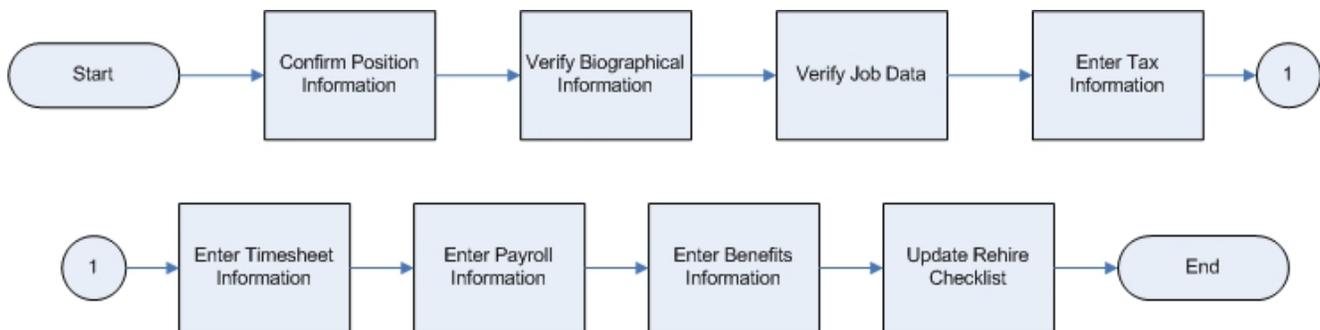
- Rehire / Rehire (REH-REH)
- Rehire / Reemployment Layoff (REH-REL)
- Rehire / Recall Layoff (REH-RCL)
- Rehire / Reinstatement Separation (REH-RSP)
- Rehire / Reinstatement 3rd Party (REH-RTP)
- Rehire / Rehire From Retirement (REH-RET)

Rehire / Rehire (REH-REH)

Overview

Use this Action Code to hire an employee who has previously worked for the State of Ohio that already has an Emplid in OAKS, worked from 2004 forward and were terminated in that time frame.

High Level Workflow:



Starting Navigation Path

Organizational Development > Position Mgmt > Maintain Positions > Budgets > Add / Update Position Info

Security

HR Agency Specialist

Special Note

Verify Service time of rehired employees. If service time needs updated, contact DAS State Services.

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form ([ADM 4100](#)).

2. Fully completed Electronic Records Release Form.
3. Fully completed Application Form ([ADM 4268](#)).
4. Fully completed Supplemental Employment Agreement Form ([ADM 4288](#)).
5. If position or class requires licensure, registration, or certification, a copy is necessary in all cases, except RN or LPN.

Legal, Procedural, Policy References:

1. If the position is unclassified, the applicable Ohio Revised Code should be recorded in the Remarks Section of the Personnel Action Form.
2. See Rehire General Legal, Procedure, Policy References.

Attachments

1. [ADM 4268](#)—Application Form
2. [ADM 4288](#)—Supplemental Employment Agreement Form

Checklists & Step-by-Step Procedures

Rehire Checklist:

- [Click Here for Word Document – Currently Being Developed](#)

Rehire With Drug Test Process – Step-by-Step Procedures

- [Click Here for Word Document](#)

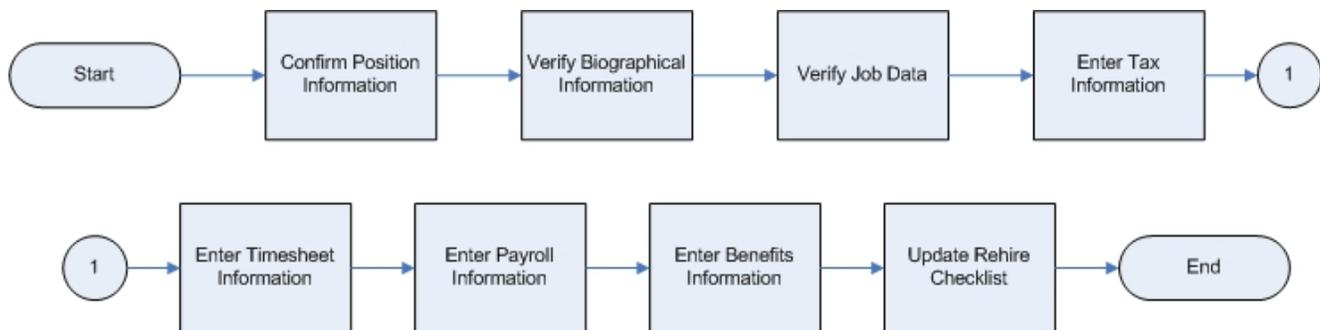
Rehire Without Drug Test Process – Step-by-Step Procedures

- [Click Here for Word Document](#)

Rehire / Reemployment from Layoff (REH-REL)

Overview

Use this Action Code to recall an employee from layoff to an agency other than the agency from which the employee was laid off.



Starting Navigation Path

Workforce Administration > Biographical > Job Information > Job Data

Security

HR Agency Specialist

Special Note

Verify Service time of rehired employees. If service time needs updated, contact DAS State Services.

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form ([ADM 4100](#)).
2. Fully completed Application Form ([ADM 4268](#)).

3. Fully completed Supplemental Employment Agreement Form ([ADM 4288](#)).
4. Fully completed Electronic Records Release Form.
5. If position or class requires licensure, registration, or certification, a copy is necessary in all cases, except RN or LPN.
6. If RN or LPN, Nursing License Verification form.

Legal, Procedural, Policy References:

1. An individual who is reemployed retains seniority, status, step indicator, and time toward step advancement [[Ohio Administrative Code 123:1-47-01 \(A\) \(75\)](#)].
2. Teachers DO have reemployment rights to other agencies (see Article 18.16 SCOPE Contract).
3. An employee who was laid off while serving an original or promotional probationary period shall begin a new probationary period (OAC124.327 (H) and OAC 123:1-41-16 (F)).
4. No exempt employee on the Recall list should be offered a position in a classification with a higher pay range assignment or appointment category than that of the classification or appointment category from which the employee was laid off or displaced. (OAC 123:1-41-16 (C) (3)).
5. Be sure to add Certification Number from the Certification List to the Personnel Action form.
6. See Rehire General Legal, Procedure, Policy References.

Attachments

1. [ADM 4100](#)—Personal Action Form
2. [ADM 4268](#)—Application Form
3. [ADM 4288](#)—Supplemental Employment Agreement Form

Checklists & Step-by-Step Procedures

Rehire Checklist:

- [Click Here for Word Document – Currently Being Developed](#)

Rehire With Drug Test Process – Step-by-Step Procedures

- [Click Here for Word Document](#)

Rehire Without Drug Test Process – Step-by-Step Procedures

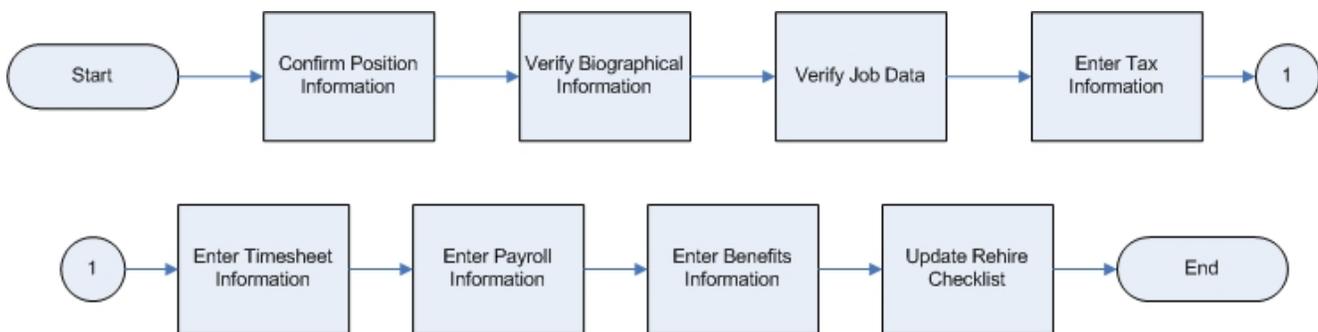
- [Click Here for Word Document](#)

Rehire / Recall From Layoff (REH-RCL)

Overview

Use this Action Code to recall an employee from layoff to the same agency from which the employee was laid off.

High Level Workflow:



Starting Navigation Path

Workforce Administration > Personal Information > Biographical > Job Information > Job Data

Security

HR Agency Specialist

Special Note

Verify Service time of rehired employees. If service time needs updated, contact DAS State Services.

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form ([ADM 4100](#)).
2. If position or class requires licensure, registration, or certification, a copy is necessary in all cases, except RN or LPN.

Legal, Procedural, Policy References:

3. An employee who was laid off while serving an original or promotional probationary period shall begin a new probationary period (OAC124.327 (H) and OAC 123:1-41-16 (F).
4. No exempt employee on the Recall list should be offered a position in a classification with a higher pay range assignment or appointment category than that of the classification or appointment category from which the employee was laid off or displaced. (OAC 123:1-41-16 (C) (3).
5. Be sure to add Certification Number from the Certification List to the Personnel Action form.
6. See Rehire General Legal, Procedure, Policy Reference

Attachments

1. If position or class requires licensure, registration, or certification, a copy of licensure, registration, or certification is necessary in all cases, except RN or LPN.
2. If RN or LPN, Nursing License Verification form.

Checklists & Step-by-Step Procedures

Rehire Checklist:

- [Click Here for Word Document – Currently Being Developed](#)

Rehire With Drug Test Process – Step-by-Step Procedures

- [Click Here for Word Document](#)

Rehire Without Drug Test Process – Step-by-Step Procedures

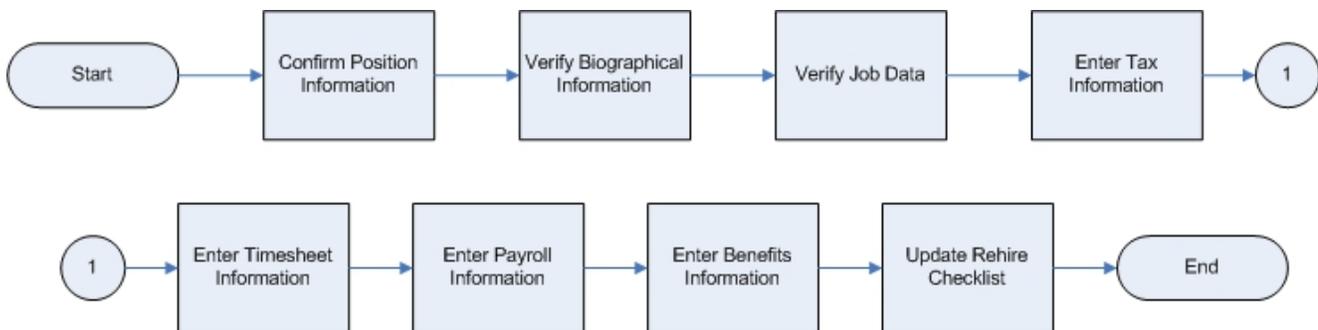
- [Click Here for Word Document](#)

Rehire / Reinstatement from Separation (REH-RSP)

Overview

Use this Action Code to rehire an individual who previously worked for the State of Ohio and who is returning back to the same agency.

High Level Workflow:



Starting Navigation Path

Workforce Administration > Personal Information > Biographical > Job Information > Job Data

Security

HR Agency Specialist

Special Note

Verify Service time of rehired employees. If service time needs updated, contact DAS State Services.

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form ([ADM 4100](#))
2. Fully completed Application Form ([ADM 4268](#))

3. Fully completed Supplemental Employment Agreement Form ([ADM 4288](#))
4. If the employee was on Disability Separation or Disability Retirement, must include the Employee's WRITTEN request that was submitted to the Appointing Authority to ask for reinstatement.
5. ORC 123:1-33-04 (A) If the employee is returning from a Disability Retirement or Disability Separation, Employee's request to be reinstated shall be accompanied by substantial and credible medical evidence that the employee is once again capable of performing essential portions of the job duties (i.e. letter from PERS, or other retirement system, etc).

Legal, Procedural, Policy References:

1. Exempt employees in the CLASSIFIED SERVICE who resign, having served the required probationary period, MAY BE REINSTATED UPON REQUEST of the Appointing Authority to the SAME or a SIMILAR position in that agency AT ANY TIME WITHIN ONE YEAR FROM THE DATE OF SUCH RESIGNATION [[Ohio Revised Code 124.32 \(B\)](#)] and [[Ohio Administrative Code 123:1-25-02](#)]. Resignation DOES NOT carry the RIGHT to reinstatement. There is no obligation to reinstate the employee. A decision to reinstate from resignation is at the discretion of the Appointing Authority.
2. DAS operating procedure has been to return the reinstated employee to the SAME STEP AND STEP INDICATOR at which he/she worked at the time of resignation.
3. The employee is returned to the SAME STATUS at which he/she worked at the time of resignation [[Ohio Administrative Code 123:1-47-01 \(A\) \(72\)](#)].
4. There is NO PROBATIONARY PERIOD on a reinstatement from a resignation.
5. Both Bargaining Unit and Exempt employees who have been disability separated may submit a WRITTEN request to the Appointing Authority for reinstatement. Substantial, credible medical evidence that the employee is once again capable of performing the essential portions of the former job duties must be provided. Such request shall be made NO LATER THAN TWO YEARS following the disability separation, a leave of absence followed by a disability separation, or the period the employee received disability benefits followed by a disability separation [[Ohio Revised Code 124.32 \(B\)](#)] [[Ohio Administrative Code 123:1-33-04 \(A\)](#)].
6. Both Bargaining Unit and Exempt employees who have been disability retired may submit WRITTEN request for reinstatement WITHIN FIVE YEARS following disability separation, leave of absence followed by disability separation, or the period the employee received disability benefits followed by disability separation [[Ohio Administrative Code 123:1-33-04 \(H\)](#)].
7. NOTE: An employee who is separated or retired for disability has a RIGHT to reinstatement, providing he/she is able to work [[Ohio Administrative Code 123:1-33-04 \(B\) \(C\) \(E\) \(H\)](#)].
8. DAS operating procedure has been to return the reinstated employee to the SAME STEP AND STEP INDICATOR at which he/she worked at the time of disability separation or retirement.
9. For information relative to Bargaining Unit positions, check individual contracts.

10. ANY separation from service which carries with it the right to reinstatement SHALL NOT CONSTITUTE A BREAK IN SERVICE, PROVIDED THE EMPLOYEE IS REINSTATED WITHIN THE ALLOWABLE TIME [\[Ohio Administrative Code 123:1-47-01 \(A\) \(14\)\]](#). ATTACHMENTS: 123:1-33-04(A) "employee's request shall be accompanied by substantial, credible, medical evidence that the employee is once again capable of performing the essential portions of the employee's job duties" (i.e. letter from PERS, or other retirement system, etc)
11. See Rehire General Legal, Procedure, Policy References

Attachments

1. [ADM 4100](#)—Personal Action Form
2. "Employees Written Request,(ORC 123:1-33-04 (A) shall be accompanied by substantial, credible, medical evidence that the employee is once again capable of performing the essential portions of the employee's job duties." (i.e. letter from PERS or other retirement system, etc.)
3. If applicable, a doctor's release stating that the employee is able to return to work.

Checklists & Step-by-Step Procedures

Rehire Checklist:

- [Click Here for Word Document – Currently Being Developed](#)

Rehire With Drug Test Process – Step-by-Step Procedures

- [Click Here for Word Document](#)

Rehire Without Drug Test Process – Step-by-Step Procedures

- [Click Here for Word Document](#)

Rehire / Reinstated by 3rd Party (REH-RTP)**Overview**

Use this Action Code to reinstate an Exempt employee per order of the State Personnel Board of Review

OR

To reinstate an Exempt employee based upon judicial action followed by court order

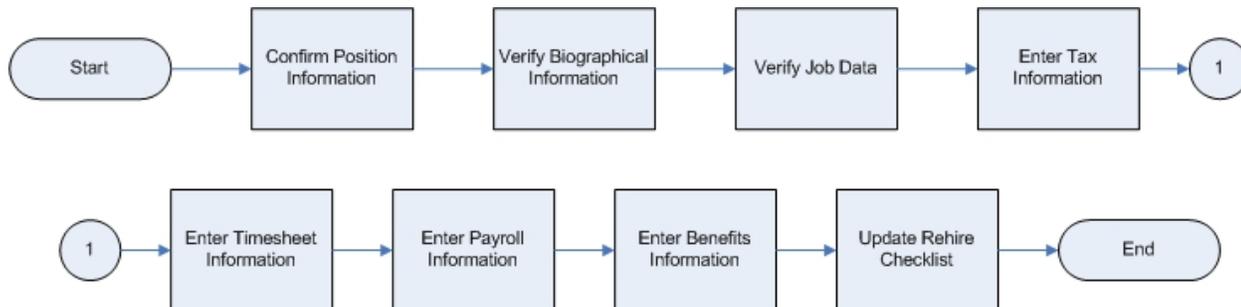
OR

To reinstate a Bargaining Unit employee as a result of a Grievance. This action/reason is used only for reinstatement after separation has occurred.

OR

To reinstate a Bargaining Unit Employee based on a decision resulting from arbitration.

High Level Workflow:

**Starting Navigation Path**

Workforce Administration > Personal Information > Biographical > Job Information > Job Data

Security

HR Agency Specialist

Special Note

Verify Service time of rehired employees. If service time needs updated, contact DAS State Services.

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form ([ADM 4100](#)).
2. One of the following:
 - a. State Personnel Board of Review Order
 - b. Court Order
 - c. Grievance Settlement
 - d. Arbitration Order

Legal, Procedural, Policy References:

1. The employee must be returned pursuant to the conditions specified in the Order (Order from the State Personnel Board of Review or Court Order).
2. The employee must be returned pursuant to the conditions specified in the Grievance Settlement and or the Arbitration Order.
3. Be sure to check for any rate changes that should have occurred while the employee was not on active pay status and note them in the Remarks Section of the Personnel Action Form.
4. See Rehire General Legal, Procedure, Policy References

Attachments

1. One of the following:
 - a. State Personnel Board of Review Order
 - b. Court Order
 - c. Grievance Settlement
 - d. Arbitration Order

Checklists & Step-by-Step Procedures

Rehire Checklist:

- [Click Here for Word Document – Currently Being Developed](#)

Rehire With Drug Test Process – Step-by-Step Procedures

- [Click Here for Word Document](#)

Rehire Without Drug Test Process – Step-by-Step Procedures

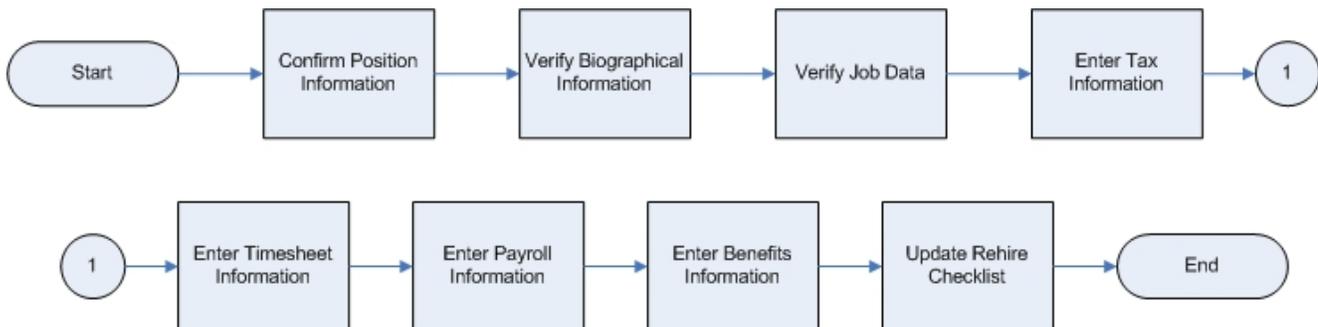
- [Click Here for Word Document](#)

Rehire / Rehire – Rehire Retiree (REH-RET)

Overview

Use this Action Code to rehire back a person from retirement to a position.

High Level Workflow:



Starting Navigation Path

Workforce Administration > Personal Information > Biographical > Job Information > Job Data

Security

HR Agency Specialist

Special Note

Verify Service time of rehired employees. If service time needs updated, contact DAS State Services.

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form ([ADM 4100](#)).
2. Fully completed Electronic Records Release Form.
3. Fully completed Application Form ([ADM 4268](#)).
4. Supplemental Employee Agreement ([ADM 4288](#)).

5. If position or class requires licensure, registration, or certification, a copy is necessary in all cases, except RN or LPN.

Legal, Procedural, Policy References:

1. If appointing a retiree from a state retirement system, refer to [\[Ohio Revised Code 145.38 B\]](#), which states that, a retiree pays into a retirement system annuity.
2. State retirees hired into AFSCME positions receive credit for prior service for longevity only. In the pay period that included July 1, 1994 vacation accrual for prior service was discontinued. Retirees hired into other positions do not receive credit for prior service.
3. For more information, see Rehire General Legal, Procedure, Policy References.

