

PPDB EMPLOYEE PERSONNEL ACTION CODES

NUMERICAL ORDER – REVISED 10/21/11

THE FOLLOWING PA CODES ARE TO BE USED FOR ALL SERVICE TYPES UNLESS SPECIFIED BY SPECIFIC REPRESENTATION (REPR) CODE OR STATES DIFFERENTLY IN THE PA MANUAL. PLEASE ALSO REFER TO EMPLOYEE PERSONNEL ACTION CODE – DESCRIPTIONS

*	141	New Hire	*	410	Employee Repr Code Change
*	142	Reemployment	*	420	Appointment Type Change
*	144	Return from Layoff	*	430	Begin Work Out of Class
*	146	Appointment from Unclassified Service	*	431	End Work Out of Class
*	147	Return of an Employee to a Higher SR	*	440	Begin Lead Work Differential
*	148	Retiree Appointment	*	441	End Lead Work Differential
*	151	Seasonal New Hire	*	450	Unit Transfer (Position Number Chg.)
*	152	Reemployment of a Seasonal Employee	*	460	FLSA or Overtime Code Chg.
*	153	Return of a Seasonal Employee to a Higher Salary Range	*	490	Begin Pay Differential
*	167	'X' Repr Appointment (Temporary)	*	491	End Pay Differential
*	168	Temporary Retiree Appointment			
*	171	Transfer –in: Promotion		506	Computer Generated Termination of Job
*	172	Return from T/S Removal to Previous Agency/Class		510	Layoff
*	173	Transfer-in: Lower		520	Resignation
*	175	Transfer-in: Equal		530	Retirement
*	181	Appointment from OUS or semi-independent agency		540	Death
*	199	Temporary Services Worker (XTSW repr) **		550	Dismissal
				555	Termination due to no show, declined, keyed in error – DAS MASTER OPERATOR USE ONLY
*	214	Scheduled Salary Adjustment for 'X' repr only(Temporary)		560	Termination of a Seasonal Appointment
*	222	Base Pay Rollback for 'X' repr(Temporary)		567	'X' Repr. Termination(Temporary)
*	230	Name/Address Change		570	Trial Service Removal
*	231	Personal Data Change		572	T/S Removal/Return to Previous Agency/Class
*	232	Service Related Data Change		580	Transfer to Different Agency
*	234	Performance Appraisal Score Change		590	Termination of Appointment
*	235	Performance Appraisal Date Change		592	Termination - End of Limited Duration Appointment
*	237	Comp Related Data Change			
*	238	PERS:Wage/Job Class Code Change excluding 'X' Repr employees	*	628	Leave With Pay – Education
*	239	Correction/Change to Salary Eligibility Date	*	629	Leave With Pay – Other
*	241	Other Data Change	*	631	Leave Without Pay – Military
*	267	'X' Repr Data Change (Temporary)	*	632	Leave Without Pay – Education
*	268	PERS: Wage/Job Class Code Chg for 'X' Repr Empl.	*	633	Leave Without Pay – Job-Incurred Sick
*	290	Begin Bilingual Differential for XAO repr only(Temporary)	*	634	Leave Without Pay – Non-Job Incur Sick
*	291	End Bilingual Differential XAO repr only(Temporary)	*	635	Leave Without Pay – Academic Year
*	299	Data Change for XTSW Rep Only	*	637	Leave Without Pay - Other
			*	681	Return From Leave
*	321	Promotion			
*	330	Reassignment – Equal	*	710	Suspension With Pay
*	331	Reassignment – Lower	*	720	Suspension Without Pay
*	332	Reassignment – Demotion	*	750	Return from Suspension
*	333	Reassignment – Lower in lieu of Layoff			
*	340	Return from Reassignment	*	800	Pay Basis Change
*	341	Return from Demotion	*	811	Base Pay Change – Increase (Merit Increase)
*	342	Return from T/S Removal to Previous Classification	*	812	Base Pay Change – Decrease (disciplinary)
*	344	Return from Demotion in Lieu of Layoff	*	813	Base Pay Change – Special Increase
			*	814	Scheduled Salary Adjustment
*	361	Reclassification – Upward	*	815	Base Pay Restored
*	370	Reclassification – Downward	*	822	Base Pay Rollback
*	380	Reclassification – Equal	*	824	Base Pay Reduction in lieu of Furlough
*	381	Reallocation – Upward (Higher Salary Range)	*	825	Base pay Restore from Cost Reduction
*	382	Reallocation – Lower (Lower Salary Range)			
*	383	Reallocation – Equal (No Change in Salary Range)			

*PA codes with an asterisk indicate these codes are effective the beginning of the work day.

** Note: The PA Code 199 is to be used to process a temporary services worker (Employees of Manpower, St. Vincent de Paul etc. who are assigned to work at a State agency) to have a PPDB RACF USERID assigned to them. The Temporary Services Worker is NOT a State employee and the record does not go to Payroll. DAS enters all XTSW appointments.

SPECIAL PA ACTIONS

BIC	Budget Issue Correction
COR	Correct History Record
EFF	Effective Date Change
FUT	Future Hire PA Code
PAC	PA Code Correction
PRG	Delete a Record
OUR	For HRSD Use Only
SUM	Summarized Record (Info only)

06/2000. PA Codes became obsolete: 143, 145, 176, 177, 178, 322,323, 324, 390, 507, 591 for service types 'Z' and 'U'. 2000. 9/1/04 New PA Codes 148, 168, 172, 230, 238, 268, and 572. 10/5/05 New PA Codes 239, 382, 383,1490, 491. 4/4/07 New PA Code 214. 12/17/07 New PA Codes added 147, 151, 152, 153, 181, 341, 342, 344, 555, 560 and 592. 10/2008 – New PA code added 'FUT'. 3/1/1/2009 – New PA Codes added 222, 822, 824, 825. New PA codes 290,291 added 10/21/2011