

Personnel Transactions - Order of Operations Quick Guide

This Quick Guide provides a high-level overview of several personnel transactions and the order in which Job Data rows should be entered. If there are multiple transactions, all transactions should have the same effective date on Job, but each row must have a different Effective Sequence.

Transaction	Order of Operations
Reclassification or Reallocation	1. Use position change request to change job code. Wait for the position change request to process and create a job data row. 2. If the employee is regraded with the reclass or reallocation, add a Pay Rate Change/Regrade due to Reallocation or Regrade due to Reclass job data row to update the comp rate on the Compensation tab. 3. If the FLSA status changes with the reclass or reallocation, add a Data Change/Absence Eligibility Change job data row to update the absence eligibility on the Payroll tab. 4. If benefits eligibility changes with the reclass or reallocation, add a Data Change/Benefits Eligibility Config job data row to update the Elig Flds on the Benefits Program Participation page.
Transfer, Promotion, or Demotion Between Permanent/Classified Positions Within Agency	1. Add job data row for transfer/promotion/demotion/within agency updating position number, officer code, bargaining unit/labor agreement, and employee category. 2. If the employee is receiving a comp rate change with the transaction, add a Pay Rate Change with the applicable Reason of Transfer, Promotion, or Demotion row to update the comp rate on the Compensation tab. 3. If the FLSA status changes with the reclass or reallocation, add a Data Change/Absence Eligibility Change job data row to update the absence eligibility on the Payroll tab. 4. If benefits eligibility changes with the reclass or reallocation, add a Data Change/Benefits Eligibility Config job data row to update the Elig Flds on the Benefits Program Participation page.
Transfer, Promotion, or Demotion Between Permanent/Classified Positions Between Agencies	Before doing any HR entry for an employee coming from another agency, WAIT until the sending agency confirms that all time has been entered and approved. 1. Use the job change request to "steal" the employee from the sending agency. 2. Add job data row for transfer/promotion/demotion/between agencies updating officer code, bargaining unit/labor agreement, employee category, and pay group. 3. If the employee is receiving a comp rate change with the transaction, add a Pay Rate Change with the applicable Reason of Transfer, Promotion, or Demotion row to update the comp rate on the Compensation tab. 4. If the FLSA status changes with the reclass or reallocation, add a Data Change/Absence Eligibility Change job data row to update the absence eligibility on the Payroll tab. 5. If benefits eligibility changes with the reclass or reallocation, add a Data Change/Benefits Eligibility Config job data row to update the Elig Flds on the Benefits Program Participation page.