Attachments

1. Application Form ([ADM 4268](#))
2. Supplemental Employee Agreement ([ADM 4288](#))
3. Copy of licensure, registration, or certification

Checklists & ProcessesRehire Checklist:

- [Click Here for Word Document – Currently Being Developed](#)

Rehire With Drug Test Process – Step-by-Step Procedures

- [Click Here for Word Document](#)

Rehire Without Drug Test Process – Step-by-Step Procedures

- [Click Here for Word Document](#)

Change (Data-Position-Transfer-Promo-Demotion)

Demotion / Demotion (DEM-DEM)
Data Change / Civil Service status (DTA-SCS)
Data Change / Appointment (DTA-APC)
Data Change / Extended Leave (DTA-XLV)
Data Change / Reassign No Pay Increase (DTA-RNP)
Data Change / Reassign 3rd Party (DTA-RPT)
Data Change / Temporary Work Level (DTA-TWL)
Data Change / Service Change (DTA-SVC)
Data Change / Social Security Correction (DTA-SSN)
Data Change / DAS Class Plan (DTA-DCP)
Data Change / End Temporary Work Level (DTA-ETW)
Data Change / HQ Location Change (DTA-HQC)
Data Change / Lateral Class Change (DTA-LAT)
Data Change / Name Change (DTA-NAM)
Data Change / Pay Group (DTA-PGC)
Data Change / Displacement (DTA-DPL)
Data Change / Recall Displacement (DTA-RCD)
Data Change / Cancel Interim (DTA-CIM)
Data Change / Interim Internal (DTA-INI)
Pay Change / Rate (PAY-RTC)
Position / Position (POS-POS)
Promotion / Promotion (PRO-PRO)
Transfer / Transfer within Agency (XFR-TRW)
Transfer / Transfer between Agency (XFR-TRB)

Demotion / Demotion (DEM-DEM)

Overview

Use this Action Code to move an employee from one position to another, the Classification (Job Code) of which carries a lower pay range than the Classification (Job Code) formerly assigned. This change can be done as a result of a 124.34 Order of Reduction, as a result of Arbitration / Settlement, as a probationary reduction, or it can be voluntary.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#))
2. Fully completed Application Form ([ADM 4268](#))
3. Any documentation strictly related to the New Position – See Attachment Details Below.

Legal, Procedural, Policy References:

1. Ensure that there is clear documentation that the applicant meets all minimum qualifications, if other than probationary demotion.
2. If the position is unclassified, the applicable Ohio Revised Code section should be recoded in the Remarks Section.

3. In the case of probationary demotion, upon return to former position, employee is entitled to any steps or salary adjustments which would have occurred if that employee had remained in that Classification (Job Code) [\[Ohio Administrative Code 123:1-23-\(12\)\]](#).
4. An Exempt Employee serving Original / Initial probationary period is NOT eligible for demotion [\[Ohio Administrative Code 123:1-10-19\(A\)\]](#). For Bargaining Unit Employees, see individual contracts.
5. Time spent in promotional position is not credited toward auto-cert in the Classification (Job Code) held prior to promotion in the event the employee is demoted during promotional probationary period, unless in the same Classification (Job Code) series. [\[Ohio Administrative Code 123:1-10-01\(A\)\]](#).
6. Demotion **ALWAYS** involves change in Position Number. (Exception – Per grievance / settlement or arbitration, a bargaining unit employee may remain in the same Position Control Number).
7. In the event of voluntary demotion or demotion by reduction, the salary of the employee is fixed at an equitable rate, not to exceed the rate prior to demotion. [\[Ohio Administrative Code 123:1-31-\(04\)\]](#). Generally, this means employee is placed in lower pay range at step closest to, without exceeding, the step rate in the higher pay range the employee is leaving.
8. Probationary demotions must occur within designated period of probation.
9. No probationary period is required following a [demotion \[Ohio Administrative Code 123:1-47-01\(A\)\(67\)\]](#).
10. If appointment type changes check Action/Reason / DTA Change (APC) and refer to appropriate Action/Reason instructions.
11. Voluntary demotions are subject to certification check.

Attachments

1. [\(ADM 4268\)](#) – Application Form, fully completed, if demotion is out of class series and not a Classification (Job Code) previously held.
2. If position or class requires licensure, registration, or certification, a copy is necessary in all cases, except RN or LPN if not submitted for current position.
3. If RN or LPN, Nursing License verification number and expiration date placed in the Remarks Section on the Personnel Action form.
4. If demotion position is unclassified, there should be a signed acknowledgment from the employee to return to the unclassified service or to enter the unclassified service.
5. If the movement into the position requires a county change, there should be consent from the employee.
6. Letter of consent for voluntary demotion.
7. Copy of Order of Reduction (124.34) if involuntary demotion
8. Copy of Arbitration or Settlement Order.
9. If the probationary reduction is for an Exempt Employee, attach a copy of the final evaluation and letter of notification to employee.

10. If the probationary reduction is for a Bargaining Unit Employee, attach a letter of notification to the employee.
11. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Change / Demotion:

- [Click Here for Word Document](#)

Data Change / Civil Service Status (DTA-SCS)

Overview

This Action Code is for the change in status of an employee position from permanent to unclassified or unclassified to permanent, The Action / Reason Code can be, and often is, used in conjunction with other Action / Reason Codes when another action results in status change.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).

Legal, Procedural, Policy References:

1. If changing position from unclassified to permanent, place an explanation in the Remarks Section of the Personnel action. If changing position from permanent to unclassified, the applicable Ohio Administrative Code section recorded in the Remarks section and an explanation provided.

2. If a person is changing appointment types from a temporary appointment type (i.e. intermittent) to a permanent appointment type, DAS State Services will process the PA as usual.
3. If the agency is changing the Civil Service status of a position, the agency **must** submit the following documents to their state services analyst:
 - a. Justification letter which includes a summary of job duties that have changed and any relevant Ohio Revised Code Sections.
 - b. Personnel Action (PA)
 - c. Copy of the updated Table of Organization for the Unit which includes the civil service status.
 - d. If there are employees in the same classification, their Civil Service status must be provided.
 - e. Copy of old and new PD (signed and dated).
 - f. Unclassified Acknowledgement Form.

Attachments

1. If position is unclassified, there should be a signed agreement from the employee to enter the unclassified service.
2. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Change / Civil Service Status (SCS):

- [Click Here for Word Document](#)

Data Change / Appointment (DTA-APC)

Overview

This Action Code is used to change an appointment type to another type.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).

Legal, Procedural, Policy References:

1. If the position is unclassified, the applicable Ohio Revised Code section should be recorded in the Remarks Section of the Personnel Action Form.
2. This Action / Reason code cannot be used for employees in student / college positions.
3. The Appointing Authority determines the effective date.
4. Watch for possible change in status (i.e., P to U and U to P).
5. This Action / Reason Code can be used in conjunction with other Action / Reason Codes.

Attachments

1. If the employee is moving is to a lesser appointment type, (i.e., full time to part time, part time to intermittent) consent letter is needed from employee.
2. If used in conjunction with other Action / Reason codes, check those Action / Reasons for required attachments.
3. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Change / Appointment (APC):

- [Click Here for Word Document](#)

Data Change / Extended Leave (DTA-XLV)

Overview

This Action Code is used to extend an ending date for an employee currently on a leave.

High Level Workflow:



Navigation Path

Workforce Administration>Personal Information>Biographical>Job Information>Job Data>

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form ([ADM 4100](#)).

Legal, Procedural, Policy References:

1. Extension must comply with the appropriate Ohio Revised Code and Bargaining Unit contract time frame.

Attachments

1. Proper documentation for the appropriate leave.
2. Copy of all forms can be found on the DAS website: www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Extended Leave (XLV):

- [Click Here for Word Document](#)

Data Change / Reassign No Pay Increase (DTA-RNP)**Overview**

This Action Code is used to reassign an employee pursuant to Ohio Revised Code or appropriate Bargaining Unit contract where no pay increase is mandated. This Action / Reason may also be used to reassign an employee pursuant to written instruction from Office of Collective Bargaining (OCB) and subsequent PD approval. To change an employee's class per a class change or reassignment that does not result in a higher pay range or pay increase, no change in position takes place for this reassignment. The position will need to be re-classed in Organizational Development prior to entering the Action/Reason in Job Data. Also, there will be no change in Position Number.

To accomplish a DAS Class change resulting from a change to the classification plan see Action / Reason for DTA (DCP) DAS Class Plan.

This Action / Reason should also be used for a probationary employee who is reassigned. The step indicator will remain the same.

High Level Workflow:

**Navigation Path**

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)) or DAS issued memorandum.
2. Fully completed Application Form ([ADM 4268](#)), unless in same class series.
3. DAS Memorandum, or Ohio Collective Bargaining / state Employee Review Board approval.

Legal, Procedural, Policy References:

1. For reassignments resulting from PD approval, the Appointing Authority sets the effective date, which must be the beginning of a pay period.
2. The effective date is set by DAS if the change is being made through instructions issued via memorandum. Guidelines are included to when this Action / Reason is to be utilized. A Personnel Action (PA) may or may not be necessary.
3. When a PA is required, Class Change/No Indicator Change must appear in the Remarks Section.
4. If reassignment results from a job audit, the effective date is based on instructions in the job audit letter.
5. If reassignment results from PD approval, ensure that there is clear documentation that the applicant meets all minimum qualifications.
6. This Action/Reason is also used when reassigning an employee and it does not result in a pay increase.
7. As a result of a reassignment, employee does not serve a probationary period.
8. Pursuant to [\[Ohio Revised Code 124.15 \(G\)\]](#), when an employee receives a pay increase as a result of a reassignment, the employee's step indicator shall return to "0".
9. When an employee in the unclassified service changes from one state position another or is appointed to a position in the classified service, or if an employee in the classified service is appointed to a position in the unclassified service, the employee's salary or wage in the new position shall be determined in the same manner as if the employee were in the classified service [\[Ohio Revised Code 124.15 \(E\)\]](#).

Attachments

1. Fully completed Application Form ([ADM 4268](#)).
2. Fully completed Personnel Action Form ([ADM 4100](#)) or Das Memorandum, or Ohio Collective Bargaining / State Employee review Board Approval.
3. If position or class requires licensure, registration, or certification, a copy is necessary in all cases, except RN or LPN if not submitted for current position.
4. If RN or LPN, Nursing License Number and expiration date must appear in the Remarks Section of the Personnel Action form.
5. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Reassign No Pay Increase (RPI):

- [Click Here for Word Document](#)

Data Change / Reassign Pay Increase (DTA-RPI)

Currently Being Developed

Data Change / Reassign 3rd Party (DTA-RPT)

Overview

This Action Code is used to a reassign 3rd Party such as: State Personnel Board of Review, EEO, Arbitrator, etc. This Action Code is used to reassign an employee based on 3rd party action.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).
2. Copy of 3rd party documentation such as:
 - a. SPBR decision / settlement
 - b. EEO / OCRC action
 - c. Arbitration decision

Legal, Procedural, Policy References:

1. For an Exempt employee the effective date is set by legal authority.
2. In the remarks Section "Reassigned by 3rd Party" must appear (i.e., EEO, Personnel Board of Review).
3. Agency will need to place updated Position Description (PD) on file with DAS.
4. For an employee reassigned pursuant to EEO or a civil rights complaint the effective date is set by EEO or OCRC.
5. For a reassignment by Arbitration the effective date is set by the arbitrator.

Attachments

1. Copy of 3rd party documentation such as:
 - a. SPBR decision / settlement
 - b. EEO / OCRC action
 - c. Arbitration decision
2. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step ProceduresStep-by-Step Procedures for Reassign 3rd Party (RPT):

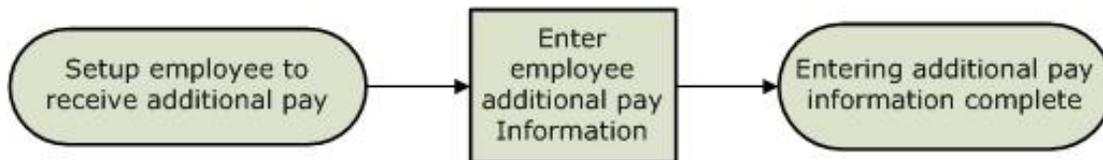
- [Click Here for Word Document](#)

Data Change / Temporary Work Level (DTA-TWL)

Overview

Use this Action Code to assign an employee the duties of a position with a higher pay range than the employee's own position on a temporary basis [\[Ohio Revised Code 124.181 \(J\)\]](#) and [\[Ohio Administrative Code 123:1-37-07\]](#). Questions regarding Additional Pay Contact your Payroll Specialist.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. A fully completed Personnel Action Form [\(ADM 4100\)](#).
2. For Exempt Employee, a completed Application Form [\(ADM 4268\)](#), if different classification series.
3. If position or class requires licensure, registration, or certification, a copy is necessary in all cases, except RN or LPN if not submitted for current position.
4. If RN or LPN, Nursing License Number and expiration date must appear in the Remarks Section.
5. If the movement into the position requires a county change, there should be consent from the employee.

Legal, Procedural, Policy References:

1. Ensure that there is clear documentation that an Exempt applicant meets all minimum qualifications.
2. Place an Ending Date, a Job Code, a Rate and a Step on the Personnel Action form under Change.
3. The employee is entitled to any step increases or salary adjustments, which would normally occur in the employee's permanent position. The agency must monitor such changes to determine whether an adjustment in the TWL rate will be needed. If adjustment necessary, another PA must be processed.
4. State the reason for TWL in the Remarks Section on the Personnel Action (PA) form. Be sure to identify the Position Number of the position for which the TWL is to be served.
5. This Action/Reason cannot be used for employees in any student/college positions.
6. If Exempt employee performs duties in a higher-level position for less than two-weeks, that employee is not eligible for TWL. For provisions involving Bargaining Unit Employees, see individual contract.
7. For Exempt Employees, the Appointing Authority sets the effective date for the beginning of the same pay period in which the PA is stamped in and/or received.
8. If the TWL appointment is for a position that is in a holding class, agencies that are decentralized for position description processing must process a Position Description (PD) prior to processing the PA for the position to be appropriately classified. If the agency submits position descriptions to the Classification/Compensation Section at DAS, then the Position Description must be submitted to that Section prior to processing the PA in order to have the position appropriately classified.
9. When calculating the TWL rate, the Appointing Authority must place the employee into a step that gives an approximate four (4%) increase. For Bargaining Unit employees, see individual contracts.
10. All supplements due the employee shall continue to be paid based on the step one (1) rate of the employee's normal classification, not the TWL classification.
11. The maximum length of a TWL for an Exempt Employee is two (2) years. For Bargaining Unit Employees, see individual contract.
12. Exempt Employees can serve in TWL for a vacant position only [\[Ohio Revised Code 124.181 \(J\)\]](#). If the position to be covered is filled, it will be necessary to use an Action/Reason Internal Interim over 120.days.
13. For a Bargaining Unit Employee who is filling in as an interim, his/her position can be covered by a TWL. The position for the employee serving the TWL can be covered by another TWL, allowing for one back-to-back TWL. Due to [\[Ohio Revised Code 124.18 \(J\)\]](#), Exempts cannot have back to back TWLs. TWLs must be ended.
14. If the employee is made permanent in the TWL classification, the employee will serve a probationary period.

15. If RN or LPN, Nursing License may be verified by checking the Nursing Board website:
<http://www.state.oh.us/nur>
16. To end TWL see Action/Reason DTA (TWL) Temporary Work Level.
17. When determining use of a TWL position, refer to Temporary Work Level (TWL) and Interim Appointments in the Appendix.

Attachments

1. For Exempt Employee, a completed Application Form ([ADM 4268](#)), if the TWL position is in a different classification series from the employee's own classification.
2. Copy of licensure, registration, or certification.
3. Signed consent from the employee agreeing to a county change, if a county change is required.

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Temporary Work Level (TWL):

- [Click Here for Word Document](#)

Data Change / Service Change (DTA-SVC)

Overview

Use this Action Code to accomplish a change in service.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

DAS Only

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).
2. Verification letter from previous employer. Letter must be on company letterhead, contain exact dates of employment (beginning and ending), and contain appointment type. If appointment type is other than full time, include number of pay periods worked duration of pay period, and the number of pay periods worked between July 1, 2003 and June 30, 2005.

Legal, Procedural, Policy References:

1. Exempt employees are entitled to have prior service with the State or any political subdivision of the state credited for the purpose of computing vacation leave and longevity supplement. [\[Ohio Revised Code 9.44 \(A\)\]](#) and [\[Ohio Revised Code 124.181 \(E\)\]](#).
2. An exempt employee who has retired in accordance with the provisions of any State retirement plan and who is reemployed by the State on or after June 24, 1987, shall not

have prior service with the State, or any political subdivision of the State, counted for the purpose of computing vacation leave or longevity supplement [[Ohio Revised Code 9.44 \(A\)](#)] and [[Ohio Revised Code 124.181 \(E\)](#)]. Please indicate in the Remarks Section of the PA form if employee is a retiree.

3. Prior service credit for Bargaining Unit employees is governed by individual contracts. Refer to contracts for further information.
4. If a bargaining unit employee takes an exempt position, is given prior service (e.g., OSU), and is later demoted back to the bargaining unit, prior service must be taken away.
5. It is necessary for all agencies to submit a Personnel Action Form and documentation to DAS / HRSC regarding prior service credit. No other Action/Reason should be marked on the same PA. Agencies do not approve Prior service. DAS will verify the amount of time to be credited.
6. The Director of DAS will get the effective date. If the PA is received in State Services within 90 days of hire it will be effective on the date of hire. All other will be effective the beginning of the pay period the PA is received.
7. No service time will be given for longevity accrual during the period of July 1, 2003 to June 30, 2005.

Attachments

1. Verification letter from previous employer. Letter must be on company letterhead, contain exact dates of employment (beginning and ending), and contain appointment type. If appointment type is other than full time, include number of pay periods worked, duration of pay period, and the pay period worked between July 1, 2003 and June 30, 2005.
2. DAS will enter all Service Credits. Submit a PA with proper documentation.
3. Prior Service with the Ohio National Guard requires the Ohio National Guard service form.
4. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Service Change (SVC):

- [Click Here for Word Document](#)

Data Change / Social Security Correction (DTA-SSN)**Overview**

This Action Code is used to correct a Social Security Number (National ID) for an employee.

High Level Workflow:

**Navigation Path**

Workforce Administration > Personal Information > Biographical > Modify a Person

AND

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes**Needed Prior to Starting Process:**

1. Fully completed Personnel Action Form ([ADM 4100](#)).

Legal, Procedural, Policy References:

1. Social Security Number is National ID in OAKS.
2. If the original paperwork submitted and approved contains errors, a new Personnel Action Form must be processed.
3. Place corrected National ID in the Remarks Section of the Personnel Action Form.

Attachments

1. Verification of change.
2. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Social Security Correction (SSN):

- [Click Here for Word Document](#)

Data Change / DAS Class Plan (DTA-DCP)

Overview

This Action Code is used to change an employee's classification as a result of a change in class plan.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. DAS Memorandum.

Legal, Procedural, Policy References:

1. The effective date is set by DAS.
2. Changes are based on instructions issued through memorandum from DAS. Guidelines are included as to step assignment and movement.
3. Personnel Action Form (PA) may or may not be necessary.
4. If a PA is required, "Classification Change" must appear in the Remarks Section.
5. Be sure rate information is based on effective date stated in the guidelines.

Attachments

1. DAS Memorandum.
2. Personnel Action Form ([ADM 4100](#)) if needed.
3. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for DAS Class Plan (DCP):

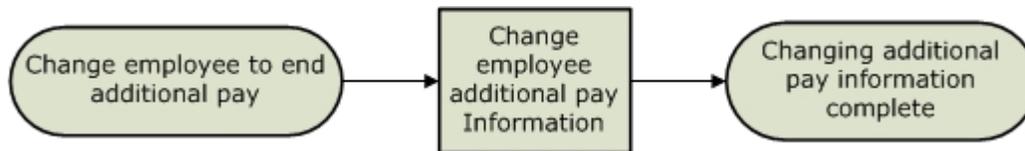
- [Click Here for Word Document](#)

Data Change / End Temporary Work Level (DTA-ETW)

Overview

Use this Action to end a Temporary Work Level (TWL) prior to the originally scheduled ending date.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. A fully completed Personnel Action Form ([ADM 4100](#)).

Legal, Procedural, Policy References:

1. To end a TWL before the scheduled ending date, process a Personnel Action (PA) with an explanation in the Remarks Section. However, you must enter Action/Reason Temporary Work Level with appropriate ending date.
2. No PA is necessary to end a TWL as originally scheduled.

Attachments

1. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for End Temporary Work Level (ETW):

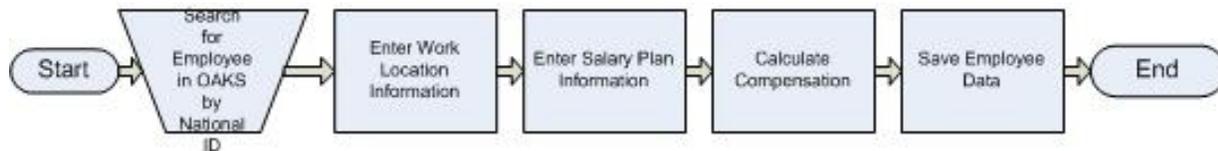
- [Click Here for Word Document](#)

Data Change / HQ Location Change (DTA-HQC)

Overview

Use this Action Code to change the Headquarter County of an individual.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully Completed Personnel Action Form ([ADM 4100](#)).
2. If the change is involuntary, the agency must submit a request in writing, to DAS accompanied by a copy of notification of intended transfer that was sent to the employee. Upon receipt of the request, an investigation will be conducted by DAS prior to approval or denial of the request. [\[Ohio Revised Code 124.33\]](#), [\[Ohio Administrative Code 123:1-25-\(01\)\]](#) Hackett vs. Weir, 66, Ohio Miscellaneous (1980).

