

BEACON Workflow Documentation Guide **JUNE 2012**

(Always reference PA Actions & Reasons Definitions on BEACON website for most current version)

Note: All comments must be preceded by the current date and processor's initials. Actions effective 60 days or older require OSP approval. **Division Approver must include justification for retroactive date.**

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Action <i>(alpha order)</i>	Reason & Definition	Agency Approver	Required Comments
<p>Appointment Change - the change in employee's type of appointment. Such as permanent, probation, time-limited, time-limited probationary, trainee, etc.</p> <p>NOTE: Employee isn't changing position numbers.</p> <p>To avoid having to gain approval from OSP to process Retroactive Actions, please use the following guidelines for determining the effective dates for Appointment Change Actions:</p> <p>The current date, according to OSP (Faye Watkins), means a date <i>within the current month (the same month you are initiating the PCR)</i>; so an employee who has a Probationary Period that truly expires on April 3rd can have an April 3rd effective date for the Appointment Change.</p> <p>An employee who has a probationary period that has expired prior to the</p>	<ul style="list-style-type: none"> • 01 - Trainee to Permanent – employee has completed his/her trainee progression. • 08 - Supplemental to Probation – employee is changing from Temporary status to a Probationary status, within the same position, but the employee must serve a probationary period. • 09 - Supplemental to Permanent – employee is changing from a Temporary status to a Permanent status, within the same position, in which the employment in the Temporary position satisfies the probation period and credentials have been verified. • 11 - Probation to Permanent – employee has completed the probationary period. • 03 - Probation/Time-Limited to Time-Limited – employee has completed the probationary time-limited period. • 02 - Time-Limited to Permanent – employee has exceeded 36 months of employment or position is being made permanent. • 22 - Time-Limited to Probation – Employee is changing from time-limited status to probationary status within the same position. • 04 - Part-Time to Full-Time – employee hours will be 40. • 05 - Full-Time to Part-Time – employee hours will be less than 40. • 06 - Change in Hours – Part-time hours changing. • 07 - Extension of Appointment (no money involved). • 10 - Intermittent to Probation – employee status that requires a probationary period. • 12 - Permanent to Time-Limited – employee status that is time-limited. • 13 - Permanent to Supplemental – employee status that is Temporary. • 14 - Permanent to Intermittent – employee status that is Intermittent. • 15 - Change in FLSA • 16 - Trainee to Probation – employee has completed trainee progression but hasn't completed the probationary period. • 17 - Probation to Trainee – employee has accepted a position with a training progression. • 18 - Permanent to Trainee – employee has accepted a position 	<p>Classification & Compensation Marilyn Ragan</p> <p align="center">(Yes)</p>	<ul style="list-style-type: none"> • Date and Initiator initials • Employee name and personnel number • Action type and effective date • Justification for the change • DHHS freeze release information • PCR Number <p>EXAMPLE: 01/19/2010 – TPMartin Appointment Change / Probation to Permanent</p> <p>Jane Doe – Pernr # 123456 Action to move Jane Doe from probationary to permanent status; management has deemed Ms. Doe's performance as satisfactory and is granting permanent status effective 01/19/2010. No change in salary with this action.</p> <p>PCR# 1000123456</p> <p>No freeze release required with this action.</p> <p>**If part time appointment, include part time hours in notes. (Ex. Employee is part time 20 hours per week).</p> <p>**Delimit IT0019 – Monitoring of Tasks**</p> <p>REMINDER: Use <u>Change in FLSA</u> to change EE Group/EE Subgroup for the employee</p> <p>EXAMPLE: 08/04/11 – MRagan Appointment Change / Change in FLSA</p>

<p>current month (for example, March 18th), you would use the first day of the current month (April 1st) as the effective date of the Action.</p> <p>You must indicate in the notes that the probationary period expired effective March 18, 2011 (in this example). If the probationary period expired more than 45 days ago, you must give a detailed explanation for the delay in initiating the appointment change PCR/action.</p> <p>Appointment Change - continued</p>	<p>with a training progression.</p> <ul style="list-style-type: none"> • 19 - Supplemental to Trainee – employee is changing from Temporary status to a Trainee status. • 20 - Supplemental to Time-Limited – employee is changing from Temporary status to a Time-Limited status. • 21 - Supplemental to Probation TL – employee is changing from Temporary status to Probation time-Limited status. 		<p>Mary Poppins – Perrn # 123456 Action to change employee FLSA status from Exempt/Non-Subject (N-FLSAOT PERM) to Subject (S-FLSAOT PERM) effective 8/1/11 as a result of a recent FLSA audit of the employee’s position; the employee subgroup is being corrected to comply with FLSA regulations. The FLSA test is housed in the position history file.</p> <p>Employee went into this position on 10/15/10 and 6 hours of OT comp was earned on 11/6/10; a 2013 (quota correction) is being created to grant the additional 3 hours of OT comp since the employee should have earned this comp time at a rate of time and a half as a subject employee.</p> <p>Notification letter regarding this change in status has been sent to the employee.</p> <p>No freeze release required with this action.</p> <p>PCR# 1000123456</p>
<p>Band Revision – commission approved change in career-banding rates based on labor market review.</p>	<ul style="list-style-type: none"> • 01 - Movement of Market Rates – employee receives the difference between Journey rates 	<p>Classification & Compensation Erin Allen</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Date and Initiator initials • Employee name and personnel number • Action type and effective date • State the change in the career-banding rates • Personnel Commission approval date • Amount of money being awarded • DHHS freeze release information • PCR Number <p>EXAMPLE: 01/18/2010 – TPMartin Band Revision / Movement of Market Rates</p> <p>Jane Doe – Perrn # 123456 The journey market rate (JMR) of the career-</p>

<p>Band Revision - continued</p>			<p>banded classification Professional Nurse is increasing from \$54,800 to \$56,500 (difference of \$1,700) approved by the State Personnel Commission effective 01/01/2010. Action to award Jane Doe the market rate difference of \$1,700 effective 01/12/2010.</p> <p>The use of salary reserve for this action was approved via the DHHS freeze release process on 01/12/2010.</p> <p>PCR# 1000123456</p>
<p>Cancel Salary Adjustment – cancel increase given.</p> <p>NOTE: If an employee is being promoted after the cancellation of an Acting Pay increase, the Cancel Salary Adjustment Acting Pay should be effective the day prior to the effective date of the promotion.</p> <p>Example: EE is being promoted effective 6/1/12. The cancel salary adjustment action should be effective 5/31/12.</p>	<ul style="list-style-type: none"> • 01 - Cancel Salary Adjustment – employee’s salary reverts to salary prior to adjustment removed. • 02 - Cancel Acting Pay/Promotion – employee’s salary reverts to salary prior Acting Pay/Promotion; Acting Pay/Promotion removed. • 03 - Cancel Lead Adjustment – employee’s salary reverts to salary prior to lead adjustment; Lead Adjustment removed. • 04 - Cancel In-Range Adjustment – employee’s salary reverts to salary prior to salary before IRA; In-Range Adjustment removed. • 05 - Cancel Geographical Differential – employee’s salary reverts to salary prior to the geographical differential; geographical differential removed. • 06 - Cancel Site Differential - employee’s salary reverts to salary prior to the site differential; site differential removed. • 07 - Cancel CGRA – employee’s salary reverts to salary prior to the CGRA; CGRA removed. • 09 - Cancel Legislative Increase - employee’s salary reverts to salary prior to the LI; LI removed. • 10 - Cancel Career Progression – employee’s salary reverts to salary prior to the Career Progression; Career Progression removed. • 11 - Cancel LEO Sworn – employee’s salary reverts to salary prior to the LEO Sworn Increase; LEO Sworn Increase removed. • 12 - Cancel Temp Comp/Skill – Employee’s salary reverts to the salary prior to the temporary comp/skill adjustment. • 13 - Cancel Temp IRA for Job Change – Employee’s salary reverts to the salary prior to the temporary in-range adjustment for job change. • 50 - Cancel Auto Sal Adj – AOC Only – Employee’s salary reverts to salary prior to salary before Salary Adjustment; Auto Sal Adj – AOC Only Removed. 	<p>Classification & Compensation Erin Allen</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Date and Initiator initials • Employee name and personnel number • Action type and effective date • State the reason the increase is being canceled • Change in salary information • DHHS freeze release information • PCR Number <p>EXAMPLE: 02/01/2010 - TPMartin Cancel Adjustment / Cancel Acting Pay/Promotion</p> <p>Jane Doe – Pernr # 123456 Action to cancel the 03/01/2009 10% acting pay/promotion that Jane Doe received for functioning as unit supervisor until position # 12345678 could be recruited for and filled. That position has been filled and Ms. Doe’s salary is reverting back to previous salary plus the 2009 legislative increase effective 02/01/2010 = \$43,050.</p> <p>2/1/09- salary = \$42,000 3/1/09- 10% acting = \$46,200 7/1/09- 2.5% L.I. = \$47,355 2/1/10 – salary = \$43,050 (42,000 X 2.5% = 43,050)</p> <p>No freeze release required with this action.</p> <p>PCR# 1000123456</p>

<p>Cancel Salary Adjustment – continued</p>			<p>NOTE: This action / reason (Cancel Adjustment / Cancel Acting Pay/Promotion) is used to cancel salary adjustments that were granted using either of the following actions/reasons:</p> <p>Promotion / Acting Promotion (employee moved to higher level position with pay increase for a temporary period of time) Salary Adjustment / Acting Pay (employee salary increased within same position for a temporary period of time)</p> <p>PLEASE REFER TO SALARY ADJUSTMENT FOR EXAMPLE</p>
<p>Career Progression – Pay factors support a salary adjustment and/or competency level adjustment within the pay range of the employee’s career-banded class, in conjunction with the employee’s attainment and demonstrated use of competencies in same position.</p> <p>NOTE: For classifications that you do not have delegated authority for, please include information regarding review/approval by (Name), DHR Central Office Senior Analyst.</p>	<ul style="list-style-type: none"> • 02 - CP-Comp/Skill - Pay factors support a salary adjustment within the pay range of the employee’s career-banded class competency level, in conjunction with the employee’s attainment and demonstrated use of competencies in same position at the same overall competency level. The employee’s overall competency level will not change. (If a salary adjustment is not granted due to funding issues, an action is not processed.) • 05 - CP-Labor Market – An employee’s salary is low in relation to market guidelines applicable to the employee’s competencies, and a salary adjustment is in order. Such a situation could be due to: an adjustment in the banded class market rates in conjunction with a labor market study; implementation of a market reference rate with the agency/university; insufficient funding at time of career banding implementation to pay employee at appropriate rate; removal of an internal equity/pay alignment issue that had prevented an employee from being paid at appropriate competency rate. • 06 - CP-Comp Level Change – Employee’s overall competency level is changing as a result of the employee’s attainment/assignment and demonstrated use of competencies at a higher or lower overall competency level within the same banded class. The pay factors may support an increase, decrease or no change in salary. (Note: change in overall competency level that results from disciplinary action shall be coded as a Demotion). • 08 - Broad Band Level Change – a change in the level to which an employee is assigned. (Used for pilot banded employees.) 	<p>Classification & Compensation Erin Allen</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Date and Initiator initials • Employee name and personnel number • Action type and effective date • Justification for the change • Competency changes if applicable • DHHS freeze release information • PCR number <p>EXAMPLE: 05/01/12 – EJAllen Career Progression / CP-Comp Level Change</p> <p>Jane Doe – Pernr # 123456 This is a Career Progression / CP-Comp Level Change salary adjustment within the pay range of the Professional Nurse career-banded class effective 05/01/12. Jane Doe has attained and demonstrated use of higher level competencies and now has an overall rating at the Journey (J) level with a salary increase from \$48,500 to \$52,300. This Career Progression increase of 7.8% does not exceed the 10% increase limit for FY2011-2012.</p> <p>Competency changes include: Knowledge-Technical – J</p>

<p>Career Progression - continued</p>	<ul style="list-style-type: none"> • 10 - Broad Band Job Change – Transfer of an employee from one banded occupational group to another banded occupational area. May or may not involve position number and salary change. Object id must change. If salary change is involved, include in the comment, reason for the adjustment and justification for any increase exceeding 10%. (Used for pilot banded employees.) • 11 - Salary Adjustment Fund – A salary increase, provided through approved use of salary adjustment funds, granted to career-banded employees whose salary upon transfer from the graded system to the banded system is less than allowed by the career-banding salary administration policy (Requires OSP approval). • 03 - Temporary Comp/Skill – Salary adjustment within the pay range of the employee’s career-banded class, in conjunction with the employee’s temporary assignment of higher level competencies in the same position. Overall competency level may or may not change. NOTE: Additional competencies are not the result of “acting pay or acting promotion”. • N/A Grade Band Transfer – Employee movement between banded and graded classes (Banded to Graded Classes and Graded to Banded Classes). (Do Not Use, no longer an active reason) 		<p>Consulting/Advising – From C to J Critical Thinking – J Client/Customer Service – From C to J Coaching/Mentoring – C Communication – C</p> <p>The use of salary reserve for this action was approved via the DHHS freeze release process on 02/01/2010.</p> <p>PCR# 1000123456</p> <p>NOTE: The salary decision worksheet and competency assessment may be attached.</p>
<p>Demotion - a change in position and/or pay which results from inefficiency in performance or as a disciplinary action.</p>	<ul style="list-style-type: none"> • 01 - Personal Conduct – Position - Disciplinary action resulting in employee assignment into a different position with a lower grade or lower journey market rate, or same banded class with a lower competency level. • 02 - Gross Inefficiency – Position - Disciplinary action resulting in employee assignment into a different position with a lower grade or lower journey market rate, or same banded class with a lower competency level. • 03 - Unsatisfactory Performance – Position - Disciplinary action resulting in employee assignment into a different position with a lower grade or lower journey market rate, or same banded class with a lower competency level. • 04 - Personal Conduct – Job Reallocation - Disciplinary action resulting in employee’s classification changing to a graded or banded class with a lower grade or journey market rate. (Employee’s position may or may not be reallocated. If not, explain work-against in comments.) • 05 - Gross Inefficiency – Job Reallocation - Disciplinary action 	<p>Employee Relations Toni Stuckey Lillie Peebles</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Original position, salary grade and salary. • New position, salary grade and salary. • Basis for action - UPC/UJP/GIJP • Check position eligibility settings <p>PCR# 1000123456</p> <p>Note: Please fax a copy of the demotion letter signed by the Manager/Director and employee if applicable.</p>

