

PERSONNEL ACTION REQUESTS (PAR) ACTIONS AND REASONS MATRIX

ACTION CODE	NAME OF ACTION TYPE	NAME OF REASON FOR ACTION	DESCRIPTION
MV001	Original Appt. (CS/SES/SMS)	Original Appointment	Denotes a "new" employee in Career Service, Selected Exempt Service, Senior Management Service (CS/SES/SMS) or comparable position. Use this PAR type only if the employee has never existed in the People First System (i.e., no previous employment or enrollment in State Group Insurance through People First).
MV002	Original Appt.-- OPS	OPS Original Appointment	Denotes a "new" OPS hire. Use this PAR type only if the employee has never existed in the People First System (i.e., no previous employment or enrollment in State Group Insurance via People First).
MV003	Appt.- Non-Orig. (CS/SES/SMS)	Appt. (Non-Original)	<p>Use this PAR type when making an appointment to a CS/SES/SMS or comparable position, if the employee <u>already exists in the People First System</u> (due to having current/previous employment that was processed through People First, or having current/previous enrollment in State Group Insurance that was processed through People First) and meets one of the following conditions:</p> <p><u>Being hired after a break in service:</u></p> <p><input type="checkbox"/> Use if the person is <u>returning from a break in service</u> to fill an SES/SMS or comparable position and was previously working at a State agency or was previously enrolled in State Group Insurance through People First.</p> <p><u>Meets criteria for Re-instatement:</u></p> <p><input type="checkbox"/> Use if it is a Career Service employee who is being <u>re-instated</u> within 31 days of separation to the same position and broadband level (see Rule 60L-33.001, F.A.C.) NOTE: In these cases, the agency hire date will remain the same, but you must ensure that the continuous service date is adjusted back to what it was prior to the separation.</p> <p><u>Being hired with no break in service:</u></p> <p><input type="checkbox"/> Use if the person is coming from another regular (non-OPS) position <u>within</u> your own agency; or</p> <p><input type="checkbox"/> Use if the person is coming from an OPS position within your agency and your agency pays OPS on the same pay cycle as your regular employees; or</p> <p><input type="checkbox"/> Use if the person is coming from another agency and the pay cycle under which they were paid at that previous agency (whether regular or OPS) is the <u>same</u> as the pay cycle for your agency's regular employees. SEE PAY CYCLE CHART.</p> <p>All other cases: Refer to "MV005 (Dual Hire) PAR"</p>

		01 Re-employment	Use when an employee is reinstated to the same position within the same agency within 31 days of the effective date of resignation. DO NOT USE THIS REASON CODE.
MV004	Appt. Non-Orig. OPS	OPS Appt. (Non-Original)	Denotes being hired into an OPS position, when the employee <u>already exists in the People First System</u> . (This is due to having current/previous employment that was processed through People First, or having current/previous enrollment in State Group Insurance that was processed through People First). Use this action type as follows: <u>After a break in service:</u> <input type="checkbox"/> If the person is <u>returning from a break</u> in service and was previously working at a State agency or was previously enrolled in State Group Insurance through People First. <u>With no break in service:</u> <input type="checkbox"/> If the person is moving from any other position within your agency or from another agency.
		01 Re-employment	Use when an employee is reinstated to the same position within the same agency within 31 days of the effective date of resignation. DO NOT USE THIS REASON CODE.

HOW TO ENSURE YOU CAN USE THE NON-ORIGINAL APPOINTMENT PAR

- If the person you are hiring is going into an OPS position, it does not matter what pay cycle they were previously on. Use the Non-Original Appointment PAR for OPS.
- If the person you are hiring is going into a regular position, determine if he/she is coming from another “regular” position or an OPS position. Compare the pay cycle of the position from which they are coming to the pay cycle of the non-OPS position into which you are hiring. Use the Pay Cycle Chart (separate attachment) to compare. If the cycles match, use the Non-Original Appointment PAR for CS/SES/SMS.
- If the person is coming from a “Benefits Only” agency, or is already retired from the State, **AND** he/she is **NOT** currently enrolled in State Group Insurance. Use either the OPS or CS/SES/SMS Non-Original PAR.