Legal, Procedural, Policy References:

1. The Appointing Authority determines the effective date.
2. This Action / Reason can be used in conjunction with Action / Reasons (i.e. Hire/Permanent, Part-Time, and Temporary).

3. If the transfer is thirty (30) days or less, no employee consent is necessary [[Ohio Revised Code 124.33](#)] and [[Ohio Administrative Code 123:1-25-\(01\)\(E\)](#)].
4. Temporary transfers of more than thirty (30) days, require employee consent [[Ohio Administrative Code 123:1-25-\(01\)\(F\)](#)].
5. For information about moving costs, refer to [[Ohio Revised Code 124.33](#)] or [[Ohio Administrative Code 123:1-25-\(01\)\(K\)\(L\)\(M\)](#)].
6. In accordance with (ORC 5503.03), the Highway Patrol “may transfer members of the Patrol from one district to another”.

Attachments

1. If used in conjunction with other Action / Reasons, check those Action / Reasons for required attachments.
2. If voluntary, written consent of employee.
3. If change is involuntary, a copy of the letter sent to employee by the agency with notification of investigation results.
4. DAS letter approving involuntary transfer.
5. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for HQ Location Change:

- [Click Here for Word Document](#)

Data Change / Lateral Class Change (DTA-LAT)

Overview

Use this Action Code to move an employee from one classification to another classification while still assigned to the same pay range. A position number change is always involved.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully Completed Personnel Action Form ([ADM 4100](#)).
2. Fully Completed Application Form ([ADM 4268](#)).

Legal, Procedural, Policy References:

1. Ensure that there is clear documentation that the applicant meets all minimum qualifications.
2. If the position is unclassified, the applicable Ohio Revised Code section should be recorded in the Remarks Section.
3. If Appointment type changes check (DTA) Appointment Change To.
4. Exempt employees do not serve a probationary period on a lateral class change [[Ohio Administrative Code 123:1-47-01 \(A\) \(67\)](#)] and [[Ohio Administrative Code 123:1-19-01](#)].

For Bargaining Unit employees, check individual contracts. This code cannot be used for employees in any student/college positions.

5. Watch for possible change in status (P to U, U to P).
6. On a lateral class change for Bargaining Unit and Exempt employees, the step indicator always continues toward annual step increases.
7. Appointments for RN's and LPN's require prior verification by checking the Nursing Board website: board@nur.state.oh.us.
8. This Action / Reason is not to be used for lateral transfers as defined in Article 17.02 of the AFSCME contract unless the classification changes. A lateral class change is a movement within the same agency and to the same pay range currently held. By this definition, a change from Bargaining Unit to Exempt and Exempt to Bargaining Unit cannot be processed as a lateral class change.

Attachments

1. Fully completed Application Form ([ADM 4268](#)).
2. If position or class requires licensure, registration, or certification, a copy is necessary in all cases, except RN or LPN if not submitted for current position.
3. If RN or LPN, Nursing License Number and expiration date must appear in the Remarks Section of the Personnel Action form.
4. If position is unclassified, there should be a signed agreement from the employee to enter the unclassified service.
5. If the movement into the position requires a county change, there should be consent from the employee.
6. Letter of consent from employee to classification change and signed acknowledgment that a change in status may take place.
7. Copy of all forms can be found on the DAS website: www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

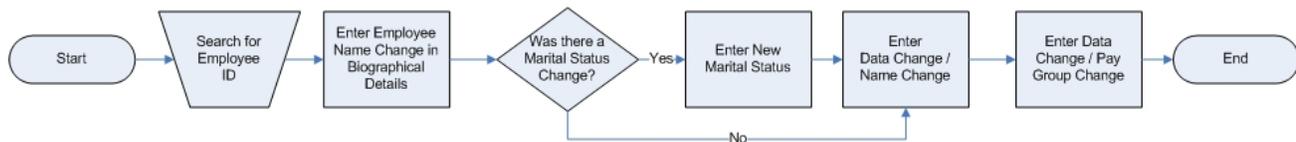
Step-by-Step Procedures for Lateral Class Change (LAT):

- [Click Here for Word Document](#)

Data Change / Name Change (DTA-NAM)**Overview**

Use this Action Code to change an employee name.

High Level Workflow:

**Navigation Path**

Workforce Administration > Personal Information > Biographical > Modify a Person

AND

Workforce Administration>Job Information>Job Data

Security

HR Agency Specialist

Notes**Needed Prior to Starting Process:**

1. Fully completed Personnel Action Form ([ADM 4100](#)).

Legal, Procedural, Policy References:

1. Use only one (1) Personnel Action form for a name change.
2. Always spell out the employee's last name fully.
3. Action Reason of Data Change / Name Change is needed when employee last name changes.

Attachments

1. Verification of change.
2. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Name Change Procedures:

- [Click Here for Word Document](#)

Data Change / Pay Group (DTA-PGC)

Currently Being Developed

Data Change / Displacement (DTA-DPL)

Overview

Use this Action Code in a layoff situation, when one employee displaces into another employee's position.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).
2. Letter of notification to employee.
3. If Exempt Employee, and classification changes, fully completed application form ([ADM 4268](#)) if displaced out of class series.
4. If Bargaining Employee, follow provisions of appropriate contract.
5. If position or class requires licensure, registration, or certification, a copy is necessary.
6. If RN or LPN, Nursing License Number and expiration date must appear in the Remarks Section of the Personnel Action form.

Legal, Procedural, Policy References:

1. For information relative to Bargaining Unit positions, check individual contracts.
2. For Exempt positions, displacement must progress in accordance with [\[Ohio Revised Code 124.321 \(D\)\]](#) and with [\[Ohio Administrative Code 123:1-41-12\]](#).
3. Appointments for RN's and LPN's require prior verification by checking the Nursing Board website: <http://www.state.oh.us/nur>

Attachments

1. Letter of notification to employee.
2. Application form ([ADM 4268](#)).
3. If position or class requires licensure, registration , or certification, a copy is necessary.
4. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step ProceduresStep-by-Step Procedures for Change Displacement (DPL):

- [Click Here for Word Document](#)

Data Change / Recall Displacement (DTA-RCD)**Overview**

Use this Action Code to recall a current state employee who was displaced or laid off but is currently working in another state position.

High Level Workflow:

**Navigation Path**

Workforce Administration > Personal Information > Biographical > Job Information > Job Data

Security

HR Agency Specialist

Notes**Needed Prior to Starting Process:**

1. Fully completed Personal Action Form ([ADM 4100](#))
2. Certification List.

Legal, Procedural, Policy References:

1. Employee must be coming off a certification layoff list.
2. This Action/Reason may need to be combined with (XFR) TRW Transfer within Agency and (XFR) TBW Transfer between Agency if the employee is working in a different payroll number.
3. The step indicator will continue from where the employee left off upon displacement (e.g., the employee was at fourteen (14) when displaced and have been displaced for four (4) pay periods, the new indicator will be placed at eighteen (18)).

4. The position currently held by the displaced/laid off employee does not have to be associated with the layoff.
5. An employee who is currently serving in a class/position unrelated to the displacement or layoff cannot be processed with a reinstatement code, because the employee has a current payroll record. (e.g., John Doe was laid off from his position with DAS as a Human Resource Analyst. He obtained a position with as a Corrections Officer. Later, when a HR Analyst position is available he is contacted and agrees to take it. The releasing agency will log the (POS) Recall from Displacement and the receiving agency will log and approve the Recall from Displacement.
6. This Action/Reason can be used with either Bargaining Unit or Exempt employees.

Attachments

1. Certification List
2. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Recall Displacement (RCD):

- Click Here for Word Document

Data Change / Cancel Interim (DTA-CIM)**Overview**

This Action Code is used to cancel an interim appointment by returning the employee to a former position and class within an agency when the original incumbent returns from leave or separates.

High Level Workflow:

**Navigation Path**

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes**Needed Prior to Starting Process:**

1. Fully completed Personal Action Form ([ADM 4100](#)).

Legal, Procedural, Policy References:

1. Upon the employee's return to the former position, the employee is entitled to any steps or salary adjustments which would have occurred if that employee had remained in the classification.
2. Time spent in the interim position is not credited toward auto-cert in the employee's permanent position if the classifications/series are different.
3. The effective date is set by the Appointing Authority and should be based upon the return or separation of the original incumbent.
4. Watch for change in Status (i.e., P to C, U to C, U to P, P to U).

Attachments

1. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

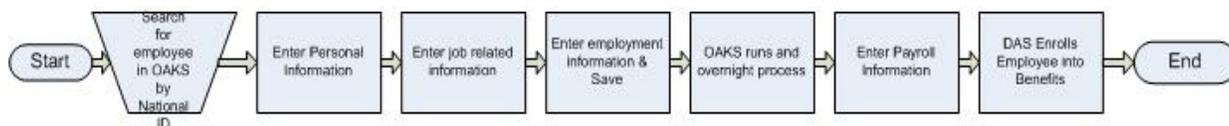
Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Change Cancel Interim (CIM):

- [Click Here for Word Document](#)

Data Change / Internal Interim Temp. Assign. Bargaining Unit Only (DTA-TMP)**Overview**

Use this Action Code to appoint an existing employee to a position encumbered by another employee on leave. “Interim...appointments, made necessary by reason of sickness, disability or other approved leave of absence of regular officers or employees shall continue only during such period of sickness, disability, or other approved leave of absence...Interim appointments shall be made only to fill a position that results from an employee’s temporary absence, but shall not be made to fill a position that results because an employee received an interim appointment” [\[Ohio Revised Code 124.30 \(B\)\]](#). Vacation is considered approved leave.

**Navigation Path**

Workforce Administration > Personal Information > Biographical > Add a Person

Security

HR Agency Specialist

Notes**Needed Prior to Starting Process:**

1. Fully completed Personnel Action Form ([ADM 4100](#))
2. Fully completed Application Form ([ADM 4268](#)) if the employee is appointed to a different classification series than the employee currently holds.
3. If position or class requires licensure, registration, or certification, a copy is necessary.
4. If RN or LPN, Nursing License Number and expiration date must appear in the Remarks Section of the Personnel Action form.
5. A signed acknowledgement from the employee that the position is temporary.
6. If position is unclassified, a signed letter from the employee to enter the unclassified service.

7. If movement into a position requires a county change, a signed consent letter from the employee.

Legal, Procedural, Policy References:

1. Ensure that there is clear documentation that the applicant meets all minimum qualifications.
2. If the person is unclassified, the applicable Ohio Revised Code should be recorded in the Remarks Section of the Personnel Action form.
3. Employee is returned to former position and class within agency when original incumbent returns from leave or separates.
4. Upon return to former position, employee is entitled to any steps or salary adjustments that would have occurred as if the employee had remained in that classification.
5. State reasons for interim appointment in Remarks Section of PA form.
6. Check appropriate contracts relative to the provisions for additional time beyond the length of the original employee's leave.
7. If the appointment is to a higher pay range than currently held (i.e., AFSCME 30 to AFSCME 31, Exempt 10 to EXEMPT 11), the employee will serve a probationary period and must be placed in the new pay range at a point ensuring an approximate 4% increase. At the completion of the probationary period, the employee is entitled to the probationary step increase; however, changes in the interim position do not apply to the prime position.
8. Agencies filling Union positions on an interim basis are not required to use Layoff/Recall lists.
9. Watch for possible changes in status (P to U, U to P).
10. The interim position must match the prime position in class, county and appointment type.
11. If the interim appointment is for a position that is in a holding class, agencies, which are decentralized for Position Description (PD) processing must process a PD prior to processing the Personnel Action in order to have the position appropriately classified. If the agency submits a PD to the Classification/Compensation Section at DAS, then the PD must be submitted to that section prior to processing the PA so that the position may be appropriately classified.
12. Be sure that drug testing is cleared (if applicable) and, if entry problems occur, contact Drug Free Workplace Services Program @ 614-466-6346.
13. Appointments for RN's and LPN's require prior verification by checking the Nursing Board website: <http://www.state.oh.us/nur>
14. Placing an employee in an interim position cannot result in a "domino" effect. If the duties of the employee placed in the interim position need to be covered, only a TWL can be used.

Attachments

1. [ADM 4100](#) – Personnel Action Form.

2. [ADM 4268](#) – Application Form.
3. Copy of licensure, registration or certification
4. Signed acknowledgment – Temporary Position
5. Signed agreement to enter unclassified position
6. Signed consent letter – If county changed
7. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Change Interim Internal (INI):

- [Click Here for Word Document](#)

Action/Reason Chart for Temp/Interim

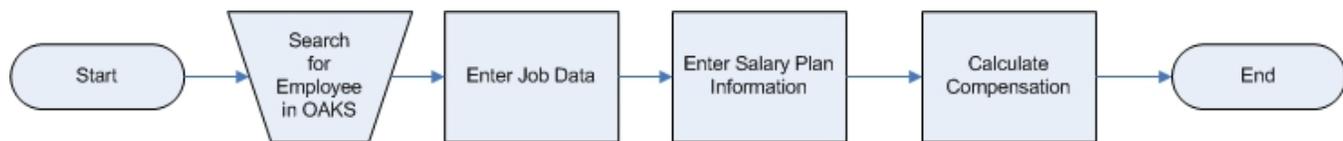
- [Click Here for Word Document](#)

Pay Change / Rate (PAY-RTC)

Overview

Use this Action Code to change rates for college Interns, College Co-Ops, student classes, Schedule E-2 or C classes, (all other ninety-nine (99) classes), the Utility Attorney classification (63981), the Utility Attorney Examiners one (1) and two (2) (63881 and 63882), and to grant or change out of state supplements. To accomplish rate corrections, use the Remarks Section with note indicating reason for correction.

High Level Workflow:



Navigation Path

Workforce Administration>Job Information>Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully Completed Personnel Action Form ([ADM 4100](#)).
2. For Physician Administrator, copy of approved Physician Supplemental Request.
3. For College Intern / Co-Op, verification of educational level.

Legal, Procedural, Policy References:

1. At least six (6) months must elapse between rate changes for individuals encumbering positions assigned to Schedules E-2 or C [[Ohio Revised Code 124.15 \(H\)](#)].
2. The AFSCME Contract governs rate increases for Utility Attorneys.
3. Rate increase over the established maximum for Physician Administrators requires Controlling Board approval.
4. The Appointing Authority sets the effective date for the beginning of the pay period following DAS stamp-in date on the Personnel Action.
5. When considering rate changes for E-2 or C Schedule Employees, be sure to follow the most current Directive issued by the Governor's Office.
6. Rate increases for student help are based on the student's years of service with the State.
7. In accordance with [[Ohio Revised Code 3301.13](#)], the Superintendent of Public Instruction of the Department of Education "may fix the salary of such employees as are engaged in educational or research duties".
8. There can be no increase for Board / Commission members during their term of appointment.
9. When the rate error involves a mistake on a previous Personnel Action, a new PA must be processed. Action/Reason DTA (CPR) Corrected Pay Range must appear in the Remarks Section, along with an explanation for the correction.

Attachments

1. For Physician Administrator, copy of approved Physician Supplemental Request.
2. For College Intern / Co-Op, verification of educational level.
3. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step ProceduresStep-by-Step Pay Rate Change Procedures:

- [Click Here for Word Document](#)

Promotion / Promotion (PRO-PRO)

Overview

Use this Action Code to move an employee from one position to another, the Classification (Job Code) of which carries a higher pay range than the Classification (Job Code) formerly assigned.



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully Completed Personnel Action Form ([ADM 4100](#)).
2. Fully Completed Application Form ([ADM 4268](#)).
3. Any attachment strictly related to the New Position – see Attachment Detail Below.

Legal, Procedural, Policy References:

1. Ensure that there is clear documentation that the applicant meets all minimum qualifications.
2. When all pre-hire verifications are completed, check the box above the Appointing Authority's signature.
3. If the position is unclassified, the applicable Ohio Revised Code should be recorded in the Remarks Section of the Personnel Action form.

4. When an Exempt Employee in the E-1 schedule is promoted, the employee will serve a probationary period [\[Ohio Revised Code 124.27\]](#).
5. Employees must be placed in a new pay range that ensures an approximate four percent (4%) increase, unless advanced step promotion is preapproved [\[Ohio Revised Code 124.15 \(E\)\]](#).
6. An Exempt Employee serving a probationary period (original/initial or promotional) is not eligible for promotion [\[Ohio Administrative Code 123:1-23-\(03\)\]](#). For Bargaining Unit Employees, see individual contracts. This Action/Reason cannot be used for employees in any student positions.
7. At completion of probationary period, employee is entitled to probationary step increase [\[Ohio Revised Code 124.15 \(G\)\]](#). Watch for possible change in status (P to U, U to P).
8. The Appointing Authority sets the effective date for the beginning of the same pay period in which the PA is stamped in by DAS/HRSC.
9. For Highway Patrol Officer Promotions, see (ORC 5503.03).
10. A permanent employee may lose benefits, or benefits may change, if the promotion involves a change to a different appointment type and/or different Bargaining Unit.
11. If the Appointment type changes, check Action/Reason (DTA) Appointment Change to (APC) and refer to appropriate instructions.
12. "When an employee in the unclassified service changes from one state position to another or is appointed to a position in the classified service, or if an employee in the classified service is appointed to a position in the unclassified service, his salary or wage in the new position shall be determined in the same manner as if he were an employee in the classified service" [\[Ohio Revised Code 124.15 \(E\)\]](#).
13. Appointments for RN's and LPN's require prior verification by checking the Nursing Board website: board@nur.state.oh.us.

Attachments

1. Fully completed Application Form [\(ADM 4268\)](#), if promotion is outside class series.
2. If position or class requires licensure, registration, or certification, a copy is necessary in all cases.
3. If RN or LPN, Nursing License Number and expiration date must appear in the Remarks Section of the Personnel Action form.
4. If position is unclassified, there should be a signed agreement from the employee to enter unclassified service.
5. If the movement into the position requires a county change, there should be consent from the employee.
6. Signed acknowledgment from employee if the promotion results in Bargaining Unit change.
7. Copy of all forms can be found on the DAS website: www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Change / Promotion (PRO):

- [Click Here for Word Document](#)

Transfer / Transfer within Agency (XFR-TRW)

Overview

Use this Action Code to transfer an employee from one department ID number to another within the same agency (i.e. from ODOT Central Office to ODOT district six).

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully Completed Personnel Action Form ([ADM 4100](#)).
2. Fully Completed Application Form ([ADM 4268](#)).

Legal, Procedural, Policy References:

1. A transfer within agency always involves a payroll number change.
2. The releasing entity (e.g., district, institution, division) initiates the paperwork.
3. If the transfer involves promotion, demotion, lateral class change, civil service status change, appointment change, displacement, or headquarters county change, it will be necessary to mark all appropriate Action / Reasons. See instruction for particular Action / Reason.

Attachments

1. Fully completed Application Form ([ADM 4268](#)).
2. If position or class requires licensure, registration, or certification, a copy is necessary in all cases.
3. If RN or LPN, Nursing License Number and expiration date must appear in the Remarks Section of the Personnel Action form.
4. If position is unclassified, there should be a signed agreement from the employee to enter the unclassified service.
5. If the movement into the position requires a county change, there should be consent from the employee.
6. Signed acknowledgment from employee if the transfer results in Bargaining Unit change.
7. Letter of consent from employee to classification change and signed acknowledgment that a change in status may take place.
8. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Change / Transfer within Agency (TRW):

- [Click Here for Word Document](#)

Transfer / Transfer between Agency (XFR-TRB)**Overview**

Use this Action Code to transfer an employee, from one agency to another agency.

High Level Workflow:

**Navigation Path**

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes**Needed Prior to Starting Process:**

1. Fully Completed Personnel Action Form ([ADM 4100](#)).
2. Fully Completed Application Form ([ADM 4268](#)).

Legal, Procedural, Policy References:

1. A permanent employee may lose benefits, or benefits may change, if the transfer involves a change to a different appointment type and/or different Bargaining Unit.
2. This Action / Reason cannot be used for employees in any student/college positions.
3. The effective date is determined by agreement between the Appointing and Releasing Authorities.
4. For Exempt Employees, no probationary period is involved unless a promotion also takes place.
5. For Bargaining Unit Employees, see individual contracts.

6. The Releasing agency initiates the paperwork; however, the Personnel Action must be signed by both Appointing Authorities involved.
7. If transfer involves promotion, demotion, lateral class change, civil service status change, appointment change, or headquarters county change, it will be necessary to mark all appropriate Action/Reasons.
8. An Exempt Employee serving a probationary period original/initial or promotional, is not eligible for promotion [[Ohio Administrative Code 123:1-23-\(03\)](#)]. For Bargaining Unit employees, see individual contracts.
9. Cannot Promote, Demote or Transfer an Internal employee. The employee must resign.
10. Cannot promote, demote or transfer a temporary employee.