<p>Demotion - continued</p>	<p>resulting in employee's classification changing to a graded or banded class with a lower grade or journey market rate. (Employee's position may or may not be reallocated. If not, explain work-against in comments.)</p> <ul style="list-style-type: none"> • 06 - Unsatisfactory Performance – Job Reallocation - Disciplinary action resulting in employee's classification changing to a graded or banded class with a lower grade or journey market rate. (Employee's position may or may not be reallocated. If not, explain work-against in comments.) • 07 - Personal Conduct – Salary - Disciplinary action resulting in salary reduction in same position. • 08 - Gross Inefficiency – Salary - Disciplinary action resulting in salary reduction in same position. • 09 - Unsatisfactory Performance – Salary - Disciplinary action resulting in salary reduction in same position. • 40 - 115C Demotion – Disciplinary action resulting in a reduction in salary of a teacher or school administrator who was hired in a position subject to G.S. 115C public education human resources system. [NOTE: Specific reason for the demotion as outlined in G.S. 115C-325(c)(1) must be placed in the comments section.] Demotion does not include a suspension without pay, the elimination or reduction of a bonus payment or supplement, or a reduction in pay that results from elimination of a special duty, i.e., athletic coach or choral director. 		
<p>Investigatory w/pay – to investigate allegations of performance or conduct deficiencies that would constitute just cause for disciplinary action; to provide time within which to schedule and conduct a pre-disciplinary conference; or to avoid disruption of the work place and/or to protect the safety of persons or property</p>	<ul style="list-style-type: none"> • 01 - Investigatory Placement Leave – employee may be placed on leave for no more than 30 days. • 02 - Extended – requires written approval from Agency head and the State Personnel Director. 	<p>Employee Relations Toni Stuckey Lillie Peebles</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Basis for action – UPC/UJP/GIJP • Result of Investigation - (WW, Demotion, Suspension, Dismissal) • Copy faxed to ER on (Date) • PCR # 1000123456 <p>Note: The action should be entered when the employee has returned from leave and management has established that a violation has occurred and they have issued discipline. Fax a copy of the investigatory leave letter along with the disciplinary action at the same time to Employee Relations, if possible.</p> <p>Time Worked (9500) and Other Management Approved Leave (9540) can be entered on the same day.</p>

<p>LOA – used when an employee is out of work on paid or unpaid leave</p>	<ul style="list-style-type: none"> • 01 - FMLA – employee is out for a reason that qualifies for FMLA. • 07 - Family Illness Leave – employee is out due to having to take care of immediate family members and the employee chooses to not use FMLA <p>Per OSP policy:</p> <p>The Family Illness Leave provides a limited extension of the benefits beyond the 12 weeks provided under the Family and Medical Leave Policy. Family Illness leave does not run concurrently with Family Medical Leave. Eligibility for Family Illness Leave begins only after the Family Medical Leave benefit is fully exhausted.</p> <p>An employee may not waive his/her Family and Medical Leave benefit by instead choosing to go on Family Illness Leave.</p> <p>http://www.osp.state.nc.us/manuals/5_Leave/FIL.htm</p>	<p>Safety & Benefits Mike Zeinstra Phil Harker</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Effective Date of FMLA/FIL • Explanation of why employee is eligible for FMLA • Expected or Estimated Return Date (not an estimation of the # of weeks or month). If return date is unknown, please state it. • If medical certification was obtained and on file • If illness is for employee or family member for FMLA • If leave will be exhausted and if so, how much. If leave has already been exhausted for the month, you can state “see IT 2001 for exhaustion of leave.” Please include holiday leave in the explanation as well. • FMLA 12 week period- beginning and end date, if applicable • FMLA 12 month period- beginning and end date or FIL 5 year period, whichever is applicable • If it provisional FMLA, please include whether a letter has been sent or will be sent to the employee stating that they have 15 days to return a completed medical certification. • If regular FMLA, please include if approval letter has been sent or will be sent. <p>PCR# 1000123456</p>
<p>LOA – used when an employee is out of work on paid or unpaid leave.</p>	<ul style="list-style-type: none"> • 06 - Parental (not FMLA) – Employee is not eligible for FMLA. 	<p>Safety & Benefits Mike Zeinstra Phil Harker</p> <p>(Yes)</p>	<p>Use when EE is on maternity leave and is not eligible for FMLA</p> <ul style="list-style-type: none"> • Effective Date of LOA • Expected or Estimated Return Date (not

<p>LOA - continued</p>			<p>an estimation of the # of weeks or month). If return date is unknown, please state it.</p> <ul style="list-style-type: none"> • If LOA has been approved by management • Explanation of why EE is not eligible for FMLA • If illness is for employee or family member • If leave will be exhausted and if so, how much. If leave has already been exhausted for the month, you can state “see IT 2001 for exhaustion of leave.” Please include holiday leave in the explanation as well <p>PCR# 1000123456</p>
<p>LOA – used when an employee is out of work on paid or unpaid leave</p>	<ul style="list-style-type: none"> • 08 - Extended Illness – employee illness that is not covered by FMLA or short term disability. 	<p>Safety & Benefits Mike Zeinstra Phil Harker</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Effective Date of LOA • Expected or Estimated Return Date (not an estimation of the # of weeks or month). If return date is unknown, please state it • If medical certification was obtained and on file • Note why EE is placed on this action and not FMLA, if FMLA was exhausted • If leave will be exhausted and if so, how much. If leave has already been exhausted for the month, you can state “see IT 2001 for exhaustion of leave.” Please include holiday leave in the explanation as well. • If approved by management <p>PCR# 1000123456</p>

<p>LOA – used when an employee is out of work on paid or unpaid leave</p>	<ul style="list-style-type: none"> • 10 - Reserve Active Duty or RAD (leave) – employee is exhausting vacation, bonus or comp time prior to RAD 30 day leave. • 11 - Reserve Active Duty (lump sum) - employee is paid for vacation, bonus or comp time prior to RAD 30 day leave. • 09 - Reserve Active Duty (30 days) – employee is placed on RAD 30 days with Active Duty orders (calendar days) • 25 - Reserve Active Duty – employee is placed on RAD Active Duty on 31st day. • 27 - Extended Military – Granted for all uniformed service duty that is not covered by military leave with pay as defined by policy for active/inactive duty training, physical exams, and reserve active duty • 28 - Military Care Giver – Employee is out for a reason that qualifies for Military Care Giver leave. • 29 - Military Training – Employee is out for involuntary active/inactive duty training. • 30 - Civil Air Patrol – Employee is performing missions or encampments, authorized and requested by the U.S. Air Force or emergency missions for the State at the request of the Governor or the Secretary of the Department of Crime Control and Public Safety. • 31 - State Defense Militia Duty – Employee has been ordered or called out by the Governor for a special activity or State duty mission. 	<p>Safety & Benefits Mike Zeinstra Phil Harker</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Effective Date of LOA • Expected or Estimated Return Date (not an estimation of the # of weeks or month). If return date is unknown, please state it. • If orders were obtained and filed • If it is for training, active duty, preparation for duty, etc. • If for 30 days, if leave entitlement will be used up <p>PCR# 1000123456</p>
<p>LOA – used when an employee is out of work on paid or unpaid leave</p>	<ul style="list-style-type: none"> • 12 - W/C 7 day waiting period – employee waiting period before workers' compensation begins payment. <p>NOTE: Action does not have to be entered into BEACON SAP if the employee is immediately going out on LOA-Worker's Comp. See LOA-WC Required Comments on how to enter the information.</p>	<p>Safety & Benefits Mike Zeinstra Phil Harker</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Note, "Date Injury Reported..." NOT "EE was injured..." because notes are public record (please do NOT include any information about EE's condition) • 7 day waiting period- Begin and End Date • Effective Date of WC, if known • If WC action will follow and effective date of WC • If approved by Corvel/Vendor • If leave will be exhausted and if so, how much. If leave has already been exhausted for the month, you can state "see IT 2001 for exhaustion of leave." Please include holiday leave in the explanation as well. PCR# 1000123456

<p>LOA – used when an employee is out of work on paid or unpaid leave</p>	<ul style="list-style-type: none"> • 13 - W/C Leave of Absence w/supplement – employee is placed on this WC on 8th day of workers’ comp and is exhausting eligible sick leave hours during WC leave (see OSP schedule for eligible hours). 	<p>Safety & Benefits Mike Zeinstra Phil Harker</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Note the date the injury was reported, do NOT state that “EE was injured on...” because notes are public record (please do NOT include any information about EE’s condition) • 7 day waiting period- Begin and End Date • Effective Date of WC • If approved by Corvel/Vendor • If EE will be exhausting supplemental leave and if so, how much. If leave has already been exhausted for the month, you can state “see IT 2001 for exhaustion of leave.” <p>PCR# 1000123456</p>
<p>LOA – used when an employee is out of work on paid or unpaid leave</p>	<ul style="list-style-type: none"> • 14 - WC Leave of Absence – employee is placed on Workers’ Compensation. • 15 - WC LEO Continuation Pay – employee is a law enforcement officer being placed on Workers’ Compensation with Continuation Pay up to 2 years. • 16 - WC Non Sworn Officer Continuation Pay – employee is a non sworn officer being placed on Workers’ Compensation with Continuation Pay up to 2 years. (See GS 143-166-13 for details). • 17 - Injury Leave – employee is injured by a direct and deliberate act of an offender/inmate supervised by Department of Correction, or an employee (teacher) in any educational institution supported by and under the control of the State. (See GS115C-338 for details). 	<p>Safety & Benefits Mike Zeinstra Phil Harker</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Note the date the injury was reported, do NOT state that “EE was injured on...” because notes are public record (please do NOT include any information about EE’s condition) • 7 day waiting period- Begin and End Date and that EE was placed on 7 day waiting period action before this action • Effective Date of WC • If approved by Corvel/Vendor • If Leave has been or will be coded for the 7 day waiting period, you can state “see IT 2001 for coding of leave.” <i>For the actual effective date of the LoA-Worker’s Comp, no leave should be recorded.</i> <p>PCR# 1000123456</p>

<p>LOA – used when an employee is out of work on paid or unpaid leave</p>	<ul style="list-style-type: none"> • 19 - Short-Term Disability 60 day waiting period – to track waiting period regardless if paid or unpaid. <p>NOTE: If the STD 60 DWP action runs concurrently with LOA-FMLA AND the 60 day waiting period ends within the LOA-FMLA event, this action not need to be entered into BEAON SAP.</p> <p>The LOA-STD 60 DWP is entered if the LOA-FMLA is not used OR if the LOA-FMLA action 12 weeks (480 hrs) has been used AND there are still days that need to be accounted for in the 60 day waiting period.</p>	<p>Safety & Benefits Mike Zeinstra Phil Harker</p> <p>(Yes)</p>	<p>(Use ONLY if EE is not on FMLA but approved for STD)</p> <ul style="list-style-type: none"> • 60 day waiting period-Begin and End Date • STD 12 month period-Begin and End Date • If leave will be exhausted and if so, how much. If leave has already been exhausted for the month, you can state “see IT 2001 for exhaustion of leave.” Please include holiday leave in the explanation as well. • If application has been approved and filed and by whom • If EE is eligible for health insurance and has 5 years of retirement service according to ORBIT only (EE may have withdrawn time) • If the LOA-STD 60 DWP runs concurrently with an LOA-FMLA event and the LOA-FMLA 12 weeks (480 hrs) has been used, note that the LOA-STD 60 DWP actual date began with the LOA-FMLA event to explain the difference between the actual start date of the LOA-STD 60 DWP and the effective date in BEACON SAP. Example: “LOA-STD 60 DWP ran concurrently with LOA-FMLA effective 4/1/2011 and is entered with an effective date of 5/1/11 because the LOA-FMLA 12 weeks (480 hrs) has been used.” <p>PCR#1000123456</p>
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<p>LOA – used when an employee is out of work on paid or unpaid leave</p>	<ul style="list-style-type: none"> • 26 - Short-Term Disability (Leave) – employee is using leave during short-term disability. • 20 - Short-Term Disability Regular – employee is placed on this reason on the 61st day if not using leave. 	<p>Safety & Benefits Mike Zeinstra Phil Harker</p> <p>(Yes)</p>	<p>May copy notes from STD 60 waiting period action</p> <ul style="list-style-type: none"> • 60 day waiting period-Begin and End Date • STD Effective Date • If leave will be exhausted and if so, how much. If leave has already been exhausted for the month, you can state “see IT 2001 for exhaustion of leave.” Please include holiday leave in the explanation as well. • If application has been approved and filed and by whom • If EE is eligible for health insurance and has 5 years of retirement service according to ORBIT only (EE may have withdrawn time) • Please note if a letter has been sent by you or Retirement System noting that EE has been approved • If STD leave, note when EE will be placed on STD Regular and if action will follow • If STD Regular and EE was exhausting leave, note the date EE stop exhausting leave and that the employee was on STD leave before this action
<p>LOA – used when an employee is out of work on paid or unpaid leave</p>	<ul style="list-style-type: none"> • 22 - Short-Term Disability (lump sum) – employee is paid out for leave in one payment. • 21 - Short-Term Disability Extended – employee is extended beyond 12 months. • 32 - Long-Term Disability (Leave) – Employee has completed short-term disability and is approved for long-term disability (LTD) but the employee needs/chooses to exhaust any unused vacation/bonus and/or sick leave prior to separation for LTD. 	<p>Safety & Benefits Mike Zeinstra Phil Harker</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • 60 day waiting period-Begin and End Date • STD 12 month period-Begin and End Date • For Extended STD, enter 9400 Leave Without Pay ONLY for the year period (not through 12/31/9999) and state “see IT 2001 for exhaustion of 9400 leave.” • If application has been approved and filed and by whom