MV005	Dual Hire (CS/SES/SMS) Appt.	Dual Hire (CS/SES/SMS)	<p>There are two distinct circumstances for using this PAR type:</p> <p><u>When holding more than one position simultaneously</u></p> <p>If the person being hired is still maintaining regular or OPS employment at another agency <u>or</u> is still maintaining any kind of employment at a Benefits Only agency where they are currently enrolled in State Group Insurance.</p> <p><u>When moving from a position on a different pay cycle</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> If the person is coming from an OPS position in your agency, and your agency pays OPS on a different pay cycle than regular employees; <input type="checkbox"/> If the person is coming from another State agency in either the Executive or Judicial Branch <u>and</u> the pay cycle under which they were paid at the previous agency is different from the pay cycle for regular employees at your agency (See Chart); <input type="checkbox"/> If the person is coming from the Legislative Branch, from which they are transferring their enrollment in State Group Insurance; <input type="checkbox"/> If the person is coming from a Benefits Only agency from which they are transferring their enrollment in State Group Insurance; or <input type="checkbox"/> If the person is a retiree currently enrolled in State Group Insurance, who is now returning to active status. <input type="checkbox"/> If the person is currently enrolled in State Group Insurance through COBRA.
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SPECIAL INSTRUCTIONS FOR USING DUAL HIRE PARS FOR PAY CYCLE MOVEMENTS

Reference the Pay Cycle Chart (separate handout) that indicates how each agency pays their regular versus their OPS employees. When a Dual Hire is deemed necessary because the employee is coming from a different pay cycle to fill a regular position at your agency, **it is critical that the two agencies involved coordinate their PAR actions carefully. The separating agency must not execute the Separation PAR until AFTER the new agency has executed the Dual Hire PAR for CS/SES/SMS.**

In addition to using the Dual Hire PAR for employees coming from an agency with a different pay cycle, your agency must also process a Dual Hire PAR if the employee meets any of the following conditions:

- Coming from any of the “Benefits Only” agencies, only if currently enrolled in State group insurance.
- Returning from Retiree to Active status, only if currently enrolled in State group insurance as a Retiree.
- Coming to State employment while currently participating in State group insurance as a Surviving Spouse or the “insured” party under COBRA (e.g., the divorced spouse or overage child of a State employee).

MV006	Dual Hire OPS	OPS Dual Hire	Use this PAR type when the person you are hiring into OPS is also simultaneously holding other State employment, pursuant to DMS guidelines at http://www.state.fl.us/dms/hrm/guides/dual/dual-emp.doc .
MV009	Promotion Appointment	01 Voluntary with Transfer	Use for a Career Service employee who is choosing to move to another Career Service position in a broadband having higher responsibility or higher maximum pay band and in a location in excess of 50 miles of the current position, regardless of whether the position change is within your agency or to another Career Service agency.
		02 Involuntary with Transfer	Use for a Career Service employee who is being moved to a different position in a broadband having higher responsibility or higher maximum pay band and in a location in excess of 50 miles of current position.
		03 Voluntary without Transfer	Use for a Career Service employee who is choosing to move to another Career Service position in a broadband having higher responsibility or higher maximum pay band and in a location within 50 miles of current position, regardless of whether the position change is within your agency or to another Career Service agency.
		04 Involuntary without Transfer	Use for a Career Service employee who is being moved to a position in a broadband having higher responsibility or higher maximum pay band and in a location within 50 miles of current position.
MV010	Demotion Appt.	01 Voluntary with Transfer	Use for a Career Service employee who is choosing to move to a position in a broadband having lower responsibility or lower maximum pay band and in a location in excess of 50 miles of current position, regardless of whether the position change is within your agency or to another Career Service agency.
		02 Involuntary with Transfer	Use for a Career Service employee who is being moved to a position in a broadband having lower responsibility or lower maximum pay band and in a location in excess of 50 miles of current position.
		03 Voluntary without Transfer	Use for a Career Service employee choosing to move to a position in a broadband having lower responsibility or lower maximum pay band and in a location within 50 miles of current position, regardless of whether the position change is within your agency or to another Career Service agency.
		04 Involuntary without Transfer	Use for a Career Service employee being moved to a position a broadband having lower responsibility or lower maximum pay band in a location within 50 miles of current position.
MV011	Reassignment Appt.	01 Voluntary with Transfer	Use for a Career Service employee who is choosing to move to a position in a broadband having the same responsibility or same maximum pay band and in a location in excess of 50 miles of current position, regardless of whether the position change is within your agency or to another Career Service agency.
		02 Involuntary with Transfer	Use for a Career Service employee who is being moved to a position in a broadband having the same responsibility or same maximum pay band and in a location in excess of 50 miles of current position.
		03 Voluntary without Transfer	Use for a Career Service employee choosing to move to a position in a broadband having the same responsibility or same maximum pay band and in a location within 50 miles of current position, regardless of whether the position change is within your agency or to another Career Service agency.