Attachments

1. Fully completed Application Form ([ADM 4268](#)).
2. If position or class requires licensure, registration, or certification, a copy is necessary in all cases.
3. If RN or LPN, Nursing License Number and expiration date must appear in the Remarks Section on the Personnel Action form.
4. If position is unclassified, there should be a signed agreement from the employee to enter the unclassified service.
5. If movement into the position requires a county changes, there should be consent from the employee.
6. Signed acknowledgment from employee if the transfer results in Bargaining Unit change.
7. Letter of consent for voluntary demotion.
8. Letter of consent for transfer.
9. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Procedures for Transfer between Agency:

- [Click Here for Word Document](#)

EEO Role Activity

- Updating Race Information
- Workforce Composition Report
- EEO-4 State / Local Govt Report

Updating Race Information
Currently Being Developed

Workforce Composition Report
Currently Being Developed

EEO-4 State / Local Govt Report
Currently Being Developed

Checklists & Step-by-Step Procedures**Step-by-Step EEO Role Activity – Updating Race Information Procedures:**

- [Click Here for Word Document](#)

Termination

Step-by-Step Termination Procedures

- [Click Here for Word Document](#)

Termination Types

- Termination / Disability Retirement (RET-DIR)
- Termination / Retired (RET-RET)
- Termination / Resigned Regular (TER-RES)
- Termination / Deceased (TER-DEA)
- Termination / Removed (TER-REM)
- Termination / Probationary Removal (TER-PRB)
- Termination / Laid Off (TER-LOF)
- Termination / Unclassified Termination (TER-UNR)
- Termination / Other Removal (TER-ORM)
- Termination / Cancel Appointment (TER-CAP)
- Termination / Disability Separation No Insurance (TER-DBS)
- Termination / Disability Separation With Insurance (TER-DSI)
- Termination / Interim Separation (TER-IMS)
- Termination / Resigned Not In Good Standing (TER-NGS)
- Termination / Resigned Not Recommended for Rehire (TER-NRR)
- Termination / End of Fix Term (TER-EFT)

Termination / Disability Retirement (RET-DIR)

Overview

Use this Action Code to accomplish a separation by reason of employee retirement based on disability. This retirement must be approved.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#))
2. Approval letter from appropriate retirement system. The letter must indicate effective date of the disability retirement.

Legal, Procedural, Policy References:

1. Reinstatement rights are applicable for up to five years [\[Ohio Administrative Code 123:1-33-04 \(H\)\]](#) from the effective date of the disability retirement [\[Ohio Revised Code 145.362\]](#).
2. Remember that disability retirement must be approved by the appropriate retirement system before the Personnel Action can be processed. The retirement system approval

letter must indicate the effective date of the retirement. If it does not, the agency must secure the information from the retirement system and record the date of the contact and the name of the person contacted in the Remarks Section of the Personnel Action form.

3. Appropriate Retirement System sets effective date. (Note the last day paid/worked in the Remarks Section, but do not use that date as the effective date).
4. Be sure to check with Benefits and Payroll for any further action to Terminate an employee.

Attachments

1. Approval letter from appropriate retirement system.
2. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Disability Retirement Procedures:

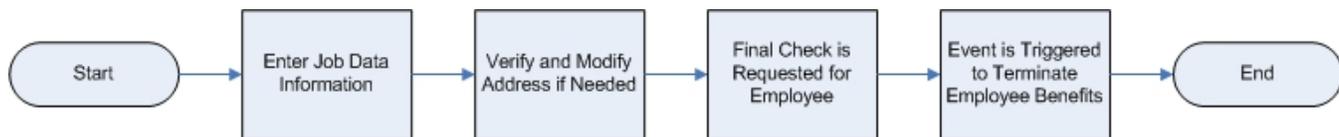
- [Click Here for Word Document](#)

Termination / Retired (RET- RET)

Overview

Use this Action Code to accomplish a separation by reason of employee retirement.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).
2. Employee letter of retirement.
3. Approval letter from appropriate retirement system.

Legal, Procedural, Policy References:

1. Effective date is always the first day the employee is no longer working, the day after the last date worked or paid.
2. Personal leave may not be used to extend an employee's date of retirement [[Ohio Administrative Code 123:1-32-07 \(G\)](#)].
3. An employee in active pay status on the day before a holiday may use the holiday date as the effective date of retirement.

4. Be sure to check with Benefits and Payroll for any further action to Terminate an employee.

Attachments

1. Employee letter of retirement.
2. Approval letter from appropriate retirement system.
3. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Termination / Retired Procedures:

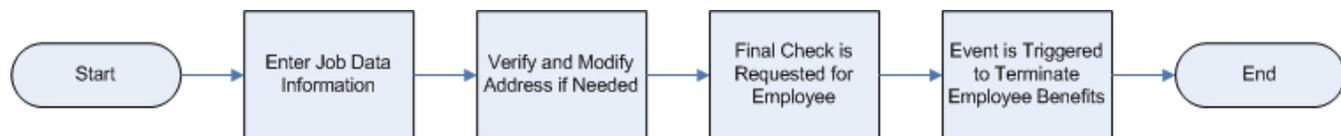
- [Click Here for Word Document](#)

Termination / Resigned Regular (TER-RES)

Overview

Use this Action Code to accomplish a separation by reason of employee resignation. The employee's resignation may be either written or oral.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).
2. If resignation is written, resignation letter.
3. If resignation is oral, agency letter of acknowledgement to employee.

Legal, Procedural, Policy References:

1. Effective date is the first day the termination is true, the day after the last date worked or paid.
2. Personnel Action must be checked as to whether resignation was written or oral.
3. Verbal resignation should be followed by a letter to employee from Appointing Authority acknowledging resignation.

4. If employee resigns at the end of an unpaid leave, the effective date shall be the last day actually worked [\[Ohio Administrative Code 123:1-34-01 \(A\) \(3\)\]](#).
5. If employee resigns at the end of a paid leave, the effective date shall be the last day for which the employee was paid. If a rate increase occurred during the time of paid leave, the payoffs will reflect the higher rate.
6. Personal leave may not be used to extend an employee's date of resignation [\[Ohio Administrative Code 123:1-32-07 \(G\)\]](#).
7. Be sure to check with Benefits and Payroll for any further action to Terminate an employee.

Attachments

1. If resignation is written, resignation letter.
2. If resignation is oral, agency letter of acknowledgement to employee.
3. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Termination / Resigned Regular Procedures:

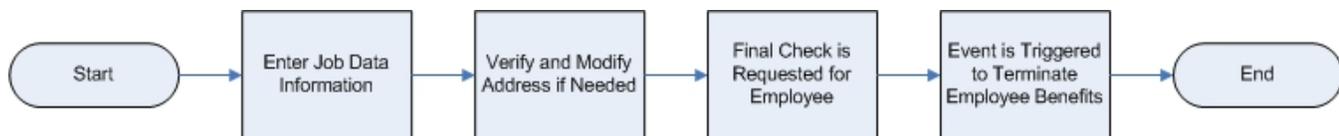
- [Click Here for Word Document](#)

Termination / Deceased (TER-DEA)

Overview

Use this Action Code to vacate a position due to employee death.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).
2. Death Certificate.

Legal, Procedural, Policy References:

1. Effective date established by date of death. The first day the termination action is true.
2. If Death Certificate is not readily available, hold Personnel Action until Death Certificate can be attached.
3. Be sure to check with Benefits and Payroll for any further action to Terminate an employee.

Attachments

1. Death Certificate.
2. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Termination / Deceased Procedures:

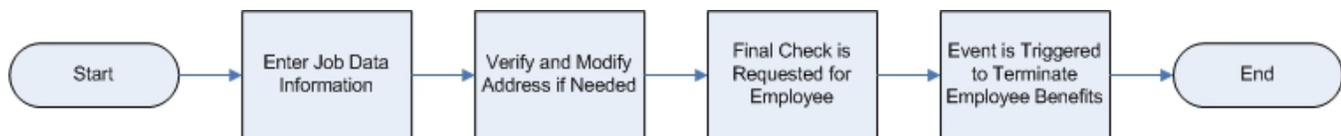
- [Click Here for Word Document](#)

Termination / Removed (TER-REM)

Overview

Use this Action Code to terminate an employee for the reasons outlined in [\[Ohio Revised Code 124.34\]](#).

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).
2. For an Exempt Employee, "Section 124.34 orders" dated on or before effective date of removal, and bearing original signature of Appointing Authority.
3. For a Bargaining Unit Employee, removal notification.

Legal, Procedural, Policy References:

1. Effective date is the first day the termination is true.
2. When removing an Exempt Employee, be sure to review the requirements of Section 124.34 orders found in [\[Ohio Administrative Code 124-3-01\]](#).

3. When removing a Bargaining Unit Employee, check appropriate contract for procedural information.
4. Be sure to check with Benefit and Payroll for any further action to Terminate an employee.

Attachments

1. For an exempt employee, "Section 124.34 orders".
2. For Bargaining Unit Employer, removal notification.
3. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Termination / Removed Procedures:

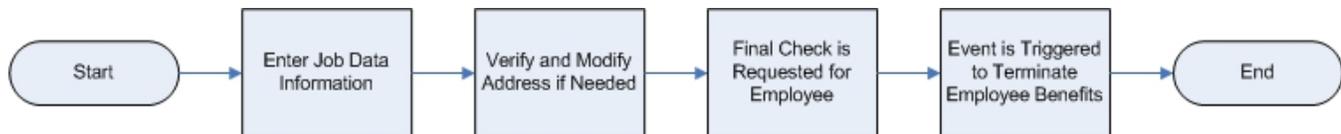
- [Click Here for Word Document](#)

Termination / Probationary Removal (TER-PRB)

Overview

Use this Action Code to terminate an employee who does not provide satisfactory service during the probationary period, following an original appointment.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).
2. Letter to employee, signed by Appointing Authority and dated on or before the effective date of the action.
3. For Exempt Employees, final probationary evaluation, signed by Appointing Authority and dated on or before the effective date of the action [[Ohio Administrative Code 123: 1-29-01 \(B\)](#)].

Legal, Procedural, Policy References:

1. The effective date must be prior to the end of the probationary period.
2. Removal can occur anytime during the probationary period [[Ohio Revised Code 124.271](#)].
3. The probationary period for part time employees who work a portion of each normal working day is calculated in the same manner as it is for full time employees [[Ohio Administrative Code 123:1-19-04](#)].
4. Employees who work an irregular schedule (e.g., intermittent), or who work less than the normal number of working days per week, shall have their probationary period determined on basis of time actually worked (i.e., hours) [[Ohio Administrative Code 123:1-19-04](#)].
5. Refer to the Ohio Revised Code for the length of an Exempt Employee's probationary period. For Bargaining Unit Employees refer to individual contracts for the length of probationary period.
6. If time exceeds one (1) pay period, notify DAS/HR Analyst.
7. Time spent in a no pay status shall not be counted as part of the probationary period [[Ohio Administrative Code 123:1-19-02](#)].
8. The period during which an employee receives disability leave benefits shall not be counted toward the original probationary period [[Ohio Administrative Code 123:1-33-08](#)].
9. Be sure to check with Benefits and Payroll for any further action to Terminate an employee.

Attachments

1. Letter to employee, signed by Appointing Authority.
2. For Exempt Employees, final probationary evaluation, signed by Appointing Authority.
3. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step ProceduresStep-by-Step Termination / Probationary Removal Procedures:

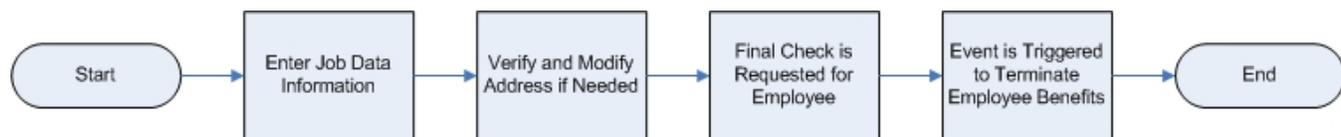
- [Click Here for Word Document](#)

Termination / Laid Off (TER-LOF)

Overview

Use this Action Code to accomplish a reduction in work force for reasons justified pursuant to [\[Ohio Revised Code 124.321\]](#) or in accordance with the individual Collective Bargaining contracts.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).
2. Notice to employee.
3. Recall List.
4. [ADM 4138](#).
5. Copy of letter from DAS authorizing the agency to proceed with the layoff process.

Legal, Procedural, Policy References:

1. Effective date is based on employee's last date worked or paid. However, when entering the effective date into Job Data the effective date entered is the first day the termination is true:(i.e. John Doe's last day worked is 11/30. 12/01 is the first day he no longer works for agency.)
2. For Exempt Employees, review [\[Ohio Revised Code 124.321 to 124.327\]](#) and [\[Ohio Administrative Code 123:1-41 and 124-7-01\]](#) for procedural guidelines.
3. For Bargaining Unit Employees, check appropriate contract for procedural guidelines.
4. Be sure to check with Benefits and Payroll for any further action to Terminate an employee.

Attachments

1. Notice to employee.
2. Recall List.
3. [ADM 4138](#).
4. Copy of letter from DAS authorizing the agency to proceed with the layoff process.
5. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step ProceduresStep-by-Step Termination / Laid Off Procedures:

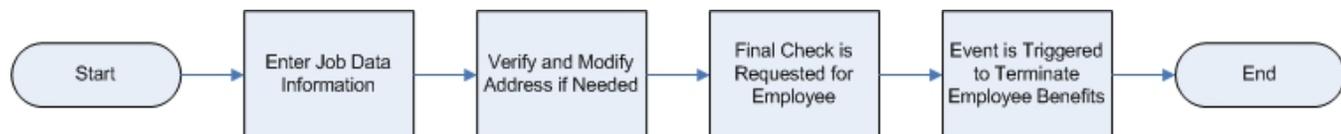
- [Click Here for Word Document](#)

Termination / Unclassified Termination (TER-UNR)

Overview

Use this Action Code to separate an unclassified employee when the employee's services are no longer required.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).
2. Notice to employee recommended, but not required.

Legal, Procedural, Policy References:

1. Unclassified Employees serve at the pleasure of the Appointing Authority and can be removed without cause (Administrative Code 123:1-47-(01) (A) (87).
2. Be sure to check with Benefits and Payroll for any further action to Terminate an employee.

Attachments

1. Notice to employee recommended, but not required.
2. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Termination / Unclassified Procedures:

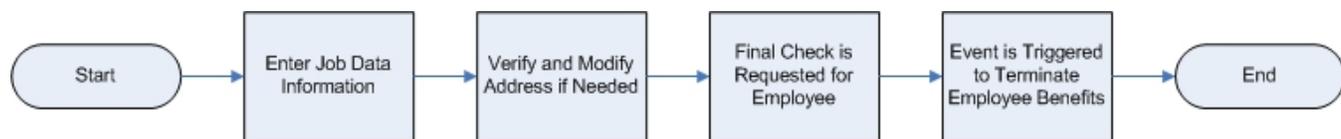
- [Click Here for Word Document](#)

Termination / Other Removal (TER-ORM)

Overview

Use this Action Code to separate an employee who holds a temporary appointment.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).

Legal, Procedural, Policy References:

1. Effective date should be close of business on the last day of the appointment period.
2. Reason for separation should be recorded in the Remarks Section of the Personnel Action form (e.g., college intern, ending temporary appointment).
3. Be sure to check with Benefits and Payroll for any further action to Terminate an employee.

Attachments

1. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures**Step-by-Step Termination / Other Removal Procedures:**

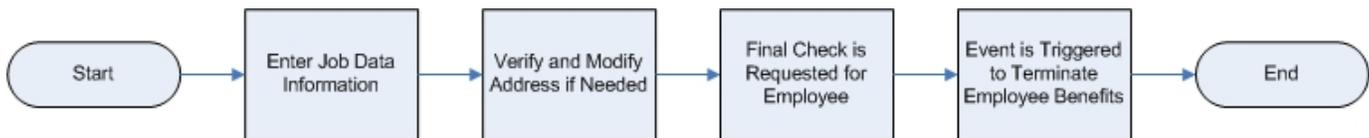
- [Click Here for Word Document](#)

Termination / Cancel Appointment (TER-CAP)

Overview

Use this process to cancel an appointment.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).

Legal, Procedural, Policy References:

1. The effective date must be the same date as the Appointment Date.
2. State in the Remarks Section of the Personnel Action form why the appointment is being canceled (e.g., failed to report to work, declined appointment).
3. Be sure to check with Benefits and Payroll for any further action to terminate an employee.

Attachments

1. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Cancel Appointment Procedures:

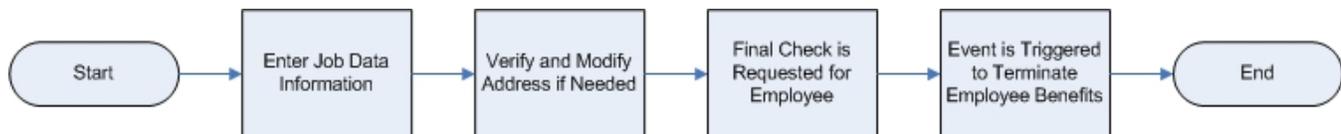
- [Click Here for Word Document](#)

Termination / Disability Separation No Insurance (TER-DBS)

Overview

Use this Action Code to separate an employee who becomes unable to perform the essential job duties of the position and are not entitled to any paid leave or health benefits.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).
2. If involuntary, Section 124.34 order, dated on or before the effective date of the separation.
3. If voluntary, copy of letter to employee authorizing the voluntary disability separation.

Legal, Procedural, Policy References:

1. This is not a disciplinary action.

2. The total combined leave (disability benefits, workers' Compensation or leave of absence), plus disability separation time, shall not exceed two (2) years for purpose of reinstatement [\[Ohio Administrative Code 123:1-33-\(02\) \(D\)\] and 123:1-33-\(04\)\]](#).
3. If the separation is involuntary the Agency must afford the employee a pre-separation meeting prior to a disability separation. Advance written notice must be provided to the employee [\[Ohio Administrative Code 123:1-33 \(02\) \(B\)\]](#).
4. The Agency must issue the employee an order pursuant to [\[Ohio Revised Code 124.34\]](#) and [\[Ohio Administrative Code 123:1-33-\(03\) \(B\)\]](#), if the separation is involuntary. Order must include reinstatement rights end date. An exempt employee so separated shall have the right to appeal in writing to the State Personnel Board of Review [\[Ohio Administrative Code 123:1-33 \(02\) \(E\)\]](#). For a Bargaining Unit Employee, refer to the appropriate contract.
5. At the time the Disability Separation is given to the employee, the Agency must notify the employee of the proper procedures to apply for reinstatement. It is very important that you inform the employee of his/her two (2) year right to reinstatement starting from the date of the last day worked [\[Ohio Administrative Code 123:1-33 \(02\) \(F\)\]](#).
6. Be sure to check with Benefits and Payroll for any further action to Terminate an employee.

Attachments

1. If involuntary, Section 124.34 order.
2. If voluntary, copy of letter to employee authorizing voluntary disability separation.
3. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Termination / Disability Separation No Insurance Procedures:

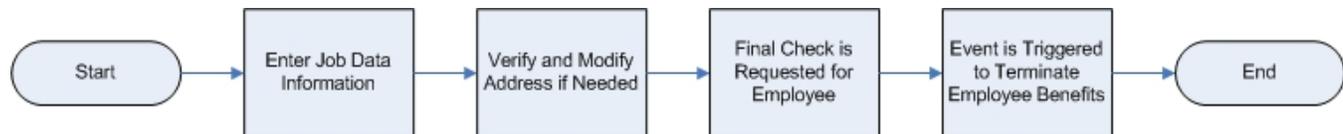
- [Click Here for Word Document](#)

Termination with Pay / Disability Separation with Insurance (TER-DSI)

Overview

Use this Action Code to separate an employee who becomes unable to perform the essential job duties of the position and is eligible for insurance based on the appropriate collective bargaining contract.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).
2. If involuntary, Section 124.34 order, dated on or before the effective date of the separation.
3. If voluntary, copy of letter to employee authorizing the voluntary disability separation.

Legal, Procedural, Policy References:

1. This is not a disciplinary action.
2. The disability separation is effective the first day the employee's leave has ended.
3. Only applies to Bargaining Unit Employee, refer to appropriate contract.

4. The total combined leave (disability benefits, workers' Compensation or leave of absence), plus disability separation time, shall not exceed two (2) years for purpose of reinstatement [\[Ohio Administrative Code 123:1-33-\(02\) \(D\) and 123:1-33-\(04\)\]](#).
5. If the separation is involuntary, the Agency must afford the employee a pre-separation meeting prior to a disability separation. Advance written notice must be provided to the employee [\[Ohio Administrative Code 123:1-33 \(02\) \(B\)\]](#).
6. The Agency must issue to the employee an order pursuant to [\[Ohio Revised Code 124.34\]](#) and [\[Ohio Administrative Code 123:1-33-\(03\)\(B\)\]](#), if the separation is involuntary. Order must include reinstatement rights end date. An employee so separated shall have the right to appeal in writing to the State Personnel Board of Review [\[Ohio Administrative Code 123:1-33 \(02\)\(E\)\]](#).
7. At the time the Disability Separation is given to the employee, the Agency must notify the employee of the proper procedures to apply for reinstatement. It is very important that you inform the employee of his/her two (2) year right to reinstatement starting from the date of the last day worked [\[Ohio Administrative 123:1-33 \(02\) \(F\)\]](#).
8. Be sure to check with Benefits and Payroll for any further action to Terminate an employee.

Attachments

1. If involuntary, Section 124.34 order.
2. If voluntary, copy of letter to employee authorizing voluntary disability separation.
3. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Disability Separation with Insurance Only Due Procedures:

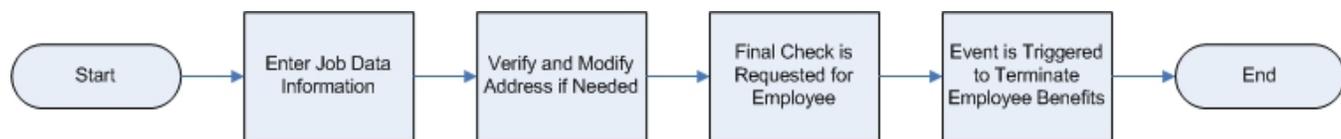
- [Click Here for Word Document](#)

Termination / Interim Separation (TER-IMS)

Overview

Use this Action Code to separate an external interim employee.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).