<p>LOA - continued</p>			<ul style="list-style-type: none"> • If EE is eligible for health insurance and has 5 years of retirement service according to ORBIT only (EE may have withdrawn time) • Please note if EE has been placed on previous action such as STD Leave or Regular <p>PCR#1000123456</p>
<p>LOA – used when an employee is out of work on paid or unpaid leave</p>	<ul style="list-style-type: none"> • 18 - Education – employee is on leave to go back to school. 	<p>Safety & Benefits Mike Zeinstra Phil Harker</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Period of Education Leave- Begin & End date • If approved by management • If leave will be exhausted and if so, how much. If leave has already been exhausted for the month, you can state “see IT 2001 for exhaustion of leave.” Please include holiday leave in the explanation as well. <p>PCR#1000123456</p>
<p>LOA – used when an employee is out of work on paid or unpaid leave</p>	<ul style="list-style-type: none"> • 23 - Other – no other reason is applicable. • 24 - Emergency Layoff - may be used for the following: <ul style="list-style-type: none"> - Public Health officials quarantine an employee, or - Public Health officials and the agency authority concur that the employee should be excluded from work. 	<p>Safety & Benefits Mike Zeinstra Phil Harker</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Note why EE could not be placed on a particular leave. i.e. “EE is not eligible for FMLA because...” or the reason for this particular action • Effective Date of LOA • Expected or Estimated Return Date (not an estimation of the # of weeks or month). If return date is unknown, please state it • If documentation was obtained and on file • If leave will be exhausted and if so, how much. If leave has already been exhausted for the month, you can state “see IT 2001 for exhaustion of leave.” Please include holiday leave in the explanation as well. <p>PCR#1000123456</p>

<p>New Hire - the initial employment of an individual to a position.</p> <p>NOTE: For classifications that you do not have delegated authority for, please include information regarding review/approval by (Name), DHR Central Office Senior Analyst.</p> <p>NOTE: Please reference OSP Policy Section 4 – Salary Administration, New Appointments for information regarding effective dates.</p>	<ul style="list-style-type: none"> • 01 - New Hire - is the initial employment of an individual to a position. • 02 - National Guard • 03 - ENR DFP Pick up fire fighter <p>NOTE: School system to BEACON (without prior BEACON or Non-BEACON record) would be a New Hire.</p> <p>NOTE: General Assembly to BEACON (without prior BEACON or Non-BEACON record) would be a New Hire.</p>	<p>Classification & Compensation Erin Allen</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Date and Initiator initials • Employee name and personnel number • Effective date of the action • Employee qualifications for classification and salary • Address equity and other salary administration considerations • DHHS freeze release information • PCR number • Check position eligibility settings <p>EXAMPLE: 02/01/2010 – TPMartin New Hire / New Hire</p> <p>Jane Doe – Pernr # 123456 Action to place new hire Jane Doe into position #12345678, Personnel Assistant V, sg 61 effective 02/01/2010 at an annual salary of \$30,000. Ms. Doe qualifies for this class and salary with an Associate Degree in Business Administration and the following experience:</p> <p>Personnel Clerk – ABC Co. = 5 yrs. (1/1/2003 – 12/31/2008) Personnel Clerk – XYZ Co. = 1 yr. (01/01/2009 – 12/31/2009)</p> <p>Total related experience = 6 yrs. Minus required T & E = 1 yr. (w/ Associate Degree) Total exceeding = 5 yrs.</p> <p>Total exceeding 5 yrs. = 60 mos. x .0041666 which qualifies the employee to be paid 25% above the minimum of the sg or \$34,430. Ms. Doe is being paid \$30,000 which is 8.9% above the minimum of \$27,544 for sg 61. Management has considered internal equity and other salary administration considerations.</p>
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<p>New Hire - continued</p>			<p>The use of salary reserve for this action was approved via the DHHS freeze release process on 01/25/2010.</p> <p>**This action will not be processed until employee reports to work on (date). **</p> <p>**If part time appointment, include part time hours in notes. (Ex. Employee is part time 20 hours per week).</p> <p>PCR# 1000123456</p> <p>**Create IT0019 – Monitoring of Tasks to track the probationary period.**</p> <p>For Banded Positions if applicable: This is a Journey “J” level position but posting indicates that management will consider Contributing “C” level if there are no qualified Journey level applicants.</p> <p>NOTE: The salary qualification worksheet may be attached.</p>
<p>Non-BEACON to BEACON – Employee currently working for a Non-BEACON Agency or State University is transferring without a break in service (separation of 31 calendar days) to a BEACON Agency; or employee previously worked for a Non-BEACON agency or State Agency and is returning after a break in</p>	<ul style="list-style-type: none"> • 01 - Transfer Lateral – movement without a break in service to a position assigned a same salary grade or movement without a break in service between positions from one career-banded class to another with the same journey market rate or movement without a break in service to a position within the same banded class with the same competency level. • 02 - Transfer Re-assignment - movement without a break in service to a position assigned a lower salary grade or movement without a break in service between positions from one career-banded class to another with a lower journey market rate or movement without a break in service to a position with the same banded class with a lower competency level. • 03 - Transfer Promotion - movement without a break in service to a position assigned a higher salary grade or movement without a 	<p>Classification & Compensation Erin Allen</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Date and Initiator initials • Employee name and personnel number • Effective date of the action • Employee qualifications for classification and salary • Address equity and other salary administration considerations • If applicable, include Don Webb 10/4/10 memo comment regarding promo (GS 126-23) – “applicant was selected from among other qualified applicants and has relevant education and experience” or “applicant was appointed to the position by the DHHS Secretary and has relevant education and

service to a BEACON agency. (Example – NCSU to DOT)

NOTE: You would also use Non-Beacon to Beacon if a former employee left State employment before his or her Agency implemented BEACON (the former employee has an employment record in PMIS, but does not have any record in BEACON SAP).

NOTE: If employee has a BEACON Personnel Number, **DO NOT** use action Non-BEACON to BEACON, refer to note under Reinstatement.

NOTE: For classifications that you do not have delegated authority for, please include information regarding review/approval by (Name), DHR Central Office Senior Analyst.

Non-BEACON to BEACON – continued

- **break in service** between positions from one career-banded class to another with a higher journey market rate or movement **without a break in service** to a position with the same banded class with a higher competency level.
- **09 - Grade Band Transfer** – Movement without a break in service between banded and graded classes.
- **10 - Class/Pay Plan Change** – Employee movement between two SPA positions assigned to different class/pay systems. **[NOTE: Without a break in service]**
 - Pilot Banded
 - Skill Based Pay
 - Flat Rate

(Graded and Career Banded removed)
- **11 - EPA – SPA** – Employee movement between an EPA position and a SPA position or vice versa. **[NOTE: Without a break in service]**
- **04 - Return to State within 12 months (same salary grade)** – **employee separated from a graded position is rehired in less than 12 months to a graded position with the same salary grade. [NOTE: Not to be used for re-employment from or to career banded positions or other non-graded pay systems]**
- **05 - Return to State within 12 months (higher salary grade)** – **employee separated from a graded position is rehired in less than 12 months to a graded position with a higher salary grade. [NOTE: Not to be used for re-employment from or to career banded positions or other non-graded pay systems]**
- **06 - Return to State within 12 months (lower salary grade)** – **employee separated from a graded position is rehired in less than 12 months to a graded position with a lower salary grade. [NOTE: Not to be used for re-employment from or to career banded positions or other non-graded pay systems]**
- **07 - Return to State within 5 years** – **employee separated from a graded position is rehired in a graded position after a separation of more than 12 months but no more than 5 years, or employee who separated from any non-graded pay system (banded, skill based pay, pilot band, flat rate) and is being rehired in a state position (any pay system) after a separation of no more than 5 years. [NOTE: check reinstatement of sick leave if eligible.]**
- **08 - Return to State after 5 years** – **employee separated from any pay system is rehired after 5 years to a state position in any pay system. [NOTE: sick leave shall not be reinstated]**

experience for the position.”

- DHHS freeze release information
- Check position eligibility settings
- PCR Number
- Include the following information:
 1. Last NC State Agency employer
 2. Date Separated
 3. Position/salary grade/salary
 4. Leave balance information

EXAMPLE: 02/10/2010 – TPMartin
Non-BEACON to BEACON / Return to State after 5 years

John Doe – Pernr # 123456
Action to reinstate John Doe into position #87654321, Health Care Technician I, sg 58 effective 02/10/2010 at an annual salary of \$27,500. Mr. Doe qualifies for this class and salary with a GED and the following experience:

HCT I – DHHS/CRH = 3 yrs.
(01/01/1998 – 12/31/2000)
HCT I –DHHS/Broughton = 1 yr.
(01/01/2001 – 12/31/2001)
HCT – General Hospital = 8 yrs.
(01/01/2002 – 12/31/2009)

Total related experience = 12 yrs.
Minus required T & E = 0 yrs.
Total exceeding = 12 yrs.

Total exceeding 12 yrs. = 144 mos. x .0041666 which qualifies the employee to be paid 60 % above the minimum of the sg or \$37,366 (max of sg 58). Mr. Doe is being paid \$27,500 which is 10.62% above the minimum of \$24,861 for sg 58. Management has considered internal equity and other salary administration considerations.

Last state agency: DHHS/Broughton Hospital
Separation date: 12/31/2001(prior to BEACON)

<p>Non-BEACON to BEACON - continued</p>	<p>NOTE: Administrative Office of the Courts and Education Lottery employees are all EPA, per OSP 4/12.</p> <p>NOTE: Education Lottery withdrew from SAP 12/2011.</p>		<p>Last position/sg/salary: HCT I, sg 58, \$23,500 No sick leave balance to reinstate, separated more than 5 years ago. (A quota correction – 2013 might be required to zero out the sick leave balance).</p> <p>The use of salary reserve for this action was approved via the DHHS freeze release process on 02/02/2010.</p> <p>**This action will not be processed until employee reports to work on (date). **</p> <p>PCR#1000123456</p> <p>**If part time appointment, include part time hours in notes. (Ex. Employee is part time 20 hours per week).</p> <p>**Create IT0019 – Monitoring of Tasks to track the probationary period.**</p> <p>For Banded Positions if applicable: This is a Journey “J” level position but posting indicates that management will consider Contributing “C” level if there are no qualified Journey level applicants.</p> <p>NOTE: The salary qualification worksheet may be attached.</p>
<p>Promotion – within agency movement to a position assigned a higher salary grade or movement between positions from one career-banded class to another with a higher journey market rate or movement from one position to another within the same banded class with a higher competency level.</p>	<ul style="list-style-type: none"> • 01 - Promotion - is movement to a position assigned a higher salary grade or movement between positions from one career-banded class to another with a higher journey market rate or movement from one position to another within the same banded class with a higher competency level. • 02 - Promotion Inc-After Eff Date – employee receives remainder of increase with a current effective date. (Only applies to graded employees) • 03 - Acting Promotion - is a temporary movement to a position assigned a higher salary grade or temporary movement between positions from one career-banded class to another with a higher journey market rate or temporary movement from one position to another within the same banded class with a higher competency level. 	<p>Classification & Compensation Erin Allen</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Date and Initiator initials • Employee name and personnel number • Action type and effective date • Employee qualifications for classification and salary and by what policy (promotion or new hire for graded classes) • Address equity and other salary administration considerations • Include Don Webb 10/4/10 memo comment regarding promo (GS 126-23) – “applicant was selected from among other qualified applicants and has relevant education and experience” or “applicant was appointed to the position by the DHHS Secretary and has

(NOTE: Compare position competency levels)

(NOTE: Promotion within DHHS)

NOTE:

For classifications that you do not have delegated authority for, please include information regarding review/approval by (Name), DHR Central Office Senior Analyst.

Promotion - continued

relevant education and experience for the position.”

- DHHS freeze release information
- PCR Number
- Check position eligibility settings

EXAMPLE #1: 11/4/2011 – TPMartin
Promotion / Promotion
(Within agency promotion from Cherry Hospital to CRH)

Suzie Q – Pernr # 123456
Action to promote Suzie Q from Licensed Practical Nurse (position competency level -J) \$38,500 at Cherry Hospital to position #12345678, Professional Nurse (position competency level -(J) \$46,441 at CRH effective 11/01/2011. Ms. Q qualifies for this banded class and salary with an RN license (license issue date: 10/1/2009). Based on application review and interview, management has rated Ms. Q at the Contributing (C) level as follows:

Knowledge-Technical – C
Consulting/Advising – C
Critical Thinking – C
Client/Customer Service – C
Coaching/Mentoring – C
Communication – C

Management has considered internal equity and other salary administration considerations. Applicant was selected from among other qualified applicants and has relevant education and experience This is a Journey “J” level position but posting indicates that management will consider Contributing “C” level if there are no qualified Journey level applicants.

Leave balances to transfer are as follows:
Sick: 120 hours
Vacation: 100 hours

Promotion - continued

Bonus: 20 hours
CSL: 24 hours
Adverse Weather: 0
No FML or FIL has been used in the last 12 months.

This 20.6% promotional increase was approved by OSP/OSBM on 10/26/2011.

The use of salary reserve for this action was approved via the DHHS freeze release process on 10/01/2011.

**This action will not be processed until employee reports to work on (date). **

PCR# 1000123456

**If part time appointment, include part time hours in notes. (Ex. Employee is part time 20 hours per week).

Create IT0019 – Monitoring of Tasks to track the probationary period.

NOTE: The salary decision worksheet, competency assessment and aggregate leveling form may be attached.

EXAMPLE #2: 11/3/2011 – TPMartin
Promotion / Promotion
[Within agency promotion from the Division of Child Development (DCD) to the Division of Medical Assistance (DMA)]

Thelma Lou Fife – Pernr # 123456
Action to promote Thelma Lou Fife from Personnel Technician I, sg 63, \$36,500 at DCD to Personnel Technician II, sg 66 with a 5% increase to \$38,325 effective 11/01/2011. Ms. Fife qualifies for this

Promotion - continued

class and salary with an associate degree in Business Administration and the following experience:

Personnel Assistant V/DOC = 3 yrs.
(02/01/2000 – 01/31/2003)
Personnel Tech. I/DHHS-DCD = 7 yrs.
(02/01/2003 – 01/31/2010)

Total related experience = 10 yrs.
Minus required T & E = 2 yrs.
(w/Associate Degree)
Total exceeding = 8 yrs.