		04 Involuntary without Transfer	Use for a Career Service employee being moved to a position a broadband having the same responsibility or same maximum pay band in a location within 50 miles of current position.
		05 Position Adjustment	Use to update employee data when a change to the position has been made on the Org Management segment of People First.
MV012	Voluntary Separation	51 Career Advance Outside State Government.	Employee initiates separation from State government for the express purpose of pursuing employment outside of state government
		53 Terminate Initiated-Employee	Employee initiates separation from State government for no specific reason. NOTE: You must use this separation code to terminate an employee who is transitioning to another State agency that has a different pay cycle from your agency <u>or</u> to a non-State agency where state group insurance coverage will be continued However, DO NOT act upon the termination until you have assured that the receiving agency has acted upon the appointment.
		56 Retirement	Employee initiates separation from active status in order to commence State retirement benefits. NOTE: You must use this separation code to ensure that the employee's state group insurance enrollment is properly converted from active to retiree status.
		57 Layoff	Being removed from the position due to agency action as a result of a Workforce Reduction. NOTE: You must use this separation code to ensure that the employee is eligible for the special insurance continuation provisions applicable to these employees.
		58 End of Appointment Period	Use when a SES/SMS employee has completed their appointment period.
		60 Death	Use when an active employee dies during non-work hours.
		61 Death Line of Duty	Use when an active employee dies during performance of his work activities.
MV013	Involuntary Separation	55 Failed Probationary Period	
		59 Dismissal	Employee is terminated either for cause pursuant to S. 110.227, F.S. (if permanent status in Career Service) or at the agency's discretion (for all other employees).
		62 Abandonment	Employee abandons state employment.
MV014	LOA With Pay	Leave of Absence With Pay	Default category. See list below for specific types of approved leaves with pay, pursuant to Rule 60L-34, F.A.C.
		01 Leave with Full Pay Status	An approved leave with pay that is not charged against an employee's personal leave balances, pursuant to disability leave provisions of Rule 60L-34.0061(1)(b)2, F.A.C. Approval of administrative leave is limited to an amount necessary to bring the employee to full pay status. DO NOT USE THIS PAR TYPE. It is recommended that the employee be placed on LWOP and use the timesheet to charge leave code 56 to cover 1/3 of pay, if approved by DMS.
		61 National Guard	An approved leave with pay for an employee who is a member of the Florida National Guard during periods in which the employee is ordered to active state service by the Governor of Florida. The use of this leave type shall not exceed 30 calendar days at one time, pursuant to S. 250.48, F.S.