Legal, Procedural, Policy References:

1. This Action/Reason should be used only to separate an external employee when the incumbent of the prime position has either returned from leave or has separated.
2. To separate an external interim employee prior to the return or separation of the incumbent, the agency must obtain a resignation letter. If the employee resigns, and use the Action/Reason Termination (RES) Resigned Regular.
3. If the Appointing Authority deems it necessary to remove an employee for just cause, use the Action/Reason Termination (REM) Remove.

4. Be sure to check with Benefits and Payroll for any further action to Terminate an employee.

Attachments

1. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Termination / Interim Separation Procedures:

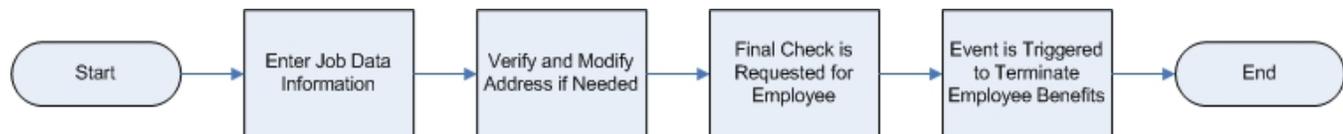
- [Click Here for Word Document](#)

Termination / Resigned Not In Good Standing (TER-NGS)

Overview

Use this Action Code to separate an employee who accepts a resignation in lieu of discipline or to settle grievances or appeals in cases where non-egregious offenses have occurred.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).
2. Resignation letter from the employee or letter from the Appointing Authority.

Legal, Procedural, Policy References:

1. This Action/Reason is for use in cases of non-egregious offense(s), such as absenteeism, tardiness, insubordination, failure to meet/maintain minimum qualifications, inefficiency, or neglect of duty.

2. Be sure to check with Benefits and Payroll for any further action to Terminate an employee.

Attachments

1. Resignation letter from the employee or letter from the Appointing Authority.
2. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Termination / Resigned Not In Good Standing Procedures:

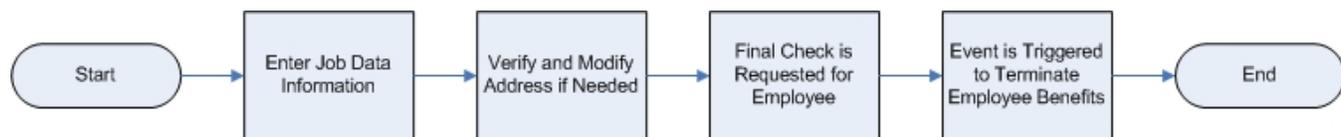
- [Click Here for Word Document](#)

Termination / Resigned Not Recommended for Rehire (TER-NRR)

Overview

Use this Action Code to separate an employee who has resigned in lieu of discipline or to settle grievances or appeals for egregious offenses.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).
2. Resignation letter from the employee or letter from the Appointing Authority.

Legal, Procedural, Policy References:

1. For purposes of this Action/Reason “egregious” offenses are those which are criminal or quasi-criminal in nature and related to the workplace (e.g., client or inmate abuse, abuse of a child under employee’s care, illegal drug use on the job, sexual/racial harassment, and assault on a fellow employee).
2. Separation by this Action/Reason will appear in the system. The same language (resigned – not recommended for rehire) should appear in any settlement agreement so the employee is aware of the description used to accomplish the separation.
3. Be sure to check with Benefit and Payroll for any further action to Terminate an employee.

Attachments

1. Resignation letter from the employee or letter from the Appointing Authority.
2. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Termination / Resigned Not Recommended for Rehire Procedures:

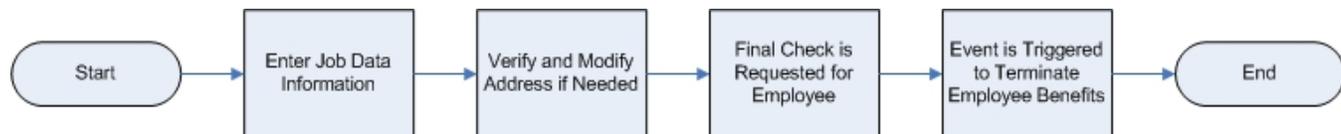
- [Click Here for Word Document](#)

Termination / End of Fix Term (TER-EFT)

Overview

Use this Action Code to end a fixed term appointment.

High Level Workflow:



Navigation Path

Workforce Administration > Job Information > Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).

Legal, Procedural, Policy References:

1. Effective date is close of business on last day worked.
2. No Personnel Action is necessary if the employee leaves on schedule ending date.
3. Be sure to check with Benefits and Payroll for any further action to Terminate an employee.

Attachments

1. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures**Step-by-Step Termination / End of Fix Term Procedures:**

- [Click Here for Word Document](#)

Leaves

Leaves Checklist.

- [Click Here for Word Document – Currently Being Developed](#)

Step-by-Step Leaves Procedures

- [Click Here for Word Document](#)

Leave Types

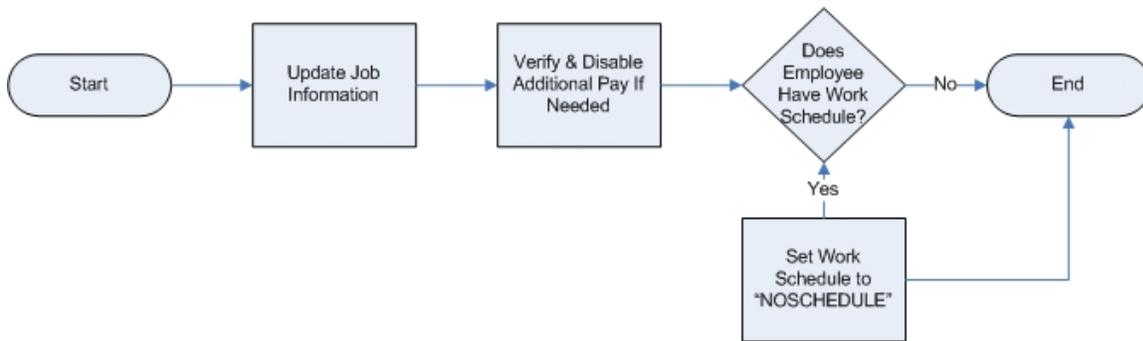
- Leaves / Military Leave – Federal (PLA-MLF)
- Leaves / Military Leave – State (PLA-MLS)
- Leaves / Bargaining Unit Personal Leave (PLA-PLB)
- Leaves / Established Term (PLA-ETA)
- Leaves / Bargaining Unit Educational Leave (PLA-BEL)
- Leaves / Voluntary Cost Savings (PLA-VCS)
- Leaves / Union Leave Ends (PLA-UNI)
- Leaves / Exempt Educational Leave (LOA-EED)
- Leaves / Seasonal (LOA-SEI)
- Leaves / Exempt Personal Leave (LOA-PRS)

Military Leave – Federal (PLA-MLF)

Overview

Use this process to interrupt service to meet legal military obligations of the Federal Government.

High Level Workflow:



Starting Navigation Path

Workforce Administration > Job Information > Job Data

Security

Agency HR Specialist
 Agency Payroll Specialist
 Agency T & L Timekeeper Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form ([ADM 4100](#)).
2. Military Orders.

Legal, Procedural, Policy References:

1. Employees are entitled to 176 paid hours per calendar year. The Action/Reason Code Military Leave (MLF) is to be used after the 176 hour period.
2. For continual updated information on military leave, refer to DAS website at www.state.oh.us/das/dhr/militaryleave.
3. For related payroll information, refer to Payroll Letter 817.
4. The State of Ohio allows the employee to use any available personal, vacation, or compensatory leave before going to leave without pay. The use of such leave is not mandatory.

Attachments

1. Military Orders.
2. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Military Leave - Federal Procedures:

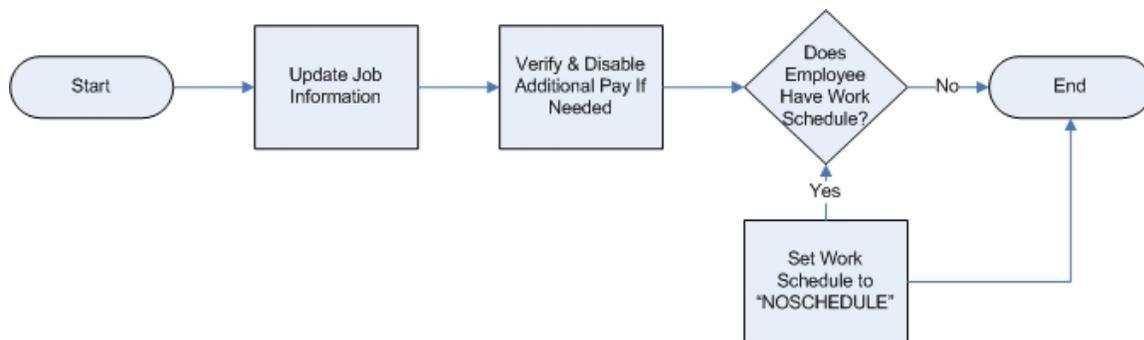
- [Click Here for Word Document](#)

Military Leave – State (PLA-MLS)

Overview

Use this process to interrupt service to meet legal military obligations of the State Government.

High Level Workflow:



Starting Navigation Path

Workforce Administration > Job Information > Job Data

Security

Agency HR Specialist
Agency Payroll Specialist
Agency T & L Timekeeper Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form ([ADM 4100](#)).
2. Military Orders.

Legal, Procedural, Policy References:

1. Employees are entitled to 176 paid hours per calendar year. The Action/Reason Code Military Leave (MLS) is to be used after the 176 hour period.
2. For continual updated information on military leave, refer to DAS website at www.state.oh.us/das/dhr/militaryleave
3. For related payroll information, refer to Payroll Letter 817.
4. The State of Ohio allows the employee to use any available personal, vacation, or compensatory leave before going to leave without pay. The use of such leave is not mandatory.

Attachments

1. Military Orders.
2. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Military Leave - State Procedures:

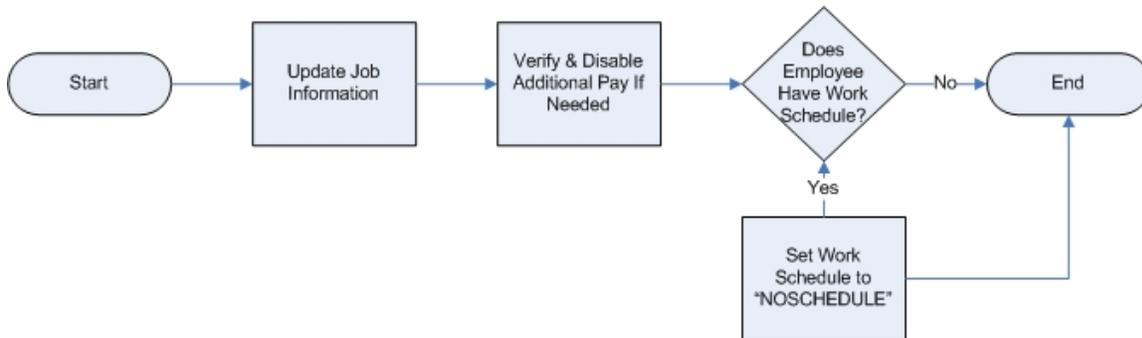
- [Click Here for Word Document](#)

Bargaining Unit Personal Leave (PLA-PLB)

Overview

Use this process to grant a leave without pay to bargaining employees that are authorized by Appointing Authority.

High Level Workflow:



Starting Navigation Path

Workforce Administration > Job Information > Job Data

Security

Agency HR Specialist
 Agency Payroll Specialist
 Agency T & L Timekeeper Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form [\(ADM 4100\)](#)

Legal, Procedural, Policy References:

1. Personal Action is necessary only for leaves that last more than one pay period.
2. For information relative to Bargaining Unit positions, check individual contracts.
3. Vacation leave **IS NOT ACCRUED** while on leave.
4. Place an ending date on the Personal Leave Ends line. The ending date is the last day on leave.

Attachments

1. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Bargaining Unit Personal Leave Procedures:

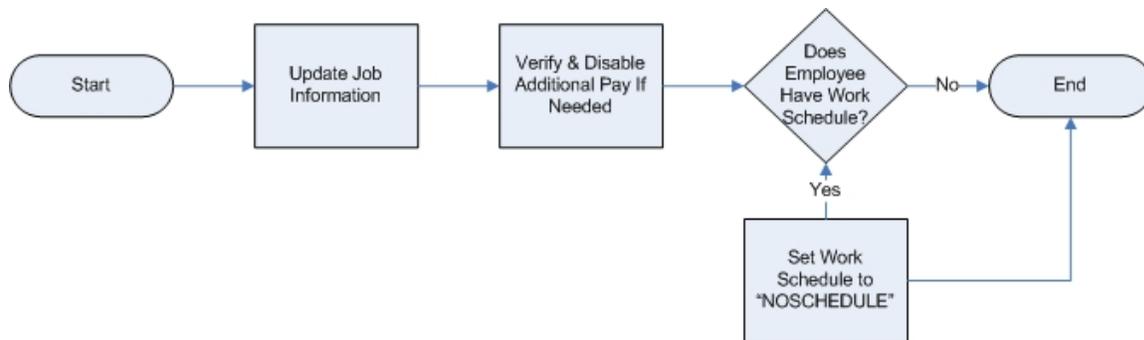
- [Click Here for Word Document](#)

Established Term (PLA-ETA)

Overview

Use this process to grant a leave without pay to established term employees that are authorized by Appointing Authority.

High Level Workflow:



Starting Navigation Path

Workforce Administration > Job Information > Job Data

Security

Agency HR Specialist
Agency Payroll Specialist
Agency T & L Timekeeper Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form ([ADM 4100](#)).
2. Copy of the appropriate contract.

Legal, Procedural, Policy References:

1. None.

Attachments

1. Refer to the appropriate union contract.
2. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Established Term Procedures:

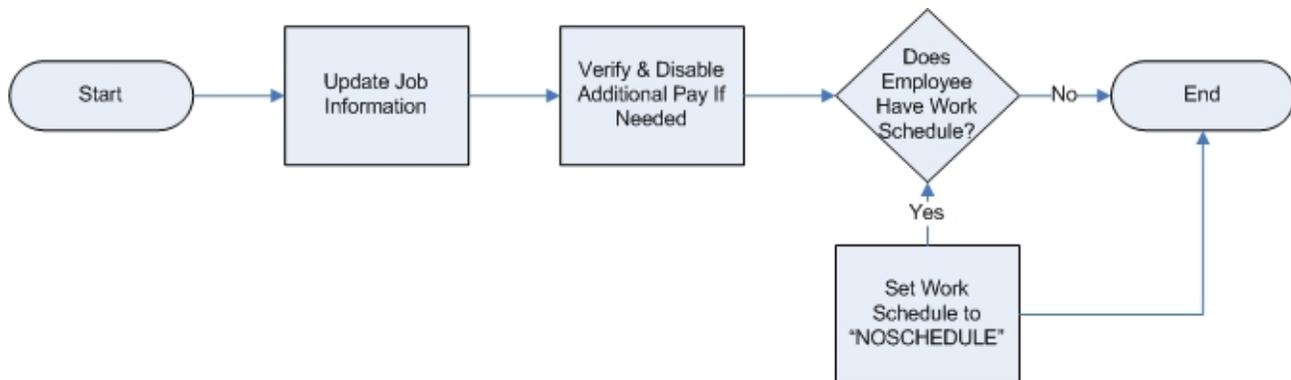
- [Click Here for Word Document](#)

Bargaining Unit Educational Leave (PLA-BEL)

Overview

Use this process to provide a leave without pay for a bargaining employee to continue his/her education as authorized by Appointing Authority.

High Level Workflow:



Starting Navigation Path

Workforce Administration > Job Information > Job Data

Security

Agency HR Specialist
Agency Payroll Specialist
Agency T & L Timekeeper Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form ([ADM 4100](#))
2. Approval letter from Appointing Authority.

Legal, Procedural, Policy References:

1. For information relating to Bargaining Unit positions, check individual contracts.
2. Place an ending date on the Educational Leave line.

Attachments

1. Approval letter from Appointing Authority.
2. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step ProceduresStep-by-Step Bargaining Unit Educational Leave Procedures:

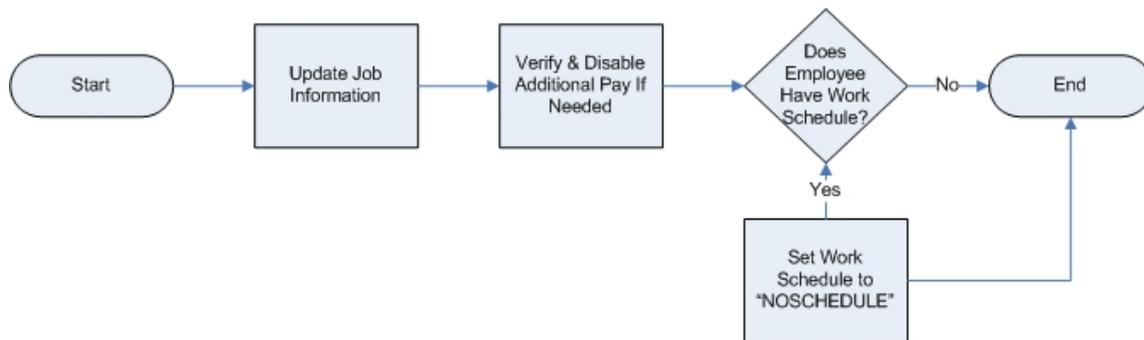
- [Click Here for Word Document](#)

Voluntary Cost Savings (PLA-VCS)

Overview

Use this process to allow a permanent employee to voluntarily reduce hours worked or to take an unpaid leave of absence pursuant to a cost-saving plan.

High Level Workflow:



Starting Navigation Path

Workforce Administration > Job Information > Job Data

Security

Agency HR Specialist
Agency Payroll Specialist
Agency T & L Timekeeper Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form ([ADM 4100](#))
2. Voluntary Cost Savings Plan Form signed by Appointing Authority.

Legal, Procedural, Policy References:

1. An Appointing Authority may allow a full-time permanent employee to reduce worked hours by eight to forty (8-40 hours) per pay period (up to five hundred twenty (520) hours or for a total of six (6) months).
2. An Appointing Authority may allow full-time or part-time permanent employees to take unpaid leaves of absence for two (2) to thirteen (13) week periods.
3. Full-time or part-time permanent employees who are paid by warrant of the Director of Budget Management and completed initial or promotional period may be eligible.
4. A Personal Action Form is not required for those employees who reduce their hours.

Attachments

1. Voluntary Cost Savings Plan Form
2. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Voluntary Cost Saving Procedures:

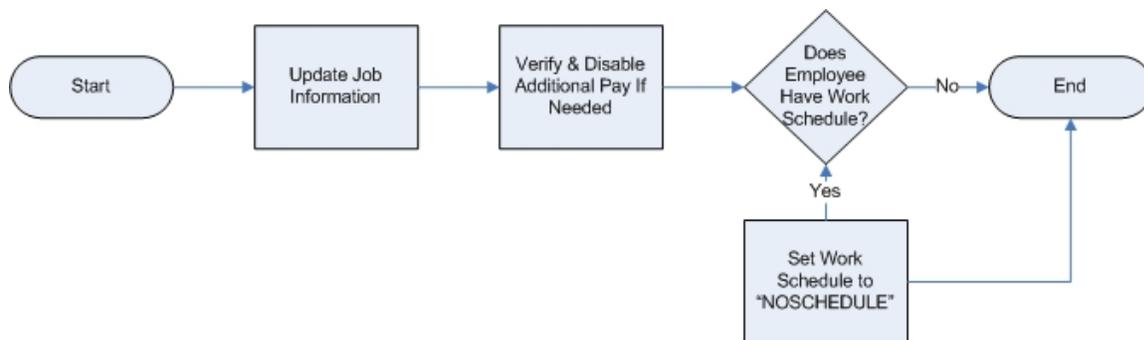
- [Click Here for Word Document](#)

Union Leave (PLA-UNI)

Overview

Use this process to provide Bargaining Unit Employees with unpaid leaves of absence for union purposes.

High Level Workflow:



Starting Navigation Path

Workforce Administration > Job Information > Job Data

Security

Agency HR Specialist
Agency Payroll Specialist
Agency T & L Timekeeper Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form ([ADM 4100](#))
2. Letter from appropriate union requesting leave.
3. Approval letter from Appointing Authority.

Legal, Procedural, Policy References:

1. This action applies to BARGAINING UNIT EMPLOYEES only.
2. Check specific bargaining unit for conditions and duration of leaves.
3. Place an ending date in the Remarks Section of the Personal Action Form.