Total exceeding 8 yrs. or 96 mos. x .0041666 which qualifies the employee to be paid 40% above the minimum of the sg or \$45,914. Management is granting Ms. Fife a 5% increase to \$38,325 and reserving the right to award the balance of a 15% increase or \$3,650, if/when funding becomes available, with this 3 grade promotion from Personnel Tech I, sg 63 to Personnel Tech II, sg 66. Salary based on promotional policy. Management has considered internal equity and other salary administration considerations.

Applicant was selected from among other qualified applicants and has relevant education and experience

Current salary = \$36,500
15% (\$5,475) = \$41,975
5% now (\$1,825) = \$38,325
Balance = \$3,650

Leave balances to transfer are as follows:

Sick: 140 hours
Vacation: 100 hours
Bonus: 20 hours
CSL: 24 hours
Adverse Weather: 8 hours
No FML or FIL has been used in the last 12 months

<p>Promotion - continued</p>			<p>This 5% promotional increase does not exceed the 10% increase limit for FY2011-2012.</p> <p>The use of salary reserve for this action and the right to reserve the balance was approved via the DHHS freeze release process on 10/28/2011.</p> <p>**This action will not be processed until employee reports to work on (date). **</p> <p>PCR# 1000123456</p> <p>**If part time appointment, include part time hours in notes. (Ex. Employee is part time 20 hours per week).</p> <p>NOTE: The salary qualification worksheet may be attached.</p> <p>NOTE: The subsequent action/reason to be used to award the balance of the promotional increase is Promotion / Promotion Inc-After Eff Date (but only if the right to reserve is noted in the original promotion action). Notes should include the statement “This action grants the remaining balance of \$3,650 that was recorded on the 11/01/2011 promotion action.” Copy and paste notes from the original promotion action.</p>
<p>Range Revision - any change in a salary range approved by the State Personnel Commission and resulting from changes in the labor market.</p>	<ul style="list-style-type: none"> • 01 - Labor Market (LM) Full – Employee receives full labor market increase approved by the SPC. • 02 - Labor Market (LM) Partial – Employee receives a portion of the labor market increase approved by the SPC. • 03 - LM after Effective Date Complete – Employee receives the remainder of the labor market increase approved by the SPC. • 04 - LM after Effective Date Retro/Min – Employee is below the new minimum established by labor market; adjustment to the new minimum may be retro to SPC approved effective date. • 05 - LM No Salary Adjustment – Employee’s salary grade is being adjusted as approved by the SPC based on labor market with no increase in pay. • 10 - Job Change Full – Employee receives full job change increase 	<p>Classification & Compensation Erin Allen</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Date and Initiator initials • Employee name and personnel number • Action type and effective date • State the change in the graded salary ranges • Personnel Commission approval date • Amount of money being awarded • DHHS freeze release information • PCR Number <p>EXAMPLE: 02/01/2010 – TPMartin Range Revision / Labor Market Partial</p> <p>The State Personnel Commission approved a</p>

<p>Range Revision - continued</p>	<p>as approved by the SPC.</p> <ul style="list-style-type: none"> • 12 - Job Change Partial – Employee receives a portion of the job change increase with a balance to be awarded later when funds become available. • 13 - Job Change After Effective Date Complete – Employee receives the remainder of the job change increase approved by the SPC. • 14 - Job Change After Effective Date Retro to Min – Employee is below the new minimum established by job change; adjustment to the new minimum may be retro to SPC approved effective date. • 15 - Job Change No Salary Adjustment – Employee’s salary grade is being adjusted as approved by the SPC based on job change with no increase in pay. 		<p>range revision for the Dental Hygienist I classification effective 02/01/2010 as follows: From: Dental Hygienist I, sg 68, min = \$34,237 To: Dental Hygienist I, sg 70, min = \$37,074 Difference in minimums = \$2,837</p> <p>Sally Smith – Perrn # 123456 Action to award Sally Smith a partial labor market increase effective 02/01/2010 (half of the full amount or \$1,419) as follows; management reserves the right to award the balance of the full increase on a current basis if/when funding becomes available:</p> <table border="0"> <tr> <td>Current Salary</td> <td>= \$38,000</td> </tr> <tr> <td>Partial increase now</td> <td>+ 1,419</td> </tr> <tr> <td>New Salary (2/1/10)</td> <td>= \$39,419</td> </tr> <tr> <td>Balance of full amount</td> <td>= \$ 1,418</td> </tr> <tr> <td colspan="2">(2,837 – 1,419 = 1,418)</td> </tr> </table> <p>The use of salary reserve for this action was approved via the DHHS freeze release process on 01/28/2010.</p> <p>This Range Revision increase does not exceed the 10% increase limit for FY2011-2012.</p> <p>PCR# 1000123456</p> <p>NOTE: The subsequent action/reason to be used to award all or part of a balance of the range revision increase will be Range Revision - LM after Effective Date Complete or LM after Effective Date Partial, respectively.</p>	Current Salary	= \$38,000	Partial increase now	+ 1,419	New Salary (2/1/10)	= \$39,419	Balance of full amount	= \$ 1,418	(2,837 – 1,419 = 1,418)	
Current Salary	= \$38,000												
Partial increase now	+ 1,419												
New Salary (2/1/10)	= \$39,419												
Balance of full amount	= \$ 1,418												
(2,837 – 1,419 = 1,418)													
<p>Reallocation - the assignment of a position to a different classification documented through data collection and analysis according to customary professional procedure and approved by the State</p>	<ul style="list-style-type: none"> • 01 - Reallocation Up – employee graded or banded has been assigned to a higher level job to recognize the higher level duties. • 02 - Reallocation Inc Partial - employee receives a portion of the increase. • 03 - Reallocation Inc-After Eff Date Complete - employee receives remainder of increase. • 05 - Reallocation Down – employee graded or banded has been assigned to a lower level job to recognize the lower level duties. 	<p>Classification & Compensation Erin Allen (Yes)</p>	<ul style="list-style-type: none"> • Date and Initiator initials • Employee name and personnel number • Action type and effective date • Salary impact, if any, how employee qualifies for classification and salary • Address equity and other salary administration considerations • DHHS freeze release information 										

<p>Personnel Director.</p> <p>NOTE: For classifications that you do not have delegated authority for, please include information regarding review/approval by (Name), DHR Central Office Senior Analyst.</p> <p>Reallocation – continued</p>	<ul style="list-style-type: none"> • 06 - Reallocation Horizontal – employee graded or banded has been assigned to the same level job to recognize the same level duties • 07 - Class/Pay Plan Change – Employee’s SPA classification/pay is being assigned to a different SPA classification/pay system: <ul style="list-style-type: none"> ○ Graded ○ Career Banded ○ Pilot Banded ○ Skill Based Pay ○ Flat Rate (No change in position number) • N/A Reallocation Inc – After Eff Date Full - employee receives full increase approved by SPC after the approved effective date (current basis). (This reason was removed effective 7/27/11) <p>NOTE: Reallocation Horizontal should be used for the PA Action when the holder of the position is already functioning as the reallocated classification in a work-against capacity. EXAMPLE: Position # 12345678 is classified as a Food Service Assistant II (SG 52) and Jane Doe is “working against” this position as a W/A Housekeeper (SG 50). Process the OM action – Reallocate Position Down to reclassify the position to a Housekeeper (SG 50) and process the PA action – Reallocation / Reallocation Horizontal since Jane Doe already functions as a W/A Housekeeper in a “work-against” capacity. The W/A should be removed from the job title with the reallocation action.</p> <p>NOTE: Use Reallocation – Class/Pay Plan Change when reallocating employees from grade to band OR band to grade.</p>		<ul style="list-style-type: none"> • PCR number <p>EXAMPLE: 02/05/2010 – TPMartin Reallocation / Reallocation Up</p> <p>Wilma Flintstone – Pernr # 123456 Action to reallocate Ms. Flintstone from a Personnel Assistant IV, sg 59 to a Personnel Assistant V, sg 61 effective 02/01/2010 with a 5% increase in annual salary from \$30,000 to \$31,500. Ms. Flintstone qualifies for this classification and salary with an Associate Degree in Business Administration and 7 years of directly related experience. Management reserves the right to award the balance of a 10% increase (\$1500) on this 2 grade reallocation up on a current basis if/when funding becomes available.</p> <p>The use of salary reserve for this action was approved via the DHHS freeze release process on 01/28/2010.</p> <p>This 5% reallocation increase does not exceed the 10% increase limit for FY2011-2012.</p> <p>PCR# 1000123456</p> <p>NOTE: The subsequent action/reason to be used to award all or part of a balance of the reallocation increase is Reallocation - Reallocation Inc-After Eff Date Complete or Partial, respectively. Notes should include a statement similar to “This action grants the remaining balance of \$1,500 that was recorded on the 2/1/2010 reallocation action.” Copy and paste notes from the original reallocation action.</p>
<p>Reinstatement - the reemployment of a former employee after a break in service (separation of 31</p>	<ul style="list-style-type: none"> • 01 - Return to State within 12 months (same salary grade) – employee separated from a graded position is rehired in less than 12 months to a graded position with the same salary grade. [NOTE: Not to be used for re-employment from or to career banded positions 	<p>Classification & Compensation Erin Allen</p>	<ul style="list-style-type: none"> • Date and Initiator initials • Employee name and personnel number • Action type and effective date • Employee qualifications for classification

<p>calendar days); or is the reinstatement of an employee from leave of absence (LOA);</p> <p>NOTE: Employee has been in BEACON SAP system before.</p> <p>This action should also be used to reinstate an employee who was previously employed in BEACON with an agency and then transferred to a University of other non-BEACON State agency and then transfers back to a BEACON agency without a break in service.</p> <p>NOTE: Return to State within 5 years or after 5 years are your only options when an employee returning to/from graded/banded classes. Same, higher or lower salary grade only applies when employee returns to/from graded classes.</p> <p>NOTE: For classifications that you do not have delegated authority for, please include information regarding</p>	<p>or other non-graded pay systems]</p> <ul style="list-style-type: none"> • 02 - Return to State within 12 months (higher salary grade) - employee separated from a graded position is rehired in less than 12 months to a graded position with a higher salary grade. [NOTE: Not to be used for re-employment from or to career banded positions or other non-graded pay systems] • 03 - Return to State within 12 months (lower salary grade) - employee separated from a graded position is rehired in less than 12 months to a graded position with a lower salary grade. [NOTE: Not to be used for re-employment from or to career banded positions or other non-graded pay systems] • 04 - Return to State within 5 years – employee separated from a graded position is rehired in a graded position after a separation of more than 12 months but no more than 5 years, or employee who separated from any non-graded pay system (banded, skill based pay, pilot band, flat rate) and is being rehired in a state position (any pay system) after a separation of no more than 5 years. [NOTE: check reinstatement of sick leave if eligible.] • 05 - Return to State after 5 years – employee separated from any pay system is rehired after 5 years to a state position in any pay system. [NOTE: sick leave shall not be reinstated] • 19 - Return to Supplemental – return to work. (Used only when employee separated as supplemental and is being reinstated as supplemental) <p>NOTE: If employee worked for a BEACON agency and has a BEACON record, then transferred to a Non-BEACON agency and is now transferring back to a BEACON agency, you must use one of the Non-BEACON Transfer reasons listed below.</p> <ul style="list-style-type: none"> • 30 - Non-BEACON Transfer Lateral – Movement without a break in service from a Non-BEACON agency graded position to a BEACON agency position assigned to a same salary grade or movement without a break in service between a Non-BEACON agency career-banded position to a BEACON agency career-banded position with the same journey market rate or movement without a break in service from a Non-BEACON agency career-banded position to a BEACON agency career-banded position within the same banded class with the same competency level. • 31 - Non-BEACON Transfer Reassignment – Movement without a break in service from a Non-BEACON agency graded position to a 	<p>(Yes)</p>	<p>and salary</p> <ul style="list-style-type: none"> • Address equity and other salary administration considerations • DHHS freeze release information • PCR Number • Check position eligibility settings • Include the following information: <ol style="list-style-type: none"> 1. Last NC State Agency employer 2. Date Separated 3. Position/salary grade/salary 4. Leave balance information <p>EXAMPLE: 02/04/2010 – TPMartin Reinstatement / Return to State within 12 months (same salary grade)</p> <p>Barney Fife – Pernr # 123456 Action to reinstate Barney Fife to position #12345678, Health Care Tech I, sg 58 effective 02/01/2010 at an annual salary of \$29,213. This is a reinstatement within 12 months to the same class, salary grade and salary plus the 7/1/09 2.5% legislative increase. 6/30/09 salary = \$28,500 x 2.5% = \$29,213 Mr. Fife qualifies for this classification and salary with a High School diploma and the following experience:</p> <table border="0"> <tr> <td>HCT I – Cherry Hospital (07/01/2003 - 06/30/2009)</td> <td>= 6 yrs.</td> </tr> <tr> <td>HCT – General Hospital (07/01/2009 – 01/31/2010)</td> <td>= 7 mos.</td> </tr> <tr> <td>Total related experience</td> <td>= 6 yrs. 7 mos.</td> </tr> <tr> <td>Minus required T & E</td> <td>= 0 yrs.</td> </tr> <tr> <td>Total exceeding</td> <td>= 6 yrs. 7 mos.</td> </tr> </table> <p>Total exceeding 79 mos. x .0041666 which qualifies the employee to be paid 33% above the minimum of the sg or \$33,065. Mr. Fife is being paid \$29,213 which is 17.5% above the minimum of \$24,861 for</p>	HCT I – Cherry Hospital (07/01/2003 - 06/30/2009)	= 6 yrs.	HCT – General Hospital (07/01/2009 – 01/31/2010)	= 7 mos.	Total related experience	= 6 yrs. 7 mos.	Minus required T & E	= 0 yrs.	Total exceeding	= 6 yrs. 7 mos.
HCT I – Cherry Hospital (07/01/2003 - 06/30/2009)	= 6 yrs.												
HCT – General Hospital (07/01/2009 – 01/31/2010)	= 7 mos.												
Total related experience	= 6 yrs. 7 mos.												
Minus required T & E	= 0 yrs.												
Total exceeding	= 6 yrs. 7 mos.												

