

House Bill 187 Updates

Action/Reason	Employee Type	Description	Example
Temporary External 120 days or LESS (HIR/ETT)	Both (Exempt and Bargaining Positions)	Used for Temporary Appointments (CANNOT be used to fill positions for sickness, disability, or any other type of leave of absence)	Emergency Appointments Temporary Appointments
Temporary External 120 days or MORE (HIR/EXT)	Exempt ONLY	Used for Temporary Appointments (Used to cover filled positions for reasons of sickness, disability, or any other type of leave of absence)	College Intern Appointments All <i>Exempt</i> External Temporary Appointments
Interim Internal (DTA/TMP)	Bargaining Unit ONLY	Used to cover filled BU positions for reasons of sickness, disability, or any other type of leave of absence	Bargaining unit to same Bargaining unit filled position
Cancel Interim (DTA/CIM)	Bargaining Unit ONLY	Used to cancel bargaining unit interim internal appointments.	
Temporary Internal (DTA/TIA)	Exempt ONLY	Used to cover filled EX positions for reasons of sickness, disability, or any other type of leave of absence	Exempt to exempt filled position OR Exempt to filled bargaining unit position.
Cancel Temporary Internal (DTA/EIT)	Exempt ONLY	Used to cancel exempt temporary internal appointments	
End Temporary External (TER/TMP)	Both Exempt and Bargaining Unit	Used to Terminate Temporary External (HIR/ETT and HIR/EXT) Appointments	

Special Updates

Status Field:

Effective July 1, 2007 employee certification status of provisional and certified has been changed to Permanent. On the personnel action form the status options are permanent or unclassified. Please complete the fields to reflect the appropriate status. The following will serve as an aide in determining when to use the permanent status.

- **Provisional Employees:** who have satisfactorily completed a probationary period of six months or longer are coded as permanent.
- **Certified Employees:** Employees who were coded as “certified” must be coded as Permanent.
- **New Appointments:** ALL full/time and part/time permanent appointments (except unclassified appointments) must be coded as Permanent.

Special Note: all other certification status will continue to be used as normal. Unclassified will be used for all unclassified appointments. Career professional (certified/provisional) will continue to be used by ODOT ONLY.

Record Number Field:

Due to employees holding multiple state appointments, State Services has added the Record Number field to assist in accurately processing the correct employment record. When preparing the personnel action, please be sure to include the record number.

Discipline Actions:

The PA has been modified to include a field to track the days/hours in which an employee has been suspended or fined. When preparing the PA please be sure to include the total number of hours/days that the employee will be suspended/fined.

When processing the action/reason Suspension/Suspension in OAKS, please be sure to process the action/reason Recall from Suspension/Recall from Suspension as this will return the employee to an active pay status. The PA has been modified to capture the date in which the employee should be recalled from suspension, please complete this field accordingly.

Rehire vs HIRE:

Hire is used if the employee is not in the OAKS System. OAKS converted 2 years of employee data. This would either be someone who has never worked for the State of Ohio or has been terminated for more than 2 years.

Rehire is used for someone who has worked for the State of Ohio and has an employee id in the OAKS System.

Electronic Records Release Form should only be used when you need to **rehire** a prior state employee who did not last work for your agency and has an employee id in the OAKS System. **You DO NOT need to use them for transfers between agencies.**

****If you have questions regarding any of the above information please be sure to contact your State Services Analyst.