Attachments

1. Letter from appropriate union requesting leave.
2. Approval letter from Appointing Authority.
3. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Union Leave Ends Procedures:

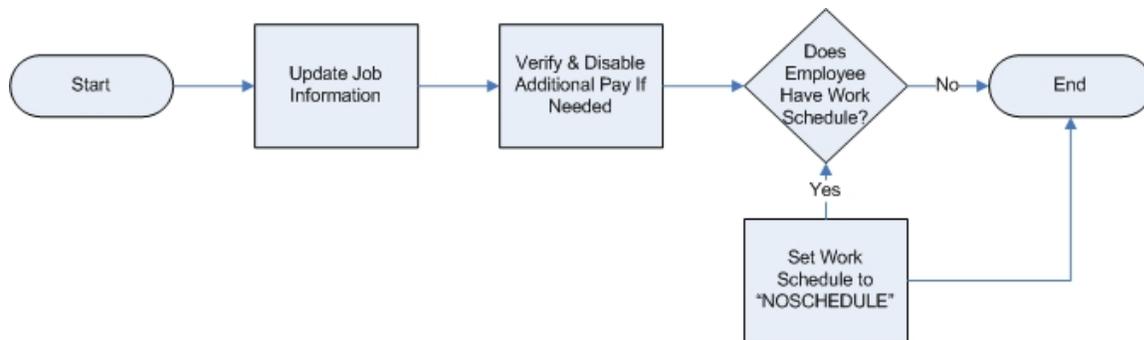
- [Click Here for Word Document](#)

Exempt Educational Leave (LOA-EED)

Overview

Use this process to provide an unpaid leave for an exempt employee to continue his/her education as authorized by the Appointing Authority.

High Level Workflow:



Starting Navigation Path

Workforce Administration > Job Information > Job Data

Security

Agency HR Specialist
Agency Payroll Specialist
Agency T & L Timekeeper Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form ([ADM 4100](#)).
2. Approval letter from Appointing Authority.

Legal, Procedural, Policy References:

1. Exempt employees may be granted a leave of absence without pay for a maximum period of two (2) years for the purposes of education or training which would be of benefit to state services [\[Ohio Administrative Code 123:1-34-\(01\) \(A\) \(1\) \(C\)\]](#).
2. Exempt employees may also be granted educational leave for voluntary service in any governmentally sponsored program of public betterment [\[Ohio Administrative Code 123:1-34-\(01\) \(A\) \(1\) \(C\)\]](#).
3. Exempt employees, renewal or extension beyond the two (2) year period [\[Ohio Administrative Code 123:1-34-\(01\) \(A\) \(1\) \(C\)\]](#).

Attachments

1. Approval letter from Appointing Authority.
2. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Exempt Educational Leave Procedures:

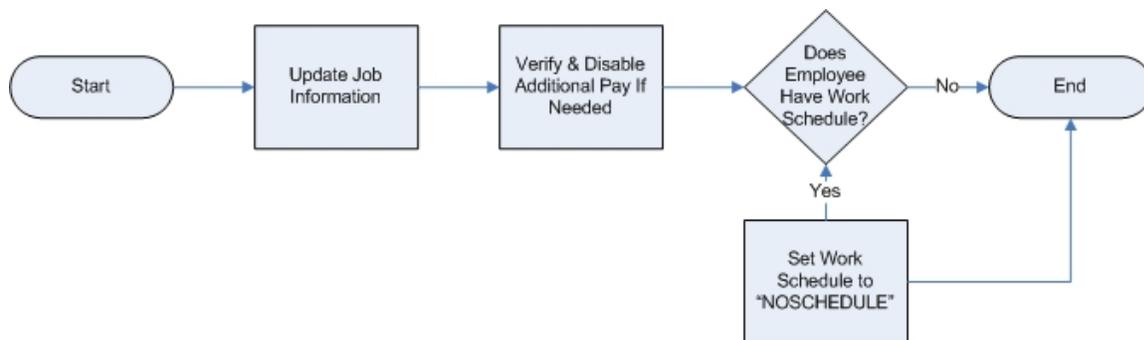
- [Click Here for Word Document](#)

Seasonal (LOA-SEI)

Overview

Use this process to temporarily interrupt the service of an employee who performs seasonal duties during a specific time of year.

High Level Workflow:



Starting Navigation Path

Workforce Administration > Job Information > Job Data

Security

Agency HR Specialist
Agency Payroll Specialist
Agency T & L Timekeeper Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form ([ADM 4100](#)).

Legal, Procedural, Policy References:

1. The ending date is the last day of the seasonal interruption (i.e., employee seasonally appointed from June 11 to September 29 and then is seasonally interrupted from September 30 to June 10).
2. If it becomes necessary to extend the duration of the seasonal interruption, the agency **MUST** process a Personal Action to extend the interruption (i.e., if the seasonal interruption was scheduled to end on September 24, but the employee is not being recalled until October 10, then an additional PA for the time period from September 24 to October 10 **MUST** be processed).
3. It is expected that a Seasonal employee will be reinstated after interruption.

Attachments

1. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Seasonal Procedures:

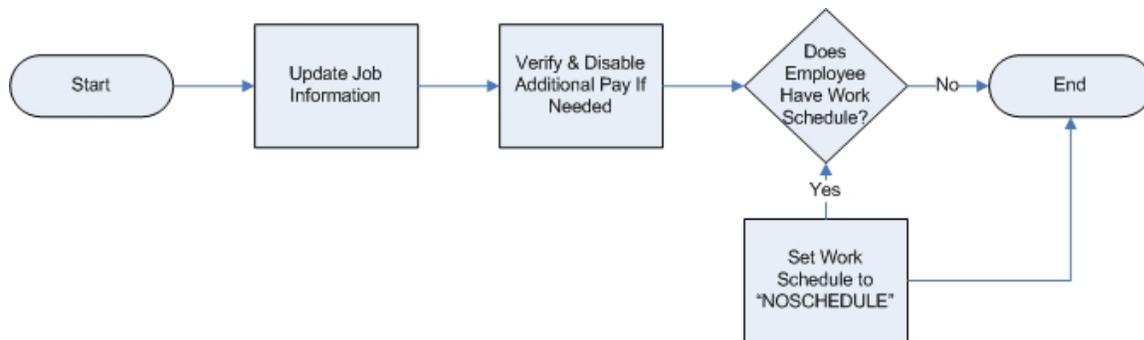
- [Click Here for Word Document](#)

Exempt Personal Leave (LOA-PRS)

Overview

Use this process to grant a leave without pay to exempt employees as authorized by the Appointing Authority.

High Level Workflow:



Starting Navigation Path

Workforce Administration > Job Information > Job Data

Security

Agency HR Specialist
Agency Payroll Specialist
Agency T & L Timekeeper Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form ([ADM 4100](#)).
2. Approval letter from Appointing Authority.

Legal, Procedural, Policy References:

1. Personal Action is necessary only for leaves that last more than one (1) pay period.
2. For Exempt employees, maximum duration is six (6) months [[Ohio Administrative Code 123:1-34-01 \(A\)\(1\)\(a\)](#)].
3. Vacation leave **IS NOT ACCRUED** while on leave.
4. Place an ending date in the Remarks Section of the Personal Action Form. The ending date is the last day on leave.

Attachments

1. Approval letter from Appointing Authority.
2. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Exempt Personal Leave Procedures:

- [Click Here for Word Document](#)

Return from Leave

Return from Leave Checklist:

- Click Here for Word Document – Currently Being Developed

Step-by-Step Return from Leave Procedures

- [Click Here for Word Document](#)

Return from Leave Types

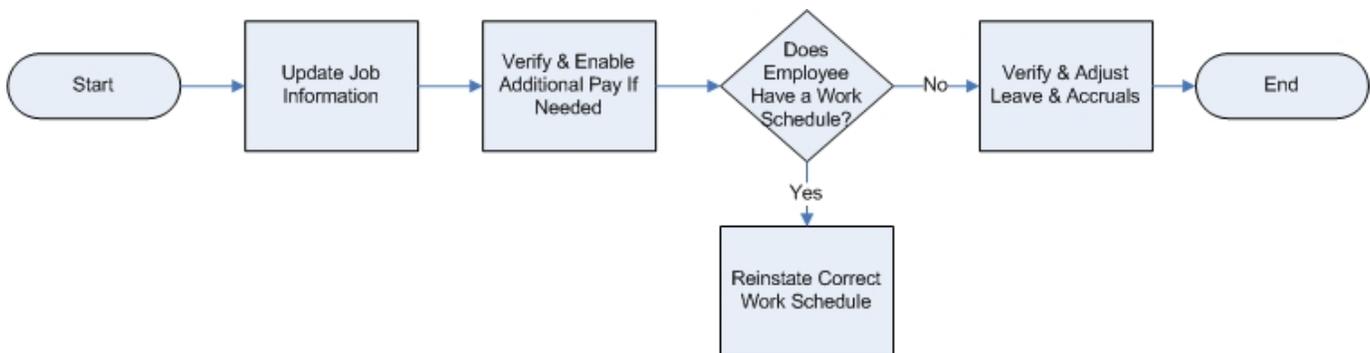
- Return from Leave / Return from Leave (RFL-RFL)
- Return from Leave / Return from Military (RFL-MIL)

Return from Leave (RLF-RLF)

Overview

Use this process to reinstate an employee to active pay status from a temporary interruption in service.

High Level Workflow:



Starting Navigation Path

Workforce Administration > Job Information > Job Data

Security

Agency HR Specialist
Agency Payroll Specialist
Agency T & L Timekeeper Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form ([ADM 4100](#)).

Legal, Procedural, Policy References:

1. It is helpful to note the details of the interruption in the Remarks Section of the Personal Action form.
2. Be sure to check for any rate changes that should have occurred while the employee was not on active pay status and note them in the Remarks Section of the Personal Action form.

Attachments

1. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Return from Leave (RFL – RFL) Procedures:

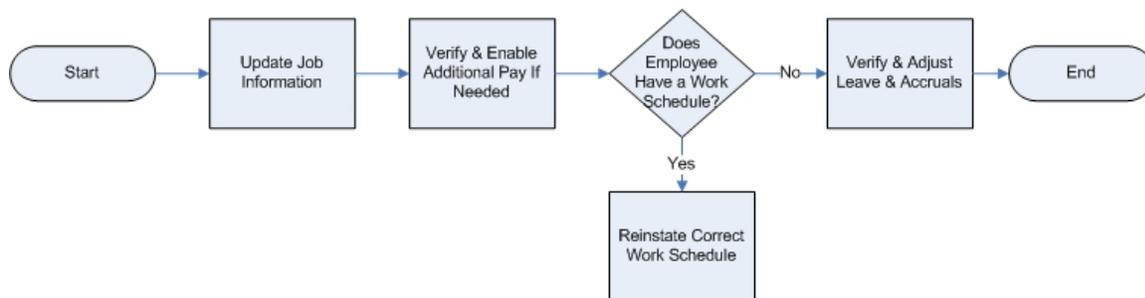
- [Click Here for Word Document](#)

Return from Military (RLF-MIL)

Overview

Use this process to reinstate an employee to active pay status from a temporary interruption in service due to a military leave of absence.

High Level Workflow:



Starting Navigation Path

Workforce Administration > Job Information > Job Data

Security

Agency HR Specialist
Agency Payroll Specialist
Agency T & L Timekeeper Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personal Action Form ([ADM 4100](#)).

Legal, Procedural, Policy References:

1. It is helpful to note the details of the interruption in the Remarks Section of the Personal Action form.
2. Be sure to check for any rate changes that should have occurred while the employee was not on active pay status and note them in the Remarks Section of the Personal Action form.

Attachments

1. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Return from Military (RFL – MIL) Procedures:

- [Click Here for Word Document](#)

Discipline

Step-by-Step Discipline Procedures

- [Click Here for Word Document](#)

Discipline Types

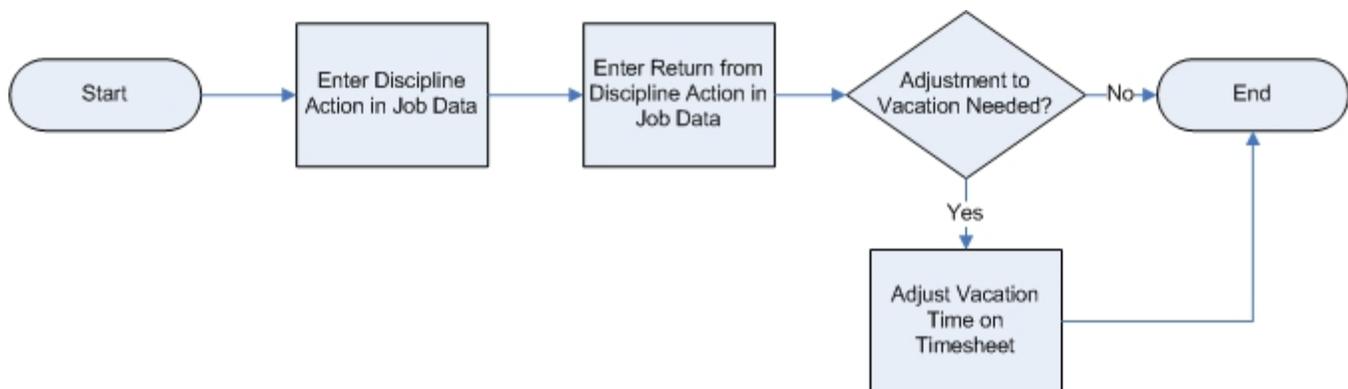
- Discipline / Suspension (SUS-SUS)
- Discipline / Leave Debit (DTA-DVD)
- Discipline / Penalty Fine (DTA-DFN)
- Discipline / Working Suspension (DTA-DWS)

Discipline / Suspension (SUS-SUS)

Overview

This Action Code is used to penalize an employee in a Discipline Action. This is accomplished by a temporary deprivation of employment as a disciplinary measure.

High Level Workflow:



Beginning Navigation Path

Workforce Administration>Job Information>Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).
2. For Exempt employee if suspension is more than three (3) days, [\[Ohio Revised Code 124.34\]](#) a fully completed Order Form ([ADM 4055](#)), dated **ON OR BEFORE** effective date of suspension and bearing **ORIGINAL** signature of Appoint Authority.
3. For Exempt employee and if suspension is three (3) days or less, notification letter to employee.

4. For Bargaining Unit employee, notification letter to employee, regardless of length of suspension.

Legal, Procedural, Policy References:

1. The ending date of the suspension is the **first day no longer on suspension**, regardless whether that falls on the employee's day off or a holiday.
2. For Exempt (classified) employees, an [\[Ohio Revised Code 124.34\]](#) Order MUST be filed with the State Personnel Board of Review (SPRB), if the suspension is over three (3) days. Suspensions of three (3) days or less are not appealable to the SPRB [\[Ohio Revised Code 124.34\]](#).
3. For information relative to Bargaining Unit positions, check individual contracts.
4. The return from suspension should be entered immediately after the suspension is entered.
5. Adjust any vacation time if needed after the return from suspension is entered.

Attachments

1. [ADM 4055](#) – Order Form.
2. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Discipline / Suspension Procedures:

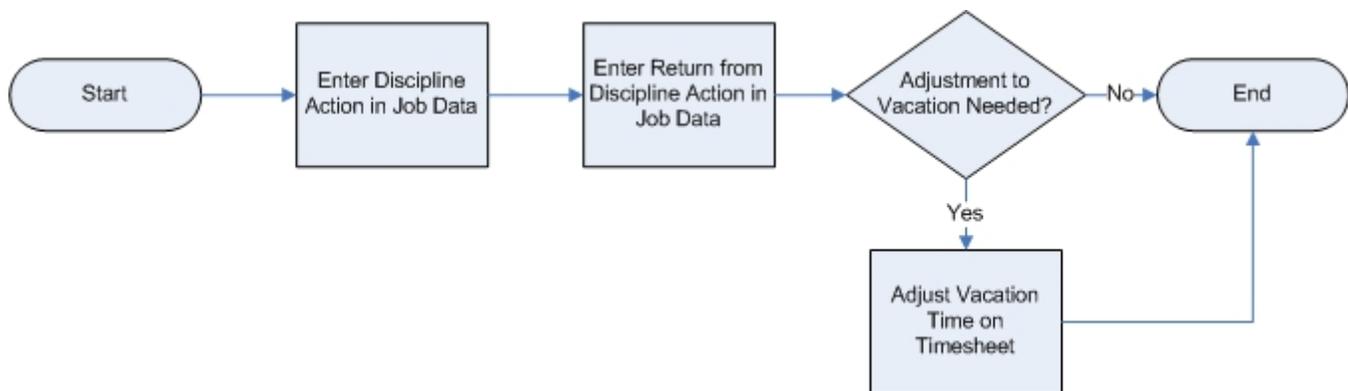
- [Click Here for Word Document](#)

Discipline / Leave Debit (DTA-DVD)

Overview

Use this Action Code to penalize an employee in a Discipline Action. To reduce an employee's Vacation Leave balance for disciplinary reasons in lieu of a suspension.

High Level Workflow:



Beginning Navigation Path

Workforce Administration>Job Information>Job Data

Security

HR Agency Specialist
Agency T & L Timekeeper Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).
2. [Ohio Revised Code 124.34](#) fully completed Order Form ([ADM 4055](#)), dated **ON OR BEFORE** effective date is required for exempt employees.
3. For Bargaining Unit Employee, see the individual contracts.

Legal, Procedural, Policy References:

1. For Exempt (classified) employees, an [\[Ohio Revised Code 124.34\]](#) Order MUST be filed with the State Personnel Board of Review (SPRB), if the suspension is over three (3) days. Suspensions of three (3) days or less are not appealable to the SPRB [\[Ohio Revised Code 124.34\]](#).
2. Four (4) days or more requires that a five (5) day suspension shall be given to the Exempt employee. The Appointing Authority must issue to the Exempt employee an [\[Ohio Revised Code 124.34\]](#) order for suspension. See SUS (Action / Reason – Suspension).
3. The Appointing Authority must issue to the Exempt employee an [\[Ohio Revised Code 124.34\]](#) order for reduction of Vacation Leave.
4. Order must be filed with State Personnel Review Board.
5. Set the effective date on the PA to be the inclusive dates of the pay period in which the leave will be deducted.
6. For Bargaining Employee's see the individual contract.
7. The return from suspension should be entered immediately after the suspension is entered.
8. Adjust any vacation time if needed after the return from suspension is entered.

Attachments

1. [\[Ohio Revised Code 124.34\]](#) order ([ADM 4055](#)), dated ON OR BEFORE the effective date is required for Exempt employees.
2. All forms can be found on the DAS website: <http://www.das.ohio.gov/hrd/forms.htm>

Checklists & Step-by-Step ProceduresStep-by-Step Discipline / Leave Debit Procedures:

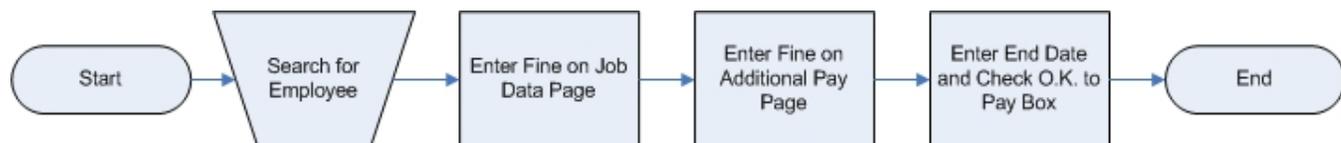
- [Click Here for Word Document](#)

Discipline / Penalty Fine (DTA-DFN)

Overview

This Action Code is used to penalize an employee in a Discipline Action and to accomplish a deduction of an employee's wages up to five (5) days.

High Level Workflow:



Navigation Path

Workforce Administration>Job Information>Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).
2. Letter from Appointing Authority to employee.
3. [Ohio Revised Code 124.34](#) Fully completed Order Form ([ADM 4055](#)) for Exempt employee if the fine is in excess of three (3) days.

Legal, Procedural, Policy References:

1. Use for Bargaining Unit and Exempt overtime eligible employees.

2. Personal Action must be processed each time the Appointing Authority proposes to deduct wages as a fine.
3. The Appointing Authority shall follow principles of progressive discipline. Refer to individual Bargaining Unit contracts.
4. All disciplines that impose a fine must be sent to DAS, Human Resources Division, and Office of Collective Bargaining for review prior to implementation of the discipline.
5. The employee will remain in active pay status.
6. The deduction of fines from an employee's wages shall not require the employee's authorization for withholding of fines.
7. Appointing Authority must issue to the Exempt employees an [\[Ohio Revised Code 124.34\]](#) order if the fine is in excess of three (3) days.
8. Be sure to notify Benefits and Payroll of HRD/DAS.
9. Set effective dates the beginning of pay period (Sunday) to end of pay period (Saturday).
10. No employee shall be fined in excess of five (5) days' fine.