<p>review/approval by (Name), DHR Central Office Senior Analyst.</p> <p>NOTE: For reinstatement between two BEACON agencies when a separation has been processed but there was less than a 31 day break in service; work with BEST to delete the separation and process the action as a Transfer, the releasing agency will need to exhaust leave or use LWOP for the period not worked prior to the start date with the receiving agency.</p> <p>Reinstatement – continued</p>	<p>BEACON agency position assigned to a lower salary grade or movement without a break in service between a Non-BEACON agency career-banded position to a BEACON agency career-banded position with a lower journey market rate or movement without a break in service from a Non-BEACON agency career-banded position to a BEACON agency career-banded position within the same banded class with a lower competency level.</p> <ul style="list-style-type: none"> • 32 - Non-BEACON Transfer Promotion – Movement without a break in service from a Non-BEACON agency graded position to a BEACON agency position assigned to a higher salary grade or movement without a break in service between a Non-BEACON agency career-banded position to a BEACON agency career-banded position with a higher journey market rate or movement without a break in service from a Non-BEACON agency career-banded position to a BEACON agency career-banded position within the same banded class with a higher competency level. • 33 - Non-BEACON Transfer EPA – SPA – Employee movement without a break in service from a Non-BEACON agency EPA position to a BEACON agency SPA position or vice versa. • 34 - Non-BEACON Transfer Class/Pay Plan Change – Employee movement without a break in service from a Non-BEACON agency SPA position to a BEACON agency SPA position assigned to different class/pay systems: <ul style="list-style-type: none"> ○ Graded ○ Career Banded ○ Pilot Banded ○ Skill Based Pay ○ Flat Rate <p>NOTE: Education Lottery withdrew from SAP 12/2011; some Education Lottery Employees will have BEACON IDs.</p>		<p>sg 58. Management has considered internal equity and other salary considerations.</p> <p>The use of salary reserve for this action was approved via the DHHS freeze release process on 01/24/2010.</p> <p>Last state agency: DHHS/Cherry Hospital Separation date: 06/30/2009 Last position/sg/salary: HCT I, sg 58, \$28,500 Leave balances to reinstate: Sick (9200) = 175 hours Community Service (9560) pro-rate for 11 mos. (2/1/10 – 12/31/10) = 22 hours {Must consider amount of CSL already used in current calendar year if reinstatement within same calendar year}</p> <p>**This action will not be processed until employee reports to work on (date). **</p> <p>PCR# 1000123456</p> <p>**If part time appointment, include part time hours in notes. (Ex. Employee is part time 20 hours per week).</p> <p>For Banded Positions if applicable: This is a Journey “J” level position but posting indicates that management will consider Contributing “C” level if there are no qualified Journey level applicants.</p> <p>NOTE: The salary qualification worksheet may be attached.</p>
<p>Reinstatement - the reemployment of a former employee after a break in service (separation of 31</p>	<ul style="list-style-type: none"> • 09 - Return from Disciplinary Suspension – returning to work. • 10 - Return from Investigatory Placement Leave – returning to work. 	<p>Employee Relations Toni Stuckey Lillie Peebles</p>	<ul style="list-style-type: none"> • Basis for action - UPC/UJP/GIJP • Dates of Suspension/Dismissal/ILWP • ILWP-Refer to Disciplinary Action -If employee will be placed on suspension

<p>calendar days); or is the reinstatement of an employee from leave of absence (LOA);</p> <p>NOTE: Employee has been in BEACON SAP system before.</p> <p>Reinstatement – continued</p>		<p>(Yes)</p>	<p>or dismissal immediately following the ILWP, you do not have to reinstate the employee prior to completing the Suspension or Dismissal action.</p> <ul style="list-style-type: none"> • Check position eligibility settings <p>Dismissal notes should read: EE is being reinstated effective (DATE) in position (NUMBER) on (WHAT SHIFT & UNIT/BLDG). EE is being reinstated pursuant to a (settlement agreement after filing a petition with the Office of Administration Hearings (OAH)/Civil Rights Division/Step 2/Step 3.) A certified letter dated (DATE) was mailed to the employee notifying her of this decision. This decision involves a back pay award and this action is being completed to allow for the ee's earliest possible inclusion on the next regular unit payroll for salary due from the date of return to duty. EE returned to work effective (DATE).The back pay award will be processed separately in accordance with applicable state personnel and budget regulations.</p> <p>PCR# 1000123456</p> <p>Note: Please fax a copy of the suspension/separation letter signed by the Manager/Director and employee if applicable. If the signed Suspension/Dismissal letter was previously submitted, then send the ER approver an e-mail notification of the reinstatement action.</p>
<p>Reinstatement - the reemployment of a former employee after a break in service (separation of 31 calendar days); or is the reinstatement of an employee from leave of absence (LOA);</p>	<ul style="list-style-type: none"> • 20 - Return from STD with Restrictions – Return to work from LOA with restrictions such as physical restrictions (lifting, standing, driving, etc.) or time limit restrictions limiting the number of hours the employee can work. • 06 - Return from Short-Term Disability Trial Rehab – return to work from LOA in the same capacity that existed prior to the disability. Based on doctor's note. 	<p>Safety & Benefits Mike Zeinstra</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Date returned to work • EE's schedule (part-time, full-time, etc.) • If any restrictions and the length of time for restrictions • If doctor's note was obtained and on file for EE to return to work • Leave balances (approved, holiday,

<p>NOTE: Employee has been in BEACON SAP system before.</p> <p>Reinstatement - continued</p>	<p>NOTE: Reinstatements from LOA – Return from STD with Restrictions requires 2 actions</p> <p>#1 – Reinstatement at same status held prior to the LOA</p> <p>#2 – Appointment Change to change hours/salary</p>		<p>sick)</p> <ul style="list-style-type: none"> • Check position eligibility settings <p>PCR# 1000123456</p>
<p>Reinstatement - the reemployment of a former employee after a break in service (separation of 31 calendar days); or is the reinstatement of an employee from leave of absence (LOA);</p> <p>NOTE: Employee has been in BEACON SAP system before.</p>	<ul style="list-style-type: none"> • 07 - Return from Short-Term Disability Complete – returning to work per doctor’s note. 	<p>Safety & Benefits Mike Zeinstra</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Date returned to work • STD total amount used • If doctor’s note was obtained and on file for EE to return to work • Leave balances (approved, holiday, sick) • If Form 714 for reimbursement and service credit has been sent to Retirement System • Check position eligibility settings <p>PCR# 1000123456</p>
<p>Reinstatement - the reemployment of a former employee after a break in service (separation of 31 calendar days); or is the reinstatement of an employee from leave of absence (LOA);</p> <p>NOTE: Employee has been in BEACON SAP system before.</p>	<ul style="list-style-type: none"> • 08 - Return from Long-Term Disability – returning to work per doctor’s note. 	<p>Safety & Benefits Mike Zeinstra</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Date returned to work • If doctor’s note was obtained and on file for EE to return to work • Leave balances (approved, holiday, sick) • Check position eligibility settings <p>PCR# 1000123456</p>
<p>Reinstatement - the reemployment of a former employee after a break in service (separation of 31</p>	<ul style="list-style-type: none"> • 11 - Return from Military Leave – returning to work. • 21 - Return from Military Care Giver Leave – returning to work. 	<p>Safety & Benefits Mike Zeinstra</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Date returned to work • Leave balances (approved, holiday, sick) • Check position eligibility settings

<p>calendar days); or is the reinstatement of an employee from leave of absence (LOA);</p> <p>NOTE: Employee has been in BEACON SAP system before.</p>			<p>PCR# 1000123456</p>
<p>Reinstatement - the reemployment of a former employee after a break in service (separation of 31 calendar days); or is the reinstatement of an employee from leave of absence (LOA);</p> <p>NOTE: Employee has been in BEACON SAP system before.</p>	<ul style="list-style-type: none"> • 13 - Return from Workers' Comp with MMI Complete – Employee has reached maximum medical improvement (MMI) and has been released to return to permanent work in the same position or one of seniority, status and pay held prior to WC leave. • 22 - Return from Workers' Comp with MMI Disability – Employee has reached maximum medical improvement (MMI) and has been released to return to work but has a disability which prohibits employment in the same capacity that existed prior to WC leave. • 12 - Return from Workers' Comp with Limited Duty 20-40 hrs - Employee has been released to return to limited duty with a work schedule of 20 or more hours a week. • 23 - Rtn from Workers' Comp with Limited Duty less than 20 hrs - Employee has reached maximum medical improvement (MMI) and has been released to return to limited duty with a work schedule of less than 20 hours a week. <p>NOTE: #12 and #23 are temporary Actions and if the employee comes back working less hours than when they left, an Appointment Change Action must accompany the Reinstatement Action using the same Effective Date.</p>	<p>Safety & Benefits Mike Zeinstra</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Date returned to work • Leave Balances (approved, holiday, sick) • If Doctor's note on file to release EE with work restrictions • Length of time for work restrictions • Check position eligibility settings <p>PCR# 1000123456</p>
<p>Reinstatement - the reemployment of a former employee after a break in service (separation of 31</p>	<ul style="list-style-type: none"> • 15 - Return from FMLA – return to work. 	<p>Safety & Benefits Mike Zeinstra</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Date returned to work • Leave Balances • FMLA total hours used, hours

<p>calendar days); or is the reinstatement of an employee from leave of absence (LOA);</p> <p>NOTE: Employee has been in BEACON SAP system before.</p>			<p>remaining, and 12 month period</p> <ul style="list-style-type: none"> • If Doctor's note was obtained and on file for EE to return to work • Check position eligibility settings <p>PCR# 1000123456</p>
<p>Reinstatement the reemployment of a former employee after a break in service (separation of 31 calendar days); or is the reinstatement of an employee from leave of absence (LOA);</p> <p>NOTE: Employee has been in BEACON SAP system before.</p>	<ul style="list-style-type: none"> • 16 - Return from Family Illness - return to work. • 17 - Return from Parental – return to work. • 18 - Return from LOA Other – return to work. • 14 - Return from Educational Leave – return to work (Dr. note not applicable) 	<p>Safety & Benefits Mike Zeinstra</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Date returned to work • Leave Balances • Check position eligibility settings <p>PCR# 1000123456</p> <p>If applicable, If Doctor's note was obtained and on file for EE to return to work</p>
<p>Salary Adjustment - an increase in an employee's salary within the current position.</p> <p>Note: Attach In Range form to all Salary Adjustment/In-Range PCR's.</p> <p>NOTE: For classifications that you do not have delegated authority for, please include information regarding review/approval by (Name), DHR Central Office Senior Analyst.</p>	<ul style="list-style-type: none"> • 01- Salary Adjustment – general increase in an EPA employee or temporary employee's base salary or a federal "prevailing wage" salary increase to an employee with a H1B Visa. NOTE: Use of this reason for any other reason than defined must have OSP approval. • 07 - Acting Pay – temporary increase in employee base salary. • 08 - Retention Adjustment – increase in employee base salary due to receiving an outside offer and approval from State Personnel Director. Note: Agencies typically use the in-range adjustment retention reason if the employee meets the eligibility requirements and the percentage awarded falls within the in-range adjustment policy guidelines. • 09 - Trainee Adjustment – increase in employee base salary based on Trainee Progression Guide. • 10 - Lead Worker Adjustment – increase in employee base salary due to assuming lead worker responsibilities. • 11 - EPA Supplemental Payment - Pay in addition to base pay. • 12 - In-Range – Higher Level – increase in employee base salary due to documented changes has occurred in duties and responsibilities that are at a higher level but not substantial enough to justify reclassification to a higher salary grade or a salary range revision. • 13 - In-Range – Increase Variety - increase in employee base 	<p>Classification & Compensation Erin Allen</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Date and Initiator initials • Employee name and personnel number • Action type and effective date • Salary change information, and if applicable employee minimum qualifications for classification and approximate duration (Acting/Temp In-Range) • Address equity and other salary administration considerations • DHHS freeze release information • PCR Number <p>EXAMPLE: 11/12/2011 – TPMartin Salary Adjustment / Acting Pay</p>

Salary Adjustment – continued

salary due documented changes has occurred in duties and responsibilities that are at the same level but the changes have increased the variety and scope of duties and/or accountability of the employee.

- **14 - In-Range – Equity** – increase in employee base salary to establish equitable salary relationships among employees performing the same type and level of work.
- **15 - In-Range – Retention** – increase in employee base salary to avoid losing the employee due to an outside job offer.
- **16 - In-Range – Turnover** – increase in employee base salary to reduce turnover.
- **17 - In-Range – Other Labor Market** – increase in employee base salary due to documented labor market information
- **18 - Geographic Differential** – increase in employee base salary based on Geographic Differential Guide.
- **19 - Site Differential - used by Corrections only.**
- **20 - CGRA** – increase in employee base salary for Career Growth Recognition Award, approved by Legislation.
- **22 - Legislative Increase** - increase in employee base salary for Cost-of-Living, approved by Legislation.
- **23 - Performance Increase** – increase in employee base salary for performance.
- **24 - LEO Sworn** – increase in employee base salary for obtaining Basic Law Enforcement Training (BLET) certification.
- **40 - Temp In-Range for Job Change** – Increase in an SPA graded employee base salary resulting from the temporary assignment of additional job duties and responsibilities such as a special project or assignment. **NOTE:** Additional duties are not the result of “acting pay or acting promotion”.
- **02 - Correct New Hire Salary** – Decrease or increase in employee base salary to correct the new hire salary. **(DHHS Note: Same effective date as new hire action).**
- **50 - Auto Sal Adj – AOC Only** – Salary Adjustments authorized by NC General Statutes (7A-102 and 7A-171.1) for assistant clerks, deputy clerks, deputy clerks/bookkeepers and magistrates.

Jane Doe – Pernr # 123456
Action to award Jane Doe a 10% acting pay increase from \$42,000 to \$46,200 in her current position, Personnel Analyst II, sg 72, #87654321 effective 11/01/2011. Ms. Doe will function as unit supervisor until position #12345678, Personnel Supervisor II, sg 78 can be recruited for and filled, approximately twelve months, at which time Ms. Doe’s salary will revert back when acting capacity ends. Ms. Doe meets the minimum qualifications of the Personnel Supervisor II classification.