		62 Educational Leave With Pay	A leave with pay may be granted to attend a college, university, or training academy for one or more full academic periods, if the established criteria of Rule 60L-34.0072, F.A.C., are met.
		64 Inactive Duty Training	A leave with pay for an employee who is a commissioned reserve officer or reserve enlisted personnel while the employee is ordered to inactive duty for training. DO NOT USE THIS PAR TYPE. In cases where employees are called to inactive duty training and they do not charge personal leave, they should be placed on authorized leave without pay.
		65 Disability Leave	A leave of absence with pay used to keep an employee who suffers a documented on-the-job injury/illness (covered by Workers' Compensation) on full pay status for <u>up to 40 hours</u> following the onset of the injury/illness, pursuant to Rule 60L-34.0061(1)(a), F.A.C. NOTE: Use the "LOA With Pay" PAR with the "65 Disability Leave" Reason Code when the first 40 hours of Disability Leave will be continuous.
		68 Parental Leave	A leave granted under the provisions of Rule 60L-34.0051, F.A.C. An employee may take up to six (6) months of parental leave for the birth or adoption of their child. This is a leave without pay, unless during the period of the leave the employee submits timesheets in which the appropriate form of personal leave is charged. DO NOT USE THIS LEAVE TYPE. In these cases, employees who wish to remain on the payroll should submit timesheets in which they have charged the appropriate form of personal leave. If no personal leave is available, such employees should be placed on authorized leave of absence without pay. To track FMLA, timesheets should be submitted with all hours under Leave Type 58 and the FMLA/FSWP box checked.
		69 Active Military	Paid Military Leave for <u>the first 30 calendar days</u> shall be approved for any employee who is drafted or who volunteers for active military service, pursuant to S. 115.08, 115.09, or 115.14, F.S.
		82 Military Leave With Pay Supplement	DO NOT USE THIS PAR TYPE WITH ACTION CODE MV014. To use this leave type, use a Leave Without Pay (MV016) PAR.
		83 Military Leave Without Pay Supp	DO NOT USE THIS PAR TYPE WITH ACTION CODE MV014. To use this leave type, use a Leave Without Pay (MV016) PAR.
MV015	Return from LOA with Pay	Return from LOA with Pay	Returns active status to any employee who has been on any kind of leave of absence with pay
MV016	LOA Without Pay	Leave of Absence Without Pay	Default category. DO NOT USE THIS PAR TYPE. Use Specific Types Below.
		48 Family Responsible Leave	A leave of absence without pay (for up to 30 days) for covering family responsibilities as provided in Rule 60L-34.0051(5), F.A.C.
		49 Family Medical Leave	Leave granted under the provisions of the Florida Family Supportive Work Program, which grants employees up to six months of leave for a family member's serious health condition, as defined in the Family and Medical Leave Act of 1993 (FMLA). The first twelve (12) work weeks of Family Medical Leave shall run concurrently with the twelve (12) work-weeks of leave for which the employee is eligible under FMLA. It is recommended that timesheets be submitted with the FMLA/FSWP box checked.

		58 Authorized Leave	Use when the employee's absence for personal reasons has been approved by the agency, provided the agency deems such a leave to be justified and not detrimental to its operations. Pursuant to Rule 60L-34.0052, F.A.C., such leaves may be granted for a period not to exceed twelve (12) months.
		59 Unauthorized Leave	Use when an employee's absence has not been authorized by the agency.
		60 Worker's Compensation Leave	A leave of absence for an employee who has exhausted paid disability leave but has not been medically certified as able to return to work.
		63 Educational Leave Without Pay	Unpaid Leave for educational purposes
		82 Military Leave With Pay Supp.	A reservist who has been called to active service and has exhausted the first 30 calendar days of paid status, shall be placed on unpaid military leave if he/she elects to not use or does not have any personal leave to use for maintaining paid status. Use this leave type in cases where the employee will receive supplemental payments from the agency, pursuant to S. 115.14, F.S.
		83 Military Leave Without Pay Supp.	A reservist who has been called to active service and has exhausted the first 30 calendar days of paid status, shall be placed on unpaid military leave if he/she elects to not use or does not have any personal leave to use for maintaining paid status. Use this leave type in cases where the employee will not be eligible to receive supplemental payments from the agency, pursuant to S. 115.14, F.S.
MV017	Return from LOA Without Pay	Return from LOA Without Pay	Returns active status to any employee who has been on any kind of leave of absence without pay
MV018	Suspension	Suspension	An employee suspended without pay.
MV019	Return from Suspension	Return from Suspension	Return to the payroll of a suspended employee.
MV020	Status Change	Status Change	
		01 OPS Category Change	Use when an OPS employee is changing employment categories (i.e., Temporary, Seasonal, Board Member, Student/GA, Contracted Physician, Institutional Client,, Health Care Practice, or Contractor).