Attachments

1. Letter from Appointing Authority to employee.
2. [\[Ohio Revised Code 124.34\]](#) Fully completed Order Form [\(ADM 4055\)](#) for Exempt employee if the fine is in excess of three (3) days.
3. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Fine Calculation Worksheet

- [Click Here for Excel Document](#)

Step-by-Step Calculate and Enter Fine(s) Procedures:

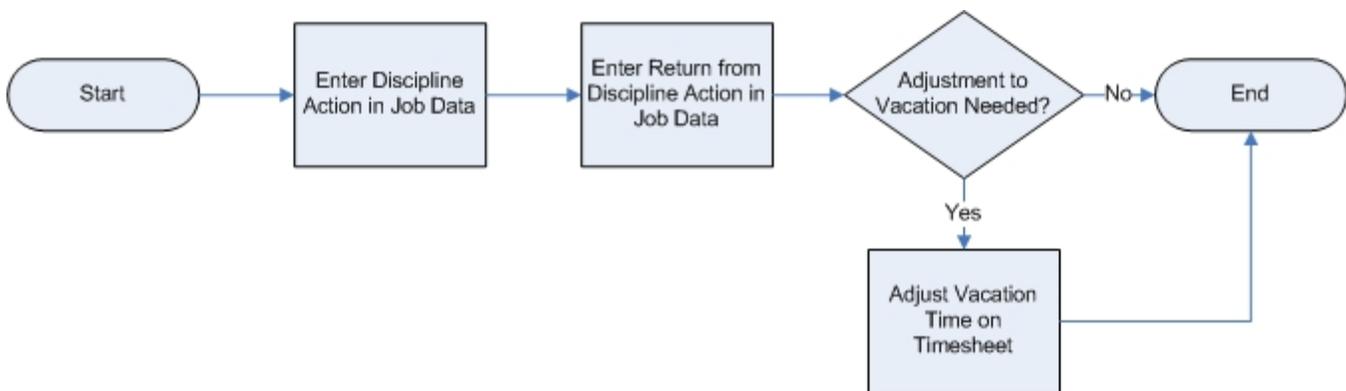
- [Click Here for Word Document](#)

Discipline / Working Suspension (DTA-DWS)

Overview

This Action Code is used to penalize an employee in a Discipline Action who is suspended but shall report to work to serve the suspension.

High Level Workflow:



Beginning Navigation Path

Workforce Administration>Job Information>Job Data

Security

HR Agency Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Personnel Action Form ([ADM 4100](#)).
2. If exempt employee has a working suspension for more than three (3) days, fully completed [Ohio Revised Code 124.34](#) Order Form ([ADM 4055](#)), dated **ON OR BEFORE** effective date of suspension and bearing **ORIGINAL** signature of Appointing Authority.
3. For Bargaining Unit Employee, see the individual contract.

Legal, Procedural, Policy References:

1. An Appointing Authority may require an employee who is suspended to report to work to serve the suspension.
2. An employee serving a working suspension shall continue to be compensated at the employee's regular rate of pay for hours worked.
3. The ending date of the working suspension is the first day no longer on a working suspension, regardless whether that falls on the employee's day off or a holiday.
4. Exempt employees, an [\[Ohio Revised Code 124.34\]](#) order must be filed with the State Personnel Board of Review (SPBR), if the working suspension is over three (3) days. Working suspensions of three (3) days or less are appealable at SPRB [\[Ohio Revised Code 124.34\]](#).
5. For information relative Bargaining Unit positions, check individual Contracts.
6. Adjust any vacation time if needed after the return from suspension is entered.

Attachments

1. If exempt employee has a working suspension for more than three (3) days, fully completed [\[Ohio Revised Code 124.34\]](#) Order Form [\(ADM 4055\)](#), dated **ON OR BEFORE** effective date of suspension and bearing **ORIGINAL** signature of Appointing Authority.
2. For Bargaining Unit Employee, see the individual contract.
3. All forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step ProceduresStep-by-Step Discipline / Working Suspension Procedures:

- [Click Here for Word Document](#)

Drug Testing

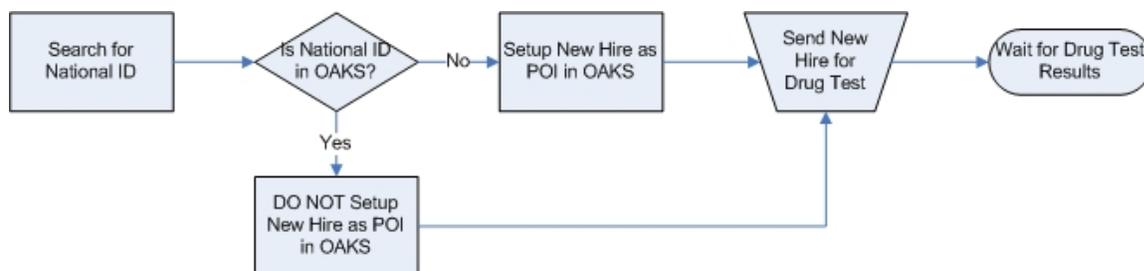
- Pre-Employment Drug Testing
- Review Drug Test Results
- Hire – Employment Instance

Pre-Employment Drug Testing

Overview

Use this process in OAKS for New Hires when the position requires a Drug Test.

High Level Workflow:



Navigation Path

Workforce Administration > Personal Information > Biographical > Search by National ID

Security

Agency HR Specialist

Notes

Needed Prior to Starting Process:

1. Completed Employment Application.
2. Applicant Name, Birth Date, National ID, Full Address.

Legal, Procedural, Policy References:

1. Positions designated as “Unclassified” will be automatically flagged for pre-employment drug testing.

2. Positions whose job code requires drug testing will be automatically flagged for pre-employment drug testing.
3. If employee birth date is not known, use a birth date of 01/01/901.
4. Full address is required.
5. Contact DAS Drug Free Work Place (DFWP) for:
 - a. A position requiring drug testing for reasons other than the two reasons previously mentioned above. DAS DFWP will need to flag the position for Drug Testing.
 - b. A position that needs a drug test override because it is classified, e.g. intermittent, temporary, external interim etc. In this case, do not send the applicant for a Drug Test. Instead contact DAS by Email or FAX to request an override. You must enter the applicant as POI into OAKS before contacting DAS DFWP for the override. The Agency will be contacted by DAS DFWP via Email or FAX when the applicant is ready to be hired into OAKS.
DASHRD.DrugfreeWork@das.state.oh.us

Attachments

1. Completed Employment Application.
2. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Pre-Employment Drug Testing Procedures:

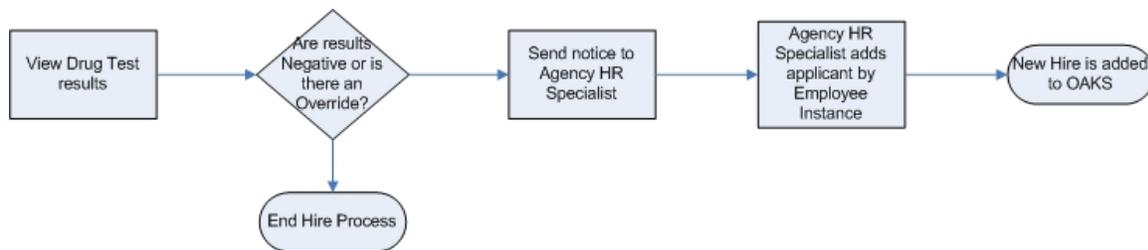
- [Click Here for Word Document](#)

Review Drug Test Results

Overview

Use this process to view results from an applicant's drug test.

High Level Workflow:



Navigation Path

Workforce Monitoring > Health and Safety > Record Medical Exam Results > Drug Test

Security

Agency HR Specialist

Notes

Needed Prior to Starting Process:

1. Email or FAX from DAS DFWP regarding applicant Drug Test.

Legal, Procedural, Policy References:

1. None.

Attachments

1. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures

Step-by-Step Review Drug Test Results Procedures:

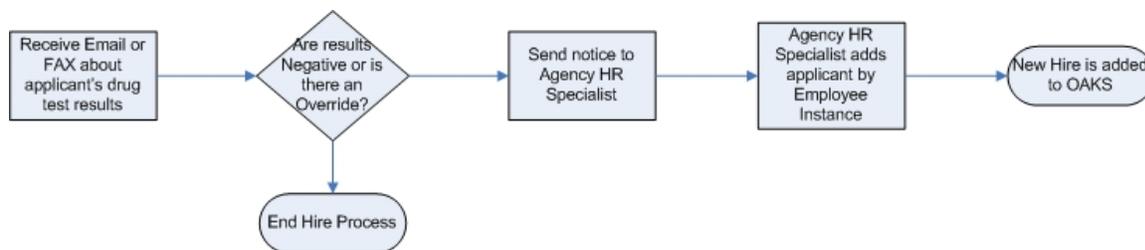
- [Click Here for Word Document](#)

Hire – Employment Instance

Overview

Use this process to hire an applicant's by Employment Instance.

High Level Workflow:



Navigation Path

Workforce Administration > Personal Information > Organizational Relationship > New Employee Instance

-OR-

Workforce Administration > Job Information > Add Employment Instance

Security

Agency HR Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed [ADM 4100](#).
2. Verification that applicant's Drug Test was negative or there was a Drug Test Override.
3. Fully completed Application [Form 4268](#).
4. Supplemental Employment Agreement [ADM 4288](#).

Legal, Procedural, Policy References:

1. See procedures for Type of New Hire Process.

Attachments

1. Fully completed Application [Form 4268](#).
2. Supplemental Employment Agreement [ADM 4288](#).
3. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step ProceduresStep-by-Step Hire – Employment Instance Procedures:

- [Click Here for Word Document](#)

Time & Labor

- Payroll
- Time Collection & Validation
- Maintain Employee Payroll Data

Payroll

- Overview
- Paysheets
- Time and Labor Data
- Pay Calculation
- Pay Confirmation
- Reviewing Paychecks Detail

Overview

Currently Being Developed

Paysheets

Currently Being Developed

Time and Labor Data

Currently Being Developed

Pay Calculation

Currently Being Developed

Pay Confirmation

Currently Being Developed

Reviewing Paychecks Detail

Currently Being Developed

Payroll Letters

[Click Here to Access All Payroll Letters](#)

Time Collection & Validation

General Overview – Time Collection & Validation

Timeline

Each payroll period a series of events need to take place for a valid paycheck to be generated for an employee. There are checks and balances that need to happen each pay period that ensures the time entered for each employee is correct and their paycheck contains the correct compensation.

By following the steps in this document and completing them by the posted deadlines, this can be accomplished.

Payroll Deadlines

Collect Timesheets
Enter Time into OAKS or Interfacing System
Validate Time
Validate Paychecks

Time Collection, Validation, and Approval

Time and Labor has a process for collecting, entering, and adjusting time before sending the time data to OAKS Payroll.

All agencies collect time from their employees with the same methods used before OAKS. Non-interfacing agencies then enter time into the Timesheet in OAKS while interfacing agencies send their time through the interface.

The **Central (DAS) Time and Labor Specialist** runs the Time Admin process, converting reported and scheduled time into payable time. The **Agency Timekeeper Specialist** uses the Manage Exceptions page in OAKS to view exceptions, if any, for their time reporters. Once all time is approved the **Central (DAS) Payroll Supervisor** loads the time into OAKS Payroll.

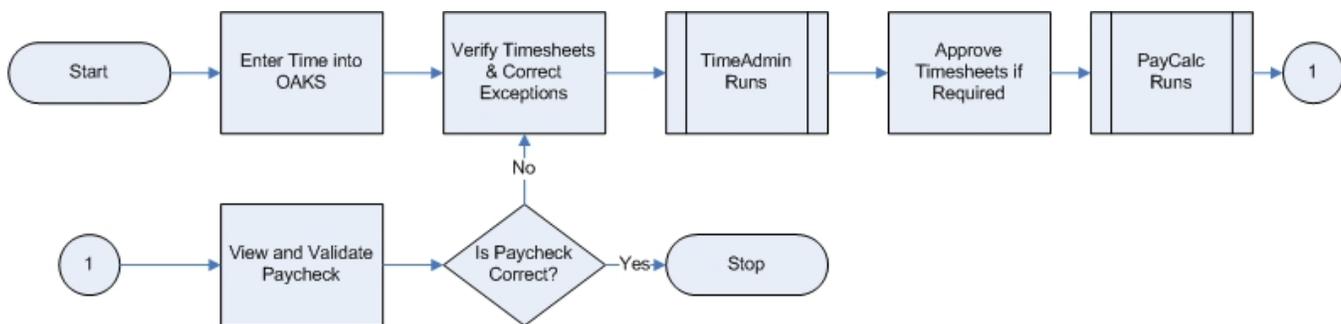
For the agencies that require approval, the **Agency Time and Labor Supervisor** uses the Approve Payable Time page to approve time for employees. Then, the **Central (DAS) Payroll Supervisor** loads the approved payable time into the Paysheets in OAKS Payroll.

Entering Time & Labor for a Pay Period / Non-Interfacing Agency

Overview

Use this process each payroll period to enter time into OAKS, validate timesheets, correct any exceptions and validate employee paychecks.

High Level Workflow:



Navigation Path

Manager Self service > Time Management > Report time > Timesheet

Security

Agency Payroll Specialist

Notes

Needed Prior to Starting Process:

1. Documentation of the exception(s). Information can come in the following forms:
 - a. Time Sheets.
 - b. Benefit Forms.
 - c. Applicable federal, state and local tax forms.
 - d. Other sources of information such as e-mails, phone calls, and informal notes.

Legal, Procedural, Policy References:

1. See your Agency policy on allowed documentation for exceptions.
2. All timekeepers will enter exceptions into OAKS. This includes interfacing and non-interfacing agencies.
3. Exceptions from the Schedule is the reporting of time that is a change from the employee's regular schedule in OAKS (e.g. Regular Time to Sick or Vacation Time).
4. Time Admin Generated Exceptions are system-generated messages that inform the timekeeper of an entry issue (e.g. employee not active or employee does not have available leave balances).
5. Make sure that the new deadlines for payroll for your agency are clearly understood.

Attachments

1. Documentation of the exception(s).

Checklists & Step-by-Step ProceduresStep-by-Step Entering Time & Labor for a Pay Period Procedures:

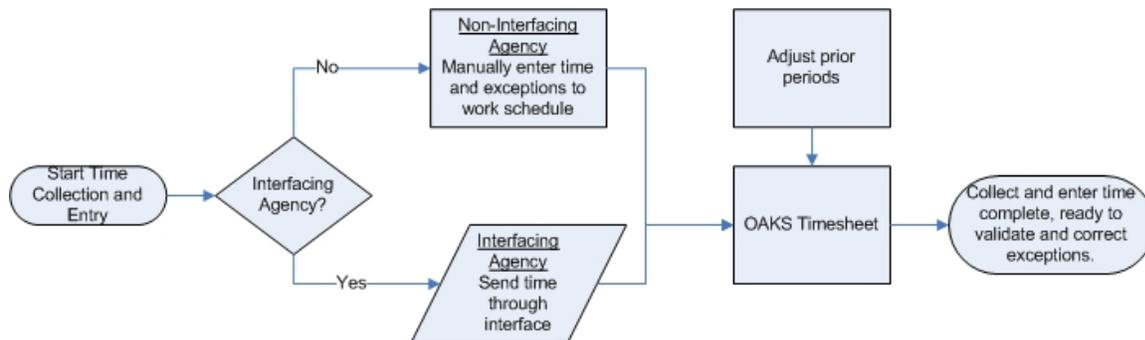
- [Click Here for Word Document - Currently Being Developed](#)

Entering Time & Labor for a Pay Period / Interfacing Agency

Overview

Use this process to report exceptions to scheduled employee work time.

High Level Workflow:



Navigation Path

Manager Self service > Time Management > Report time > Timesheet

Security

Agency Payroll Specialist

Notes

Needed Prior to Starting Process:

1. Documentation of the exception(s). Information can come in the following forms:
 - a. Time Sheets.
 - b. Benefit Forms.
 - c. Applicable federal, state and local tax forms.
 - d. Other sources of information such as e-mails, phone calls, and informal notes.

Legal, Procedural, Policy References:

1. See your Agency policy on allowed documentation for exceptions.
2. All timekeepers will enter exceptions into OAKS. This includes interfacing and non-interfacing agencies.
3. Exceptions from the Schedule is the reporting of time that is a change from the employee's regular schedule in OAKS (e.g. Regular Time to Sick or Vacation Time).
4. Time Admin Generated Exceptions are system-generated messages that inform the timekeeper of an entry issue (e.g. employee not active or employee does not have available leave balances).
5. Make sure that the new deadlines for payroll for your agency are clearly understood.

Attachments

1. Documentation of the exception(s).

Checklists & Step-by-Step ProceduresStep-by-Step Entering Time & Labor for a Pay Period Procedures:

- [Click Here for Word Document – Currently Being Developed](#)

Maintain Employee Payroll Data

- Overview
- Direct Deposit
- Employee Tax Data
- Tax Distribution
- Additional Pay
- Additional Pay Earnings – TWL
- Deductions

General Overview – Maintain Employee Payroll Data

This section contains information on how to enter and maintain employee payroll data.

Core payroll tables are set up by DAS. After the tables have been setup you can set up the employee payroll data. Employee payroll data includes personal data, federal, state, and local tax information, general deductions, additional pay, savings bonds, and direct deposit.

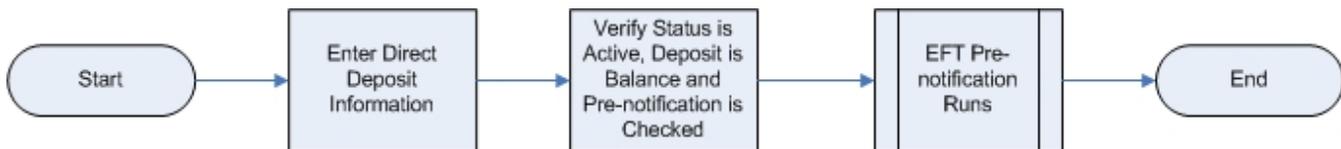
OAKS allows you to take deductions from employee paychecks with are not related to benefits, such as regular contributions to charities. Taxes are not considered general deductions.

Enter Direct Deposit – New Employee

Overview

Use this process to enter direct deposit information for a new employee.

High Level Workflow:



Navigation Path

Payroll for North America > Employee Pay Data USA > Request Direct Deposit

Security

Agency Payroll Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Authorization For Direct Deposit Of Pay Form ([ADM 4280](#)).

Legal, Procedural, Policy References:

1. DAS policy is that Effective Dates should not be post-dated.
2. Employee will not receive pay stubs by mail unless the employee makes a written request via the [ePay Notification Form](#).
3. According to State policy, [Ohio Revised Code 124.151](#), requires all state employees to have direct deposit. The only exception is temporary and seasonal employees.
4. Remind employee direct deposit change will not occur until EFT pre-notification runs and is validated. This could take one or two payroll runs.

5. According to State policy, an employee may only deposit their pay into one account. If an employee does not have a bank account, their pay will be direct deposited into a State approved debit card account.

Attachments

1. [ADM 4280](#)— Authorization For Direct Deposit Of Pay Form.
2. State of Ohio [ePay Notification Form](#).

Checklists & Step-by-Step Procedures

Step-by-Step Enter Direct Deposit – New Employee Procedures:

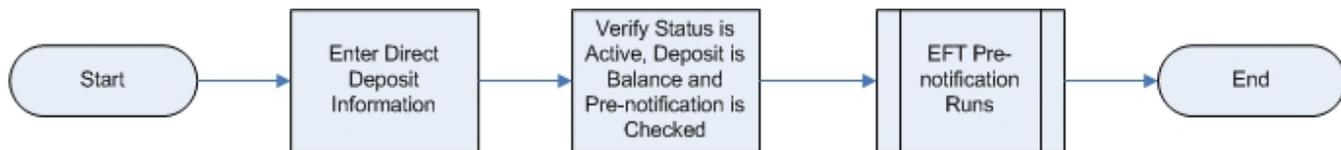
- [Click Here for Word Document](#)

Update Direct Deposit

Overview

Use this process to change direct deposit information for an employee.

High Level Workflow:



Navigation Path

Payroll for North America > Employee Pay Data USA > Request Direct Deposit

Security

Agency Payroll Specialist

Notes

Needed Prior to Starting Process:

1. Fully completed Authorization For Direct Deposit Of Pay Form ([ADM 4280](#)).

Legal, Procedural, Policy References:

1. DAS policy is that Effective Dates should not be post-dated.
2. Employee will not receive pay stubs by mail unless the employee makes a written request via the [ePay Notification Form](#).
3. According to State policy, [Ohio Revised Code 124.151](#), requires all state employees to have direct deposit. The only exception is temporary and seasonal employees.
4. According to State policy, an employee may only deposit their pay into one account. If an employee does not have a bank account, their pay will be direct deposited into a State approved debit card account.

5. Inform employee direct deposit will not occur until EFT pre-notification runs and is validated. This could take one or two payroll runs. The employee should not close their current account until this has been verified.
6. Remind employee to change any automated bill payment options they may have tied to their old bank account.

Attachments

1. [ADM 4280](#)— Authorization For Direct Deposit Of Pay Form.
2. State of Ohio [ePay Notification Form](#).

Checklists & Step-by-Step Procedures

Step-by-Step Change Direct Deposit Procedures:

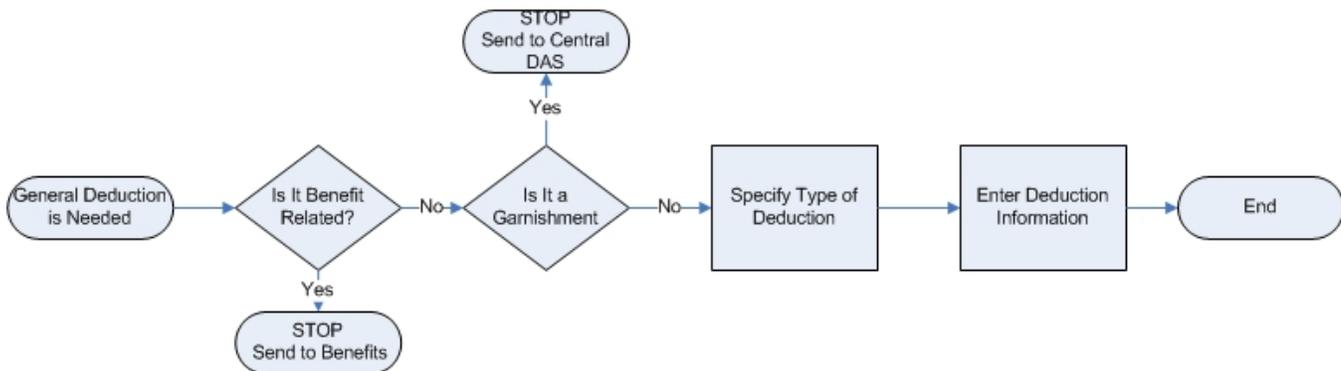
- [Click Here for Word Document](#)

Deductions

Overview

Use this process to enter a deduction for an employee.