This 10% acting pay increase does not exceed the 10% salary increase limit for FY 2011-2012.

The use of salary reserve for this action was approved via the DHHS freeze release process on 10/26/2011.

PCR# 1000123456

NOTE: The subsequent action/reason to be used to cancel this acting pay is Cancel Adjustment / Cancel Acting Pay/Promotion. Create monitoring of task to track for future cancel action.

PLEASE REFER TO CANCEL ADJUSTMENT FOR EXAMPLE

<p>Separation - from State service occurs when an employee leaves the payroll for the following reasons: resignation, voluntary resignation w/o notice, separation due to unavailability, retirement, reduction-in-force, dismissal, appointment ended, and death</p> <p>NOTE: All negative leave balances should be rectified prior to processing the separation action.</p> <p>REMINDER: Do not process the Separation action if there is any time entry past the effective date of the Separation. Time Entry must be deleted/delimited and Time Evaluation updated before the action can be processed without creating a Time Error.</p>	<ul style="list-style-type: none"> • 21 - Pay in lieu of notice – employee is paid for notice instead of working the notice (Requires OSP approval). 	<p>Employee Relations Toni Stuckey Lillie Peebles</p> <p>(Yes)</p>	<p>Basis for action-UPC/UJP/GIJP/Involuntary Sep/Prob. Sep prior to achieving per status. Effective: Effective date on the letter Give detailed reason that we are paying in lieu of separation. List payout info: Vacation: 165 hours (to be paid out) Bonus: 20 hours (to be paid out) Adverse Weather: 0 Sick: 212 hours (remains on the books 5 yrs) CSL: zeroed out via 2013 Quota Correction (Note: If applicable, any vacation leave over 240 hours that remains on the books cannot be deleted until after the grievance process is completed. Please complete a Monitoring of Task to follow up in 3 months to check the status of the grievance.) FML: 360 hours through 08/18/2010 (from 08/19/2009 through 08/18/2010 – 120 hours used)</p> <p>Negative balances have been checked and are clear. OR Negative balances have been checked and their resolution is pending.</p> <p>Employee is due pro-rated longevity for 4 months.</p> <p>A copy of the separation letter was faxed to ER on (Date).</p> <p>PCR# 1000123456</p> <p>Note: Please fax a copy of the separation letter signed by the Manager/Director and employee if applicable.</p>
<p>Separation - from State service occurs when an employee leaves the payroll for the following reasons: resignation, voluntary</p>	<ul style="list-style-type: none"> • 03 - Involuntary Separation - (1) the employee's inability to return to all of his/her position's essential duties and work schedule due to a medical condition or the vagueness of a medical prognosis; or (2) the employee and the agency cannot reach agreement on a return to work arrangement that meets both the operating needs of the agency and the employee's medical/health needs. 	<p>Employee Relations Toni Stuckey Lillie Peebles</p> <p>(Yes)</p>	<p>Basis for action-UPC/UJP/GIJP/Involuntary Sep/Prob. Sep prior to achieving per status. Effective: Effective date on the letter Give detailed reason that we are paying in lieu of separation. List payout info:</p>

<p>resignation w/o notice, separation due to unavailability, retirement, reduction-in-force, dismissal, appointment ended, and death.</p> <p>NOTE: All negative leave balances should be rectified prior to processing the separation action.</p> <p>REMINDER: Do not process the Separation action if there is any time entry past the effective date of the Separation. Time Entry must be deleted/delimited and Time Evaluation updated before the action can be processed without creating a Time Error.</p> <p>Separation - Continued</p>	<ul style="list-style-type: none"> • 04 - Did not Report – no show • 05 - Voluntary resigned without Notice - employee who is absent from work and does not contact the employer for three consecutive scheduled workdays may be separated from employment as a voluntary resignation. • 16 -Dismissed – Gross Inefficiency – separated for gross-inefficiency. • 17 - Dismissed – Conduct – separated for conduct. • 18 - Dismissed – Unsatisfactory Performance – separated for unsatisfactory performance • 20 - Prior to achieving perm status – employee involuntarily separated during probation at the initiation of management. • 29 - Unavailable to work – employee becomes or remains unavailable for work after all applicable leave credits have been exhausted and agency management does not grant a leave without pay, or does not extend a leave without pay period, for reasons deemed sufficient by the agency. • 40 - 115C Dismissal – Dismissal of a teacher or school administrator who was hired in a position subject to the G.S. 115C public education human resources system. [NOTE: Specific reason for the dismissal as outlined in G. S. 115C-325(c)(1) must be placed in the comments section.] 		<p>Vacation: 165 hours (to be paid out) Bonus: 20 hours (to be paid out) Adverse Weather: 0 Sick: 212 hours (remains on the books 5 yrs) CSL: zeroed out via 2013 Quota Correction (Note: If applicable, any leave that remains on the books cannot be deleted until after the grievance process is completed. Please complete a Monitoring of Task to follow up in 3 months to check the status of the grievance.) FML: 360 hours through 08/18/2010 (from 08/19/2009 through 08/18/2010 – 120 hours used)</p> <p>Negative balances have been checked and are clear. OR Negative balances have been checked and their resolution is pending.</p> <p>Employee is due pro-rated longevity for 4 months.</p> <p>A copy of the separation letter was faxed to ER on (Date).</p> <p>PCR# 1000123456 Note: Please fax a copy of the separation letter signed by the Manager/Director and employee if applicable.</p>
<p>Separation - from State service occurs when an employee leaves the payroll for the following reasons: resignation, voluntary resignation w/o notice, separation due to unavailability, retirement, reduction- in-force, dismissal, appointment ended, and death.</p>	<ul style="list-style-type: none"> • 06 - RIF with no Severance/Health Insurance - employee reduced in force for reasons of shortage of funds or work, abolishment of a position, or other material changes in duties or organization, but the employee is not eligible for severance or health insurance benefits. (Requires OSP approval). • 28 - RIF – Discontinued Service Retirement – employee is reduced in force and has been approved by the Office of State Budget and Management to receive discontinued service retirement. (Requires OSP approval). 	<p>Recruitment Services Will Shaw Alma Troutman</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Reason for reduction in force (RIF) • If the position occupied by the employee being separated is being abolished, the action comments must include a statement to that effect. If a position other than the position occupied by the employee is being abolished, the action comments must include the position number, classification title and salary grade or position competency level. • Only if applicable: Employee is eligible for severance and/or discontinued service retirement (<i>indicate which one or both</i>) however, request is not being

<p>NOTE: All negative leave balances should be rectified prior to processing the separation action.</p> <p>REMINDER: Do not process the Separation action if there is any time entry past the effective date of the Separation. Time Entry must be deleted/delimited and Time Evaluation updated before the action can be processed without creating a Time Error.</p> <p>Separation - continued</p>			<p>recommended by DHHS Secretary and employee is not receiving the RIF health insurance benefits (<i>if employee is receiving health insurance benefits- STOP-you should process as a Separation Pay Continuation</i>)</p> <ul style="list-style-type: none"> Only if applicable: Employee eligible for severance and/or discontinued service retirement (<i>indicate which one or both</i>) however, request was not approved by the Office of State Budget and employee is not receiving the RIF health insurance benefits (<i>if employee is receiving health insurance benefits- STOP-you should process as a Separation Pay Continuation</i>) <p>Negative balances have been checked and are clear. OR Negative balances have been checked and their resolution is pending.</p> <p>PCR# 1000123456</p>
<p>Separation - from State service occurs when an employee leaves the payroll for the following reasons: resignation, voluntary resignation w/o notice, separation due to unavailability, retirement, reduction- in-force, dismissal, appointment ended, and death.</p> <p>NOTE: All negative leave balances should be rectified prior to processing the separation action.</p>	<ul style="list-style-type: none"> 26 - Cancel Separation Pay Continuation – moves separated employee from inactive to withdrawn status and will no longer receive pay from BEACON. 	<p>Recruitment Services Will Shaw Alma Troutman</p> <p>(Yes)</p>	<ul style="list-style-type: none"> RIF Separation-Employee no longer in pay continuation status due to ____ (be sure to indicate the reason e.g., no longer eligible for health insurance coverage and severance, retirement, etc.) <p>Negative balances have been checked and are clear. OR Negative balances have been checked and their resolution is pending.</p> <p>PCR# 1000123456</p> <p>REMINDER: Do not process this action until the employee is no longer eligible for health insurance benefits or severance payments.</p>

<p>REMINDER: Do not process the Separation action if there is any time entry past the effective date of the Separation. Time Entry must be deleted/delimited and Time Evaluation updated before the action can be processed without creating a Time Error.</p> <p>Separation – continued</p>	<p>NOTE: If Separation / Cancel Separation Pay Continuation for STD or LEO, the action will be reviewed by Classification & Compensation</p> <p>NOTE: Once a Separation Pay Continuation – Retirement (Law Enforcement Supplement) action has been processed a subsequent future dated action - Separation / Cancel Separation Pay Continuation should be processed as soon as the Separation / Separation Pay Continuation action has been processed.</p>	<p>Classification & Compensation Tracy Martin</p> <p>(Yes)</p>	<p>Cancel Separation due to STD, LEO, etc</p> <ul style="list-style-type: none"> • Date and Initiator initials • Employee name and personnel number • Action type and effective date • Why the action is being cancelled • Leave balances • Longevity payout • DHHS freeze release information • PCR Number <p>EXAMPLE: 7/15/12 – EJAllen Separation / Cancel Separation Pay Continuation</p> <p>Barney Rubble – Pernr # 123456 Action to cancel separation pay continuation/STD for Mr. Rubble effective 7/11/12. Mr. Rubble has received the full 12 months of STD benefits which ended effective 7/11/12. Mr. Rubble’s application for LTD is pending approval by the NC Retirement System.</p> <p>All leave balances have been exhausted.</p> <p>Employee is due 2 months pro-rated longevity payment for May and June 2011. STD period July 12, 2011 – July 11, 2012 Longevity anniversary month – May Last annual longevity payment rec’d April 30, 2011 for 15 years of service. Longevity payments rolled into STD payments for months of July 2011 – June 2012.</p> <p>OR</p> <p>Employee is not eligible for longevity payout.</p> <p>Negative balances have been checked and are clear. OR Negative balances have been checked and their resolution is pending. PCR # 1000123456</p>
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<p>Separation - from State service occurs when an employee leaves the payroll for the following reasons: resignation, voluntary resignation w/o notice, separation due to unavailability, retirement, reduction-in-force, dismissal, appointment ended, and death.</p> <p>NOTE: All negative leave balances should be rectified prior to processing the separation action.</p> <p>REMINDER: Do not process the Separation action if there is any time entry past the effective date of the Separation. Time Entry must be deleted/delimited and Time Evaluation updated before the action can be processed without creating a Time Error.</p>	<ul style="list-style-type: none"> • 08 - Long-Term Disability – employee has exhausted short-term disability and been approved by the Retirement System to be separated to Long-Term Disability. 	<p>Safety & Benefits Tracy Martin</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • 60 day waiting period-Begin and End Date • STD- Begin and End Date • If EE will be receive lump sum payout for leave and how much leave will be paid out • If Resignation notice is obtained and on file • Effective date of approval for LTD <p>Negative balances have been checked and are clear. OR Negative balances have been checked and their resolution is pending.</p> <p>PCR# 1000123456</p>
<p>Separation - from State service occurs when an employee leaves the payroll for the following reasons: resignation, voluntary resignation w/o notice, separation due to unavailability, retirement, reduction-in-force, dismissal, appointment ended, and death.</p>	<ul style="list-style-type: none"> • 10 - Retirement Disability – employee receives disability until they meet retirement eligibility. 	<p>Safety & Benefits Tracy Martin</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • 60 day waiting period-Begin and End Date • STD- Begin and End Date • If EE will be receive lump sum payout for leave and how much leave will be paid out • Effective date of approval for Retirement Disability

<p>NOTE: All negative leave balances should be rectified prior to processing the separation action.</p> <p>REMINDER: Do not process the Separation action if there is any time entry past the effective date of the Separation. Time Entry must be deleted/delimited and Time Evaluation updated before the action can be processed without creating a Time Error.</p>			<p>Negative balances have been checked and are clear. OR Negative balances have been checked and their resolution is pending.</p> <p>PCR# 1000123456</p>
<p>Separation - from State service occurs when an employee leaves the payroll for the following reasons: resignation, voluntary resignation w/o notice, separation due to unavailability, retirement, reduction-in-force, dismissal, appointment ended, and death.</p>	<ul style="list-style-type: none"> • 24 - Terminate while on FMLA – employee did not return from FMLA. 	<p>Safety & Benefits Tracy Martin</p> <p>(Yes)</p>	<p>DHHS does <u>not</u> use this action & reason</p>
<p>Separation - from State service occurs when an employee leaves the payroll for the following reasons: resignation, voluntary resignation w/o notice, separation due to unavailability, retirement,</p>	<ul style="list-style-type: none"> • 01 - Better Employment – accepted employment from private company. • 02 - Personal Reasons – leaving for personal reasons. (see note below) • 07 - No Reason Given – employee didn't give a reason. • 09 - Retirement - The last day of work shall be the date separated, except in cases where an employee is exhausting leave prior to retirement. If the last day of work is the last workday in the month, the employee shall be paid for the full month 	<p>Classification & Compensation Tracy Martin</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Date and Initiator initials • Employee name and personnel number • Action type and effective date • Reason for separation • Leave balances • DHHS freeze release information • PCR Number • Check position eligibility settings

reduction-in-force, dismissal, appointment ended, and death.

NOTE: All negative leave balances should be rectified prior to processing the separation action.

Separation – Supplemental Appt Term
- An employee whose last day worked was in April 2012, and you are initiating the PCR in June 2012, the effective date of the PCR should be 6/1/12. **Current effective date is the first day of the current month.**

NOTE:
Separation/Retirement:
Last day worked field should indicate the last day the employee physically worked; the effective date of the action is the last day of the month which makes the effective date of retirement the first day of the following month. Include detailed information in the notes regarding leave exhausted between last day worked and effective date of separation/retirement.

