

IPOPS PERMANENT RECORD INFORMATION

The 'Permanent Record Information' field will be required for specific IPOPS change reason codes. Following is a list of those codes and examples of documentation that will be requested. For clarification purposes the change reason codes are in bold followed by the code explanation and examples of the information requested by DHR/DFM for that code. Your comments for these actions are not limited to these examples; rather, a detailed explanation of the information that you deem useful in understanding and processing the action is encouraged and will expedite processing.

AA	Additional Appointment (Statewide, not with the agency) – Note: A signed agreement by both appointing authorities prior to beginning dual employment is on file at the initiating agency.
AS	Reinstatement (classified only)(Statewide, not within the agency) – Note: Meets reinstatement eligibility as determined by _____(person who determined reinstatement eligibility). If the employee signed a voluntary probation agreement, note that the agreement is on file.
XD	Transfer from other agency – Demotion (classified only) – Note: the employee meets minimum qualifications and documentation is on file. If the employee signed a voluntary probation agreement, note that the agreement is on file.
XL	Transfer from other agency – Lateral (Classified only) – Note: If the employee signed a voluntary probation agreement, note that the agreement is on file.
AA	Additional Appointment (within agency) – Note: Agreement with employee and the opportunity for the job was shared with all employees. Both documents are on file.
AF	Reappointment after Failure to Complete Promotional Probation (classified only) – Note: Employee meets mqs. and documentation is on file
AL	Reappointment from Layoff (Lateral)(classified only-within agency) – Note: Need hiring list number and if employee meets mqs.
AO	Original Appointment (statewide not within agency) -- Note: If position is limited service, Limited Service Agreement is on file.
AP	Acting Appointment (Classified only) – Note: Reason for acting and appropriate documentation is on file. Employee meets mqs and documentation is on file.
AS	Reinstatement (classified only-within agency) – Note: Number of reinstatement hours/termination date and employee meets mqs. Limited Service Agreement is on file or Voluntary Probation Agreement is on file

AT	8 Month temporary to classified (classified only) – Note: Reference Rule referring to hiring a temporary from a hiring list, serving 1040 hours and now agency is hiring employee into classified position on entrance probation without further examination.
DD	Demotion (Disciplinary) – Note: Documentation has been sent to DHR
DF	Demotion (Reduction in Force-classified only) – Note: Documentation has been sent to DHR
DV	Demotion (Voluntary) – Note: Agency documentation on file
XW	Transfer within agency (lateral) – Note: If change of class, employee meets mqs and documentation is on file. If employee is the same classification, lateral transfer to same classification
AH	Employee Type Change – Note: Purpose of change
CA	Completion of Probation – Note: Document process used to calculate number of hours and note total probationary hours. If using temp hours toward probationary period, cite Rule referring to DHR allowing temporary and acting appointment service time in a given class be used toward fulfilling the entrance probationary requirements.
*RD	Reclass (downward) – Note: Documentation is on file (delegated agencies)
*RL	Reclass (lateral) – Note: Documentation is on file (delegated agencies)
*RU	Reclass (upward) – Note: agency has announced opportunity to employees. If future fiscal impact – PAF approved by DFM (delegated agencies) OR please note if there is no future fiscal impact.
AM	Return from military deployment – Note: CSS hours will be added to employee record.
CE	Payline Exception – Note: Approval by DHR/DFM.
CL	Longevity – Note: Document process used to calculate number of hours and note total CSS hours.
CO	Short-term rate Override (Hourly employees only) – Note: Employee agreement on file.
DS	Rate decrease – Note: Explanation of reasoning for decrease.
DT	Rate decrease (disciplinary) – Note: Documentation has been sent to DHR.

EA	Salary equity adjustment increase (internal) – Note: Explanation of reasoning for increase.
MI	Salary equity adjustment increase (external) – Note: Explanation of reasoning for increase.
MW	Miscellaneous personnel – Note: Explanation of reasoning for action.
TD	Dismissal – Note: Documentation has been sent to DHR.
TF	Termination (Failure to complete entry probation)- Note: Documentation has been sent to DHR.
CC	Merit increases (performance) – Note: Within the comp plan and funds are available
MC	Miscellaneous update Board of Examiner Approval – Note: Explanation of situation

*Further clarification, Delegated agencies need to submit PAF for actions requiring future fiscal impact and non-delegated agencies need to submit PAF and position information to DHR. (Reference September 10 and 14, 2007 email from DFM/DHR.)

Effective January 7, 2008