High Level Workflow:



Navigation Path

Payroll for North America > Employee Pay Data USA > Deductions > Create General Deduction

Security

Agency Payroll Specialist

Notes

Needed Prior to Starting Process:

1. Documentation of the deduction to be made.

Legal, Procedural, Policy References:

1. The “Take on all Paygroups” option MUST be selected – this is Policy Driven.

2. The Employee Record Number Field is zero (0) unless the employee holds multiple jobs.
3. Deductions can only be stopped by entering an End Date or reaching the Goal Amount. If there is not a value in either field, the deduction will continue indefinitely.
4. [Click here for list of Deductions Codes.](#)

Attachments

1. Documentation of the deduction to be made.

Checklists & Step-by-Step Procedures

Step-by-Step Deduction Procedures:

- Click Here for Word Document – Currently Being Developed

Additional Pay

- When to use Additional Pay
- Entering Additional Pay
- Adjusting Additional Pay within the Same Pay Period
- Adjusting Additional Pay from Prior Pay Period
- Payment of Insurance through Additional Pay

When to use Additional Pay

Currently Being Developed

Enter Additional Pay

Overview

Use this process to enter additional pay for an employee.

High Level Workflow:

Navigation Path

Payroll for North America > Employee Pay Data USA > Create Additional Pay

Security

Agency Payroll Specialist

Notes

Needed Prior to Starting Process:

1. Personnel Action Form ([ADM 4100](#)).
2. Timesheets.

Legal, Procedural, Policy References:

1. Every Additional Pay entry requires an additional sequence number.
2. The Reason Field is ALWAYS "Not Specif".
3. The "OK to Pay" option MUST be selected to receive additional pay.
4. Applies to Pay Periods Options default to 1st, 2nd, and 3rd. The 4th and 5th Options are NEVER used.
5. If Additional Pay options are entered incorrectly, only DAS can correct.

Attachments

1. Timesheets.

Checklists & Step-by-Step Procedures

Step-by-Step Additional Pay Procedures:

- [Click Here for Word Document](#)

Adjusting Additional Pay from Same Pay Period***Currently Being Developed***

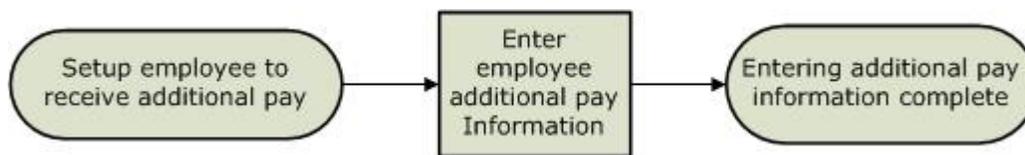
Adjusting Additional Pay from Prior Pay Period***Currently Being Developed***

Additional Pay Earnings – TWL

Overview

Use this process to enter additional pay information for Temporary Work Level (TWL) employees.

High Level Workflow:



Navigation Path

Payroll for North America > Employee Pay Data USA > Create Additional Pay

Security

Agency Payroll Specialist

Notes

Needed Prior to Starting Process:

1. Personnel Action Form ([ADM 4100](#)).

Legal, Procedural, Policy References:

1. Every Additional Pay entry requires an additional sequence number.
2. The Reason Field is ALWAYS “Not Specif”.
3. The “OK to Pay” option MUST be selected to receive additional pay.
4. Applies to Pay Periods Options default to 1st, 2nd, and 3rd. The 4th and 5th Options are NEVER used.
5. MUST have an end date.
6. If Additional Pay options are entered incorrectly, only DAS can correct.

7. The TWL rate is derived from the pay scale of the higher classification, while the longevity is on the prime position.
8. If the employee receives a pay increase on the prime position while on TWL, the TWL must be ended early and a new PA reissued.
9. A TWL cannot be logged without an approved PA form.

Attachments

1. None

Checklists & Step-by-Step Procedures

Step-by-Step Additional Pay Earnings - TWL Procedures:

- [Click Here for Word Document](#)

Payment of Insurance through Additional Pay

Checklists & Step-by-Step Procedures

Step-by-Step Payment of Insurance through Additional Pay Procedures:

- [Click Here for Word Document](#)

Maintain Work Schedules

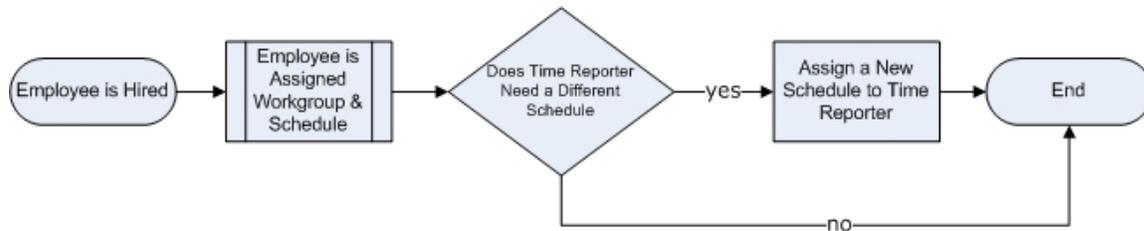
- Assign a New Work Schedule
- Change a Work Schedule
- Delete a Work Schedule
- Entering Exceptions to Work Schedules

Assign a New Schedule

Overview

Use this process to assign a new work schedule to a time reporter.

High Level Workflow:



Navigation Path

Time and Labor > Enroll Time Reporters > Assign Work Schedule

Security

Agency Payroll Specialist

Notes

Needed Prior to Starting Process:

1. If the Agency requires a Work Schedule form a signed copy by both the employee and supervisor must be included.

Legal, Procedural, Policy References:

1. The Assignment Method Field must be entered before the Schedule Group and Schedule ID Fields can be entered.
2. OAKS has only one (1) Schedule Group.
3. "Assign a Schedule Group for all schedules" is not being used.
4. "Create Personal Schedule" is not being used.
5. The Show Schedule Link displays more details of the schedule.

6. Refer to individual agency policy.

Attachments

1. If the Agency requires a Work Schedule form a signed copy by both the employee and supervisor must be included.

Checklists & Step-by-Step Procedures

Step-by-Step Assign a New Work Schedule Procedures:

- [Click Here for Word Document](#)

Change a Work Schedules

Currently Being Developed

Delete a Work Schedule

Currently Being Developed

Entering Exceptions to a Work Schedule

Currently Being Developed

Taxes

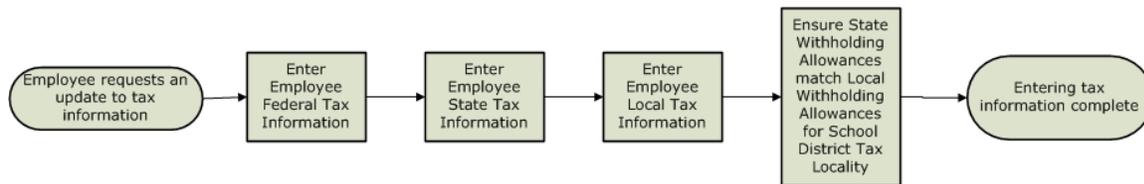
- Employee Tax Data
- Update Tax Distribution Information
- Update Federal Tax Information
- Update State Tax Information
- Update Local Tax Information
- Delete Local Tax Information

Employee Tax Data

Overview

Use this Action to enter tax and tax distribution information for employees.

High Level Workflow:



Navigation Path

Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data

Security

Agency Payroll Specialist

Notes

Needed Prior to Starting Process:

1. Employee's Withholding Exemption Certificate.
2. Employee's Statement of Residency in a Reciprocity State Form.

Legal, Procedural, Policy References:

1. The State of Ohio does not have a Special Withholding Tax Status at the state level.
2. Every employee must have a school district locality setup in OAKS.

Attachments

1. Withholding Exemption Certificate.
2. Statement of Residency in a Reciprocity State Form.
3. Local Withholding Allowances must be the same as State Withholding Allowances.

Checklists & Step-by-Step Procedures

Step-by-Step Employee Tax Data Procedures:

- [Click Here for Word Document](#)

Update Tax Distribution Information

Overview

Use this process to enter/update the Tax Distribution information for an employee.

High Level Workflow:



Navigation Path

Payroll North America > Employee Pay Data USA > Tax Information > Update Tax Distribution

Notes

Needed Prior to Starting Process:

1. Any applicable federal, state or municipal tax form, as listed on the DAS Human Resources Division Downloadable Forms website.

Legal, Procedural, Policy References:

1. If work is performed at more than one locality, the time should be coded to that locality on the timesheet. If this is done on the timesheet, the locality from the tax data should not be coded.

Attachments

1. Applicable federal, state or municipal tax form, as listed on the DAS Human Resources Division Downloadable Forms website.
2. Copy of all forms can be found on the DAS website:
www.das.ohio.gov/hrd/forms.htm#HRSupport

Checklists & Step-by-Step Procedures**Step-by-Step Update Tax Distribution Information Procedures:**

- [Click Here for Word Document](#)

Update Federal Tax Information***Currently Being Developed***

Update State Tax Information***Currently Being Developed***

Update Local Tax Information***Currently Being Developed***

Delete Local Tax Information

Currently Being Developed

Payroll Reports

- Payroll Register
- Payroll Summary
- Deduction Register
- Wage Progression – WP001 Report OH__HR-WP001
- Leave Balances – From Cognos

Payroll Register Report

Currently Being Developed

Payroll Summary Report

Currently Being Developed

Deduction Register

Currently Being Developed

Wage Progression Report

Currently Being Developed

Leave Balances Report

Currently Being Developed

ePay**Login to System – First Time****Update System Profile****View Earning Statement****Checklists & Step-by-Step Procedures**Step-by-Step ePay Procedures:

- [Click Here for Word Document](#)

Benefits

- Benefits – Daily Work Processes – Agency Level
- Medicare Part B
- Part Time Processing January 2008
- COBRA

Benefits – Daily Work Processes – Agency Level

Step-by-Step Procedures

Step-by-Step Benefits – Daily Work Processes – Agency Level:

- [Click Here for Word Document](#)

Medicare Part B**Step-by-Step Procedures****Step-by-Step Medicare Part B and Medicare Part B Make-up Payments Processes**

- [Click Here for Word Document](#)

Part Time Processing January 2008

Step-by-Step Procedures

Step-by-Step Part Time Processing January 2008

- [Click Here for Word Document](#)

COBRA

Currently Being Developed

Benefits Billing

Currently Being Developed

Disability

Checklists & Step-by-Step Procedures

Step-by-Step Disability Procedures

- [Click Here for Word Document](#)

Workers' Compensation

Checklists & Step-by-Step Procedures

Step-by-Step Workers' Compensation Procedures

- [Click Here for Word Document](#)

Currently Being Developed

Occupational Injury Leave (OIL)

Checklists & Step-by-Step Procedures

Step-by-Step Occupational Injury Leave (OIL) Procedures

- [Click Here for Word Document](#)

Currently Being Developed

Data Access – Reporting Tools

- Data Dictionaries
- Cognos Support
- Reporting Tables
- Report Inventory
- Sample Report Layouts
- How To's

Data Dictionaries

[Link to the OAKS HCM Reporting Documentation](#)

Cognos Support

[Link to the OAKS HCM Reporting Documentation](#)

Reporting Tables

[Link to the OAKS HCM Reporting Documentation](#)

Report Inventory

[Link to the OAKS HCM Reporting Documentation](#)

Sample Report Layouts

[Link to the OAKS HCM Reporting Documentation](#)

How To's

[Link to the OAKS HCM Reporting Documentation](#)

Step-by-Step Process for Reporting

- [PS Query – Joining Tables – HCMJA061](#)
- [PS Query – Creating a Query – HCMJA058](#)
- [Combo Code and Positions Query – HCMJA141](#)
- [Running a Position Management Report – HCMJA136](#)
- [Data Warehouse Job Aid: Operational Reporting Warehouse \(ORW\) – HCMJA036](#)
- [Agency Queries Payroll Rejects – HCMJA144](#)
- [Agency Payroll Reports – HCMJA093](#)

Frequently Used Terms

TERM	SYSTEM	EXPLANATION
Account Splits	Legacy	No longer a valid term. New term in OAKS is Labor Distribution.
Attachment	Legacy	No longer a valid term. New term in OAKS is Garnishment.
Check	OAKS	New term in OAKS. This has replaced the Legacy Term Warrant.
Classification	Legacy	Is no longer a valid term. Job Code is now the term being used in OAKS.
Combo Code	OAKS	New term in OAKS. This term has replaced the Legacy Term Refnos (reference no.)
Earnings Code	OAKS	A code that defines the type of additional pay the employee is receiving.
EmplID	OAKS	An eight-digit number assigned by OAKS to uniquely identify each employee of the State of Ohio. These numbers are automatically assigned by OAKS when a new employee is entered. They do not contain smart coding.
Error(s)	Legacy	Is no longer a valid term. Exception(s) is now the term being used.
Exception(s)	OAKS	New term in OAKS. This term has replaced the Legacy Term Error(s).
Exception Time Reporters	OAKS	Exception Time Reporters have a predefined schedule. OAKS only needs their time exceptions – e.g. sick leave, vacation.
Garnishment	OAKS	New term in OAKS. This has replaced the Legacy Term Attachment.
Interface	OAKS	An automated tool that allows an agency's timekeeping system to automatically send information to OAKS.
Interfacing Agency	OAKS	An Agency that uses their current timekeeping system and then sends the information to OAKS.
Job Code	OAKS	New term in OAKS. This has replaced the Legacy Term Classification.

Labor Distribution	OAKS	New term in OAKS. This has replaced the Legacy Term Account Splits.
Organizational Relationship	OAKS	
PA (Personnel Action) Codes	OAKS	Actions / Reasons
Pay Exception	Legacy	Is no longer a valid term. Time Reporting Codes (TRC) is the new Term.
Payroll Officer / Technician	Legacy	Is no longer a valid term. Timekeeper is the new Term.
PCN	Legacy	Position Number
Position Number	OAKS	New term in OAKS if Position
Postal Refno (reference no)	OAKS Legacy	New term in OAKS for Zip Code. New term in OAKS is Combo Code
Social Security Number	Legacy	National ID is now the term being used in OAKS.
Timekeeper	OAKS	Each employee is referred to as a timekeeper because they enter their time in OAKS.
Time Reporter	OAKS	The employee that records time in OAKS.
Time Reporting Codes (TRC)	OAKS	Codes used for reporting type of time, e.g. sick or vacation time.
Warrant	Legacy	New term in OAKS is Check
Zip Code	Legacy	Is no longer a valid term. Postal is now the term being used in OAKS.

References

[HRD Weekly OAKS Updates](#)

[OAKS Help Desk](#)

[OAKS Job Aids](#)

[Ohio Administrative Code](#)

[Ohio Revised Code](#)

Forms

Form Name	Notes	URL
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Form Name	Notes	URL
ADM 4100 – Personnel Action		http://www.das.ohio.gov/hrd/Policy/Updated%20Forms/ADM4100.pdf
ADM 4268 – Civil Service Application		http://www.das.ohio.gov/hrd/pdf/jobapp2.pdf
ADM 4288 – Supplemental Employment Agreement		http://www.das.ohio.gov/hrd/Policy/Updated%20Forms/ADM4288.pdf
ADM 4138 – Layoff / Displacement		http://www.das.ohio.gov/hrd/Policy/Updated%20Forms/ADM4138.pdf
ADM 4055 – Order of Removal, Reduction, Suspension, Fine, Involuntary Disability Separation		http://pbr.ohio.gov/PDF/124-34ORDER.PDF
ADM 4280 – Authorization for Direct Deposit		http://www.das.ohio.gov/hrd/Policy/Updated%20Forms/ADM4280.pdf
ADM 4717 – Health Benefit Enrollment and Change		http://www.das.ohio.gov/hrd/Policy/Updated%20Forms/adm4717.pdf
Authorization for Direct Deposit – ADM 4280		http://www.das.ohio.gov/hrd/Policy/Updated%20Forms/ADM4280.pdf
Civil Service Application – ADM 4268		http://www.das.ohio.gov/hrd/pdf/jobapp2.pdf
Health Benefit Enrollment and		http://www.das.ohio.gov/hrd/Policy/Updated%20Forms/adm4717.pdf

Form Name	Notes	URL
Change – ADM 4717		
Layoff / Displacement – ADM 4138		http://www.das.ohio.gov/hrd/Policy/Updated%20Forms/ADM4138.pdf
Order of Removal, Reduction, Suspension, Fine, Involuntary Disability Separation – ADM 4055		http://pbr.ohio.gov/PDF/124-34ORDER.PDF
Personnel Action – ADM 4100		http://www.das.ohio.gov/hrd/Policy/Updated%20Forms/ADM4100.pdf

Hire – General Notes, Legal, Procedural & Policy References

1. Ensure that there is clear documentation that the applicant meets all minimum qualifications.
2. If appointing a retiree from a state retirement system, refer to ORC 145.38(B), which states that a retiree pays into a retirement system annuity.
3. State employee retirees hired into AFSCME positions receive credit for prior service for longevity only. In the pay period that included July 1, 1994 vacation accrual for prior service was discontinued. A Retiree hired into other positions do not receive credit for prior service.
4. Appointments for RN's and LPN's require prior verification from DAS for Centralized Agencies. Decentralized Agencies may complete the verification form by checking the Nursing Board website: board@nur.state.oh.us. The completed Nursing License Verification Form MUST be attached to the Personnel Action sent to State Record Center.
5. If hiring an employee who has previously worked for the State of Ohio see Action: Rehire.
6. For information about the development of a Personnel Action for a teacher or a librarian, see the Appendix.
7. For information about the development of a Personnel Action for student / college positions, see the Appendix.
8. When all pre-hire verifications are completed, check box above Appointing Authority signature.

9. Appointee is placed in step 1 of the appropriate pay range, unless advanced step appointment is PRE-APPROVED.
10. **ALERT:** Be sure that drug testing is cleared (if applicable) and if entry problems occur, contact Drug Free Workplace services Program at (614) 466-6346.

Hire – General OAKS Notes & Hints

3. Search for the employee in OAKS by National ID (Employee Social Security Number).
4. Use the Refresh button to ensure that information is correct.
5. Waive Data Protection in Biographical Details Screen Page is always checked. It should only be unchecked for the specific reasons listed for the Waive data protect reason code (e.g. firefighter peace officers), for reporting purposes only.
6. Date of Birth prior to 1950 will need to be entered as four digits for the year.
7. Must use Street number and not a P.O. Box for Home Address under Contact Tab.
8. Verify Marital Status. This will impact benefits for the employee.
9. Use the Organizational Relationship Screen Page and click the employee option to save the information entered.
10. Under Compensation Screen Page use the Default Pay Compensation to update the rate information. If you do not click the Default Pay Components button after updating or adding pay information, a warning message will be displayed when you attempt to save the new record.
11. In the Ohio Job Screen Page the Certification Status is a required field.

OAKS General Hints

1. Make sure to scroll to bottom of the screen page to the Save Button and click.
2. If the Cancel Button is clicked you will go back to the previous screen.
3. If you save the information correctly the screen will return to the Organizational Relationship Tab.
4. Search by National ID (SSN) first then by last name.
5. **MAKE SURE YOU READ ANY ERROR MESSAGES. IF YOU DO NOT UNDERSTAND OR CAN NOT FIX CALL DAS.**

Rehire General Notes, Legal, Procedural & Policy References

1. Ensure that there is clear documentation that the applicant meets all minimum qualifications.
2. An employee who is laid off and then returns to state service within one year from the date of the layoff **IS CREDITED WITH CONTINUOUS SERVICE TIME** for purposes of automatic certification for the period spent in layoff status [\[Ohio Administrative Code 123:1-10-01 \(C\)\]](#).
3. An employee who was laid off while serving an original or promotional probationary period shall begin a new probationary period [\[Ohio Revised Code 124.327 \(H\)\]](#) [\[Ohio Administrative Code 123: 1-41-17 \(D\)\]](#).
4. For information relative to Bargaining Unit positions, check individual contracts.
5. Be sure that drug testing is cleared (if applicable) and, if entry problems occur, contact Drug Free Workplace Services Program at (614) 466-6346.
6. The effective date is determined by the Appointing Authority.
7. Certification Number **MUST** be recorded in the Certification Number Box on the PA.
8. The employee's appointment type **MUST** be recorded on the appointment type line.
9. No exempt employee on the Recall List should be offered a position in a classification with a higher pay range assignment or appointment category than that of the classification or appointment category from which the employee was laid off or displaced [\[Ohio Administrative Code 123:1-41-16 \(C\)\(3\)\]](#).
10. Appointments for RN's and LPN's require prior verification from DAS. The completed Nursing License Verification form **MUST** be attached to the PA sent to the State Employee Record Center.

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