- **11 - Contract Ended** – end of contract.
- **12 - Time Limited Appt. Term** – end of time-limited appointment.
- **13 - Supplemental Appt. Term** – end of temporary appointment.
NOTE: Must use current effective date see side note
- **15 - Not Re-Elected** – employee wasn't re-elected.
- **14 - Appointment Ended** - separation occurs when an employee is terminated for reasons other than just cause from one of the following positions:
 - Exempt positions appointed by the Governor
 - Policy-making positions
 - Confidential assistants and secretaries
 - Chief Deputy or Chief Administrative Assistant
 - certain Judicial Branch positions
- **22 - Death** - The last day of work or the day of death shall be the date separated. If the last day of work is the last workday in the month, the employee shall be paid for the full month.
- **23 - Other** – no other reason is applicable
- **25 - Beacon to Non-Beacon Agency** – employee transfers to a Non-Beacon Agency.
- **27 - Removal from Office – AOC Only** – This reason should only be used by the Judicial Branch for elected/appointed officials removed from office.

REMINDER: Do not process the Separation action if there is any time entry past the effective date of the Separation (CATS and/or 2001). Time Entry must be deleted/delimited (CATS and/or 2001) and Time Evaluation updated before the action can be processed without creating a Time Error.

NOTE: Make notes in comments:

- If 9400s were keyed to prevent overpayment
- If 9400s were not keyed to prevent an overpayment make note ee was overpaid.

EXAMPLE #1: 02/03/2010 – TPMartin
Separation / Better Employment

Barney Fife – Perrn # 123456
Resignation received 01/19/2010, will work two week notice. Action to separate Barney Fife effective at the end of the day on Tuesday, February 2, 2010 (Mr. Fife's last day worked) due to better employment. Mr. Fife has accepted a position as a Health Care Technician with General Hospital. Leave balances are as follows:

Vacation: 165 hours (to be paid out)
Bonus: 20 hours (to be paid out)
Adverse Weather: 0
Sick: 212 hours (remains on the books 5 yrs)
NOTE: Sick leave balance should be deleted if balance is transferred to local government or Non-BEACON agency.
CSL: zeroed out via 2013 Quota Correction
FML: 360 hours through 08/18/2010 (from 08/19/2009 through 08/18/2010 – 120 hours used)

Negative balances have been checked and are clear. **OR**
Negative balances have been checked and their resolution is pending.

Employee is due pro-rated longevity for 4 months.

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EXAMPLE #2: 07/02/10 – TPMartin
Separation / No Reason Given

Fred Flintstone – Perrn # 123456
Resignation received 06/22/2010; Fred Flintstone informed his supervisor on 06/22/10 that it would be his last day worked; he did not give a reason for his resignation. Initialization for the June payroll had

If sick leave balance is used toward retirement credit, zero out the sick leave balance via 2013 Quota Correction.

If employee is not eligible for holiday leave, make note and complete 2013 Quota Correction to zero out the holiday balance.

NOTE:

Please reference OSP Policy Section 11 – Separation, Separation Procedures for information regarding effective dates.

Please be reminded that employees who are on FLEX work schedule rules must account for all calendar days in the month (if applicable) in order for pay to calculate correctly

NOTE: Do not future date separation actions except retirements when employee is exhausting pre-approved leave up to the retirement date.

NOTE: 416 (leave payouts) shall not be processed until all leave balances have been

begun when the resignation was received. Time worked (9500) was entered and approved from 06/01/10 through 06/22/10; LWOP (9400) was entered and approved from 06/23/10 through 06/30/10 to avoid an overpayment on the June payroll. The LWOP has now been deleted and this action separates Mr. Flintstone effective at the end of the day on June 22, 2010. Leave balances are as follows:

Vacation: 12 hours (to be paid out)
Bonus: 0
Adverse Weather: 0
Sick: 40 hours (remains on the books 5 years)
CSL: zeroed out via 2013 Quota Correction
FML: Employee has not used any FML or FIL in last 12 months

Negative balances have been checked and are clear. **OR**
Negative balances have been checked and their resolution is pending.

Employee not eligible for longevity

Mr. Flintstone is not eligible for the July 4 holiday. A quota correction will be completed to remove the 8 hour holiday balance.

PCR# 1000123456

EXAMPLE #3 – 08/08/11 – TPMartin
Separation / Better Employment

Opie Taylor – Pernr # 123456
Action to separate Opie Taylor effective 7/31/11 due to better employment. Last day worked was

<p>audited, verified and/or corrected.</p> <p>Separation - continued</p>			<p>Friday, 7/29/11; Saturday and Sunday 7/30 & 7/31/11 are regular "off" days. Employee is being separated effective at the end of the day Sunday 7/31/11 because employee is on a FLEX work schedule rule and pay should be calculated for the full month. Time has been entered, approved, and audited through 7/29/11; negative balances have been checked and are clear; leave balances are as follows:</p> <p>Sick: 204.42 (remains on books for 5 yrs.) Vacation: 107.17 (to be paid out) Bonus: 40.00 (to be paid out) OT Comp: 4.00 removed via quota correction, exempt employee not eligible for payment of OT comp. Adverse Weather: 0.0 CSL: zeroed out via 2013 Quota Correction</p> <p>Employee is not eligible for longevity</p> <p>No FML or FIL used in last 12 months.</p> <p>PCR# 1000123456</p>
<p>Separation Pay Continuation – employee separates but is receiving a check for a specific period of time</p> <p>NOTE: Include in the notes the Separation Pay Continuation Org Unit number the employee is being moved to.</p> <p>NOTE: All negative leave balances should be rectified prior to processing the separation action.</p>	<ul style="list-style-type: none"> • 02 - Reduction in Force Severance and/or Health Insurance – when the Director of the Budget determines that the closing of a State institution or a reduction in force will accomplish economies in the State Budget, severance wages shall be paid to any affected State employee, provided reemployment is not available. This action and reason will be used for paying severance and the employee will remain in this action reason until he or she is no longer eligible for health insurance (normally 12 months). The employee will be put in this action and reason even if he or she is not eligible for severance but should have insurance for 12 months. The Agency will separate the employee after the 12 months (ZG-Separation) but they must coordinate with BEST HR/Benefits prior to processing the action. 	<p>Recruitment Services Will Shaw Alma Troutman</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • If the employee is only eligible for severance, the comments should include calculations for payment obtained from the ZSEV Severance transaction (attach as a document). • If the employee is <u>not</u> eligible for discontinued service retirement (DSR), please note in the comments and explain why (for example, employee is not eligible for DSR because he/she lacks the creditable service and/or age requirement). • If the employee is eligible for both severance and discontinued service retirement, the comments should include calculations of the agency costs for both

REMINDER: Do not process the Separation action if there is any time entry past the effective date of the Separation. Time Entry must be deleted/delimited and Time Evaluation updated before the action can be processed without creating a Time Error.

**Separation Pay
Continuation – continued**

payment types. (If the Secretary of DHHS is not recommending discontinued service retirement (DSR), then use the following comment: “employee is eligible for both severance and discontinued service retirement however the Secretary of DHHS is not recommending discontinued service retirement”)

- If there are available vacancies in the same or related class which would appear to satisfy the employee’s priority or the State’s obligation to pay severance, please provide an explanation as to why the employee is not being considered for such opportunity.
- If the position occupied by the employee being separated is being abolished, the action comments must include a statement to that effect. If a position other than the position occupied by the employee is being abolished, the action comments must include the position number, classification title and salary grade or position competency level. If no position is being abolished, the action comments must include an explanation as to how “economies in the State Budget” are being achieved.
- The budget revision transferring adequate funds into the appropriate line item for severance/DSR must be submitted prior to or concurrent with the personnel action request for severance/DSR. Agencies/universities should also budget for any health insurance continuation costs. The action request comments must include a

<p>Separation Pay Continuation - continued</p>			<p>statement that <u>“adequate funding is budgeted from the same source as the position in appropriate line item for cost of severance”</u>.</p> <p>Negative balances have been checked and are clear. <u>OR</u> Negative balances have been checked and their resolution is pending.</p> <p>PCR# 1000123456</p>
<p>Separation Pay Continuation – employee separates but is receiving a check for a specific period of time.</p> <p>NOTE: All negative leave balances should be rectified prior to processing the separation action.</p> <p>REMINDER: Do not process the Separation action if there is any time entry past the effective date of the Separation. Time Entry must be deleted/delimited and Time Evaluation updated before the action can be processed without creating a Time Error.</p>	<ul style="list-style-type: none"> • 01 - Retirement (Law Enforcement Supplement) – paid to eligible LEOs until they reach 62nd birthday. (Only for eligible LEOs who are currently contributing to the LEO Retirement system.) 	<p>Classification & Compensation Tracy Martin</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Date and Initiator initials • Employee name and personnel number • Action type and effective date • Reason for separation • Leave balances • Duration of Law Enforcement Supplement • PCR Number • Check position eligibility settings <p>EXAMPLE: 04/05/2010 – TPMartin Separation Pay Continuation / Retirement (Law Enforcement Supplement)</p> <p>Barney Fife – Pernr # 123456 Action to separate Barney Fife effective at the end of the day on Monday, April 30, 2012. Mr. Fife is retiring effective May 1, 2012 but is eligible for the law enforcement supplement through the end of the month in which he turns 62 (DOB 7/2/64).</p> <p>Leave balances are as follows:</p> <p>Vacation: 100 hours (to be paid out) Bonus: 20 hours (to be paid out) Sick: 212 hours Adverse Weather: 0 CSL: zeroed out via 2013 Quota Correction FML/FIL: employee has not used any FML or FIL</p>

<p>Separation Pay Continuation - continued</p>			<p>in the last 12 months.</p> <p>Negative balances have been checked and are clear. OR Negative balances have been checked and their resolution is pending.</p> <p>PCR# 1000123456</p> <p>NOTE: Subsequent future dated action - Separation / Cancel Separation Pay Continuation should be processed as soon as the Separation / Separation Pay Continuation action has been processed.</p> <p>In the example above, once the Separation Pay Continuation action has been processed and is in the system; create a PCR for Separation – Cancel Separation Pay Continuation with an effective date of 7/31/2026.</p>
<p>Separation Pay Continuation – employee separates but is receiving a check for a specific period of time.</p> <p>NOTE: All negative leave balances should be rectified prior to processing the separation action.</p> <p>REMINDER: Do not process the Separation action if there is any time entry past the effective date of the Separation. Time Entry must be deleted/delimited and Time Evaluation updated before the action can be processed without creating</p>	<ul style="list-style-type: none"> • 04 - Separation – Short-Term Disability – employee is separated but still receiving Short Term Disability benefits. 	<p>Safety & Benefits Tracy Martin</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • 60 day waiting period-Begin and End Date (if applicable) • STD 12 month period- Begin and End Date • If application has been approved and filed and by whom • If EE is eligible for health insurance and has 5 years of retirement service according to ORBIT only (EE may have withdrawn time) <p>Negative balances have been checked and are clear. OR Negative balances have been checked and their resolution is pending.</p> <p>PCR# 1000123456</p> <p>NOTE: Subsequent action Separation / Cancel</p>

a Time Error.			Separation Pay Continuation when STD benefits end.
<p>Suspension – the removal of an employee from work for disciplinary reasons without paying the employee.</p>	<ul style="list-style-type: none"> • 01 - Conduct – an act that is: <ul style="list-style-type: none"> - conduct for which no reasonable person should expect to receive prior warning; or - job-related conduct which constitutes a violation of State or federal law; or - conviction of a felony or an offense involving moral turpitude that is detrimental to or impacts the employee’s service to the State; or - the willful violation of known or written work rules; or - conduct unbecoming a State employee that is detrimental to State service; or - the abuse of client(s), patient(s), student(s) or person(s) over whom The employee has charge or to whom the employee has a responsibility of an animal owned by the State; or - absence from work after all authorized leave credits and benefits have been exhausted; - falsification of a State application or in other employment documentation. • 02 - Unsatisfactory Performance - work-related performance that fails to satisfactorily meet job requirements as set out in the relevant job description, work plan, or as directed by the management of the work unit or agency. • 03 - Gross inefficiency - Failure to satisfactorily perform job requirements as set out in the job description, work plan, or as directed by the management of the work unit or agency; and, the act or failure to act causes or results in: <ul style="list-style-type: none"> - death or serious bodily injury or creates conditions that increase the chance for death or serious bodily injury to an employee(s) or to members of the public or to a person(s) for whom the employee has responsibility; or, - the loss of or damage to state property or funds that results in a serious adverse impact on the State and/or work unit. • 40 - 115C Pre-Disciplinary – Suspension without pay during period of pending disciplinary action of a teacher or school administrator who was hired in a position subject to the G.S. 115C public education human resources system. • 41 - 115C Disciplinary – Final decision to suspend a teacher or school administrator without pay for no more than 60 days under G.S. 115C 325(f)(2). 	<p>Employee Relations Toni Stuckey Lillie Peebles</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Basis for action - UPC/UJP/GIJP • Dates of suspension • Copy faxed to ER on (Date) <p>PCR# 1000123456</p> <p>Note: Please fax a copy of the suspension letter signed by the Manager/Director and employee if applicable.</p>

<p>Transfer - the movement of an employee from one graded position to another or from one banded position to another within the present agency or between BEACON agencies without a break in service. Break in service is defined as 31 calendar days or more.</p> <p>(NOTE: Compare position competency levels)</p> <p>(NOTE: an" Agency to Agency" example is Dept. of Correction to DHHS)</p> <p>NOTE: For classifications that you do not have delegated authority for, please include information regarding review/approval by (Name), DHR Central Office Senior Analyst.</p>	<ul style="list-style-type: none"> • 01 - Agency to Agency Lateral - movement to a position assigned the same salary grade or movement between positions from one career-banded class to another with the same journey market rate or movement to a position within the same banded class with the same competency level. • 02 - Agency to Agency Re-assignment - movement to a position assigned a lower salary grade or movement between positions from one career-banded class to another with a lower journey market rate or movement to a position within the same banded class with a lower competency level. (Change in position number) • 05 - Agency to Agency Promotion - movement to a position assigned a higher salary grade or movement between positions from one career-banded class to another with a higher journey market rate or movement to a position within the same banded class with a higher competency level. (Change in position number) • 06 - Within Agency Lateral - is a change in status resulting from assignment to a position assigned a same salary grade or movement between positions from one career-banded class to another with the same journey market rate or movement to a position within the same banded class with the same competency level. (Change in position number) • 07 - Within Agency Re-assignment - is a change in status resulting from assignment to a position assigned a lower salary grade or movement between positions from one career-banded class to another with a lower journey market rate or movement to a position within the same banded class with a lower competency level. (Change in position number) • 08 - Grade Band Transfer - Employee movement between banded and graded classes. (Change in position number) <ul style="list-style-type: none"> o Banded to Graded Classes o Graded to Banded Classes • 09 - Class/Pay Plan Change – Employee movement between two SPA positions assigned to different class/pay systems: <ul style="list-style-type: none"> o Pilot Banded o Skill Based Pay o Flat Rate 	<p>Classification & Compensation Erin Allen</p> <p>(Yes)</p>	<ul style="list-style-type: none"> • Date and Initiator initials • Employee name and personnel number • Action type and effective date and personnel number • Employee qualifications for classification and salary and by what policy (promotion or new hire for graded classes) • Address equity and other salary administration considerations • Include Don Webb 10/4/10 memo comment regarding promo (GS 126-23) – “applicant was selected from among other qualified applicants and has relevant education and experience” or “applicant was appointed to the position by the DHHS Secretary and has relevant education and experience for the position.” • If transferring within the same facility/division in the same classification, an explanation of how they qualify is not necessary. If an employee is transferring from outside your facility/division you must use SQW or show how the ee qualifies for salary in the PCR comments. • When transferring into DHHS from an outside agency, make note in comments that you have discussed the transfer with the releasing agency PRIOR to processing the action • Leave balances • DHHS freeze release information • PCR Number • Check position eligibility settings
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(Change in position number)

(Graded and Career Banded removed)

- **10 - EPA – SPA** – Employee movement between an EPA position and an SPA position or vice versa (Change in position number)
- **12 - Temp to Perm** – Employee movement from a temporary position to a permanent position (Change in position number)
- **13 - Perm to Temp** – Employee movement from a permanent position to a temporary position (Change in position number)
- **60 - Within Agency Reorganization** – Position and employee are being transferred to a new supervisor, work unit, county, and/or cost center within the current agency due to reorganization. Position number does not change. **NOTE: Must use current effective date**
- **61 - Agency to Agency Reorganization** – Position and employee are being transferred to a new supervisor, work unit, and/or cost center outside of the current agency due to reorganization. Position number does not change. (DHHS Note: Receiving agency processes this action after the OM action has been completed.)

NOTE: Transfer / Temp to Perm – trumps other actions for moving temps to permanent appointments. (Example: Transfer / Temp to Perm should be used instead of Promotion / Promotion when moving a temporary employee from an Office Assistant III to Office Assistant IV (probationary).)

NOTE: Other than Transfer / Temp to Perm (Perm to Temp), EPA – SPA trumps all other Transfer actions. Example: EE is EPA at DOT and is transferring to DHHS in an SPA capacity, the Reason would be EPA – SPA; rather than an Agency to Agency or Class Pay/Plan Change

NOTE: When transferring employees in the same classification (Transfer - Within Agency Lateral) within your facility or division, you do not need to attach a SQW or explain in the notes how they qualify. However, if they are transferring to you from a different facility or division, you must include either the SQW or explain in the notes how the employee qualifies for the classification and salary – as you would for any other hire.

Transfer - continued

Transfer – Within Agency Reorganization- A position / employee transfer (OM) was effective April 3 2012, however you are not initiating the PA workflow until May; the effective date of the PA PCR should be May 1, 2012. **Current effective date is the first day of the current month**

EXAMPLE: 02/02/2010 – TPMartin
Transfer / Within Agency Lateral

Ernest T. Bass – Pernr # 123456
Action to transfer Ernest T. Bass laterally within DHHS from Cherry Hospital (position #12345678, Health Care Tech I, sg 58, \$28,650) to CRH (position #87654321, Health Care Tech I, sg 58, \$28,650) effective 02/01/2010. Mr. Bass qualifies for this class and salary with a High School diploma and the following experience:

HCT I – DHHS Cherry Hospital = 8 yrs.
(2/1/2002 -1/31/2010)

Total related experience	= 8 yrs.
Minus required T & E	= 0 yrs.
Total exceeding	= 8 yrs.

Total exceeding 8 yrs. = 96 mos. x .0041666 which qualifies the employee to be paid 40% above the minimum of the sg or \$34,805. Mr. Bass will retain his current salary of \$28,650 with this within agency lateral transfer. Management has considered internal equity and other salary administration considerations.

Leave balances to transfer are as follows:
Sick: 100 hours
Vacation: 120 hours
Bonus: 20 hours
Adverse Weather: 0
CSL: 24 hours
No FML or FIL used in the last 12 months.

No freeze release required, no salary reserve required, position's budgeted amount is more than the employee's salary.

			<p>**This action will not be processed until employee reports to work on (date). **</p> <p>**If part time appointment, include part time hours in notes. (Ex. Employee is part time 20 hours per week).</p> <p>PCR# 1000123456</p> <p>For Banded Positions if applicable: This is a Journey "J" level position but posting indicates that management will consider Contributing "C" level if there are no qualified Journey level applicants.</p>
<p>Incorrect Hire Date</p>	<ul style="list-style-type: none"> • 01 - Incorrect Hire Date – This action/reason is used by BEST HR only! It negates an incorrect hire date and makes the employee withdrawn. For example, employee entered into system effective October 1st but did not arrive until October 14th; action makes employee withdrawn for this time period and must be followed with ZS/01 – New Hire Date Adjusted/Correct Hire Date to make employee active in the system. 		<p>Check all infotypes for accuracy.</p>
<p>New Hire Date Adjusted</p>	<ul style="list-style-type: none"> • 01 - Correct Hire Date – ZS/01 – This action/reason is used by BEST HR only! A revision of sorts and actually corrects the effective date by moving the date forward to October 14th from the entered hire/reinstatement date of October 1st....Makes the employee active with correct revised hire date. Can only move the date forward; cannot revise the date backward. 		<p>Check all infotypes for accuracy.</p>

BEACON Organizational Management (OM) Actions & Workflow Approvers

(Always reference the BEACON OM Position Actions Descriptions for the most current version)

Note: All comments must be preceded by the current date and processor's initials. Actions effective 60 days or older require OSP approval. Division Approver must include justification for retroactive date.

OM position settings that are changed with an effective date prior to the current date must have a *retro time evaluation requested through Class & Comp* to update pay and quotas.

OM Position Action	Description	Agency Approver	Required Documentation
Create New Position (Action 100)	This action establishes a new position. SAP will automatically assign a position number	Classification & Compensation April Prout Phil Harker Tracy Martin Belinda Spinelli (Yes)	<u>Attach Analyst notes.</u> Reference Central Class & Comp or OSP Analyst that approved action if necessary. Note: Please generate/reference BI Report B0083 to check eligibility settings of similar positions to verify current positions before finalizing actions. PCR# 5000123456
Change of Supervisor Position (Action 124)	This action is used when changing a supervisor within the same org unit. The position and org unit numbers do not change. THIS ACTION CAN ONLY BE USED IF BOTH SUPERVISORS ARE IN THE SAME ORG UNIT. Every supervisor should have their own unique/different org unit number. Please consult Class & Comp before using.	Classification & Compensation April Prout Phil Harker Tracy Martin Belinda Spinelli (Yes)	<i>Consult with Class & Compensation before processing.</i>
Position adjustment from Authorization (Action 106)	This action is used to assign a position to a job (class) that is different from the one used in the funding action. This action is essentially a specialized reallocation action. It is used only on positions authorized by the General Assembly. The position number does not change on this action	Classification & Compensation (Yes) April Prout Phil Harker Tracy Martin Belinda Spinelli	<u>Attach Analyst notes.</u> Reference Central Class & Comp or OSP Analyst that approved action if necessary. Note: Please generate/reference BI Report or B0083 to check eligibility settings of similar positions to verify current positions before finalizing actions. PCR# 5000123456

Position County Change (Action 122)	This action is used to change the assigned location (county) of a position. Often funding changes when the county is changed. The position number does not change.	Classification & Compensation April Prout Phil Harker Tracy Martin Belinda Spinelli (Yes)	Explain reason for county change. Note: Please generate/reference BI Report B0083 to check eligibility settings of similar positions to verify current positions before finalizing actions. PCR# 5000123456
Position Employee Group/Subgroup Change (Action 116)	This action is used when a change occurs to the appointment type or a FLSA overtime calculation rules for a position. The position number does not change.	Classification & Compensation April Prout Phil Harker Tracy Martin Belinda Spinelli (Yes)	Explain reason for group/subgroup change. Note: Please generate/reference BI Report B0083 to check eligibility settings of similar positions to verify current positions before finalizing actions. PCR# 5000123456
Position Hours Change (Action 115)	This action is used to change the number of hours per week of a part-time position (less than 40 hours per week) which does not change the appointment type (Employee Group field) and the FLSA rules for the position (Employee Subgroup field). The position number does not change.	Classification & Compensation April Prout Phil Harker Tracy Martin Belinda Spinelli (Yes)	Explain reason for change in hours. Note: Please generate/reference BI Report B0083 to check eligibility settings of similar positions to verify current positions before finalizing actions. PCR# 5000123456
Position Transfer (Action 113)	This action will move a position from one Org unit to another Org unit. The move may involve a change in the Cost Distribution, Org unit, Supervisor, or the County. The Org unit numbers must change. The position number does not change.	Classification & Compensation April Prout Phil Harker Tracy Martin Belinda Spinelli (Yes)	Explain reason for transferring position to another unit and supervisor. Include a note that this position is not a supervisor. (Do not repeat information already on 113 e.g, position transferred from Unit A to Unit B.) Note: Please generate/reference BI Report B0083 to check eligibility settings of similar positions to verify current positions before finalizing actions. Once the OM action is complete, process the corresponding PA action if the position is filled. Please follow the DHHS Position Transfer Process instructions.

			PCR# 5000123456
Reallocate Position Differential (Action 107)	This action is used when the assignment of a position to a job (class) at a higher salary grade and range is required due to recruitment or retention problems at a specific location. The position number does not change.	Classification & Compensation April Prout Phil Harker Tracy Martin Belinda Spinelli (Yes)	Justify need for differential. Reference OSP memo approving differential. Note: Please generate/reference BI Report B0083 to check eligibility settings of similar positions to verify current positions before finalizing actions. PCR# 5000123456
Reallocate Position Down (Action 104)	This action is used when assigning an existing position from on job (class) to another at a lower salary grade and range. The position number does not change.	Classification & Compensation April Prout Phil Harker Tracy Martin Belinda Spinelli (Yes)	<u>Attach Analyst notes.</u> Reference Central Class & Comp or OSP Analyst that approved action if necessary. Note: Please generate/reference BI Report B0083 to check eligibility settings of similar positions to verify current positions before finalizing actions. Once the OM action is complete, process the corresponding PA action if the position is filled. Please follow the DHHS PA Position Transfer Process instructions. PCR# 5000123456
Reallocate Position Horizontal (Action 105)	This action is used when the assignment of a position from one job (class) to another at the same salary grade and range is required. The position number does not change. Examples include: <ul style="list-style-type: none"> Title changes but grade stays the same FR (pay grade type 3) to graded Graded to FR FR to FR To move from one type to the other, use <i>only</i> Reallocate position horizontal (action 105). The following types are examples of moving from one type to another type: Graded to Banded (<i>roll-over purposes</i>) Banded to Graded <i>After</i> the position has been switched from graded to banded apply the following note: Note: If the job (class) is banded (Pay grade type 2), determine if Up, Down, or Horizontal based on the Journey Market rates. The Journey rate is the	Classification & Compensation April Prout Phil Harker Tracy Martin Belinda Spinelli (Yes)	<u>Attach Analyst notes.</u> Reference Central Class & Comp or OSP Analyst that approved action if necessary. Note: Please generate/reference BI Report B0083 to check eligibility settings of similar positions to verify current positions before finalizing actions. Once the OM action is complete, process the corresponding PA action if the position is filled. Please follow the DHHS PA Position Transfer Process instructions. PCR# 5000123456

	reference salary stored for Level J of the job (class). Compare the J level of the old job to the new job. If higher, it is a Reallocate Up. If lower, it is a Reallocate down. If it is the same, it is a Reallocate horizontal.		
Reallocate Position Up (Action 103)	This action is used when assigning an existing position from one job (class) to another at a higher salary grade and range. The position number does not change on this action.	Classification & Compensation April Prout Phil Harker Tracy Martin Belinda Spinelli (Yes)	<u>Attach Analyst notes.</u> Explain salary qualification if filled and address internal equity. Reference Central Class & Comp or OSP Analyst that approved action if necessary. Note: Please generate/reference BI Report or B0083 to check eligibility settings of similar positions to verify current positions before finalizing actions. Once the OM action is complete, process the corresponding PA action if the position is filled. Please follow the DHHS PA Position Transfer Process instructions. PCR# 5000123456
Re-Establish Position (Action 102)	This action reactivates a currently abolished position. This action is only appropriate when the position has actually been abolished. A new position number is assigned and the previous position number will be referenced for historical purposes.	Classification & Compensation April Prout Phil Harker Tracy Martin Belinda Spinelli (Yes)	<u>Attach Analyst notes.</u> Reference Central Class & Comp or OSP Analyst that approved action if necessary. Explain salary qualification if filled and address internal equity. Note: Please generate/reference BI Report B0083 to check eligibility settings of similar positions to verify current positions before finalizing actions. PCR# 5000123456
Remove Position Differential (Action 108)	This action is used to return a position to a classification with a lower (normal) salary grade when the higher grade is no longer needed. The position number does not change.	Classification & Compensation April Prout Phil Harker Tracy Martin Belinda Spinelli (Yes)	Explain reason for removal of differential. Note: Please generate/reference BI Report B0083 to check eligibility settings of similar positions to verify current positions before finalizing actions. PCR# 5000123456
NOTE: To abolish a position, first ensure the position is vacant. Prepare RIF Plan and Abolishment Request Form and submit to Central HR Recruitment Services. NOTE: Make sure you add OM PCR comments to PO13 Services for Objects.			