ACTION CODE	NAME OF ACTION TYPE	NAME OF REASON FOR ACTION	DESCRIPTION
MV021	Pay Change	Pay Change	Default category. DO NOT USE THIS PAR TYPE. See below for specific pay changes
		01 Min. Pay on Original Appt.	A CS/SES/SMS new-hire with starting pay at the beginning of the position pay range NOTE: NEEDED ONLY FOR ACTION HISTORY
		02 Below Min. Pay on Original Appt.	A CS/SES/SMS new hire with starting pay below the minimum of the position pay range
		03 Advance Pay on Original Appt.	A CS/SES/SMS new hire approved to receive pay in advance of original appointment pay cycle
		04 Salary Increase on Promotion	A CS employee receiving increase in pay resulting from change in class to a broadband having higher responsibility or higher maximum salary
		05 Decreased Pay on Demotion	A CS employee receiving decrease in pay resulting from a change in class to a broadband having lower responsibility or lower maximum salary
		06 Reduction in Pay	A CS/SES/SMS employee given a reduction in pay
		07 Merit Salary Increase	CS/SES/SMS increase in pay based on performance
		08 Pay Grade or Range Adjustment	A CS/SES/SMS employee with a pay change resulting from pay grade change or range adjustment in position
		09 Special Pay Increase	A CS/SES/SMS employee with a pay increase under the Special Pay category
		10 Legislative Mandate	Legislatively approved pay increase for CS/SES/SMS
		11 Increase in Accord with Train	A CS employee providing on the job training to other employees as part of a formalized training program, (not part of the employee's customary assigned duties)
		12 SMS/SES Discretionary Incr.	Increase to the base rate of pay within the established payband based upon documented justification
		13 SMS/SES Discretionary Decr.	Decrease the base rate of pay within the established payband based upon documented justification
		14 FTE Change Increase	An increase in the percentage of time that a CS employee occupies a shared employment position
		15 FTE Change Decrease	A decrease in the percentage of time that a CS employee occupies a shared employment position
		16 Salary Correction Increase	Entry to increase the base pay to the correct salary
		17 Salary Correction Decrease	Entry to decrease the base pay to the correct salary
		19 Increase in Pay Additives	Increase in Pay Additives for CS employee
		20 Increase in CAD	A CS employee increase in the Competitive Area Differential additive that requires DMS approval

	21 Increase in Shift Amount	A CS employee increase in shift differential additive for a position when justified by competitive labor practices
	22 Increase in Leadworker Amount	Increase for CS employees with sufficient knowledge/ experience to be assigned lead duties.
	23 Increase in CJIP	A CS employee increase in Criminal Justice Incentive Pay based position and individual qualifications.
	24 Increase in Agency Unique	A CS employee increase to agency unique additives
	25 Increase in On-Call	Agencies may assign or increase this additive to CS employees when certain conditions are satisfied
	26 Increase Coordinator	A CS employee receives a pay additive for performing supervisor responsibilities \geq 50% of the time in a higher class/paygrade than those being coordinated
	27 Decrease in CAD	A CS employee decrease in the Competitive Area Differential additive that requires DMS approval
	28 Decrease in Shift Amount	A CS employee decrease in shift differential additive for a position when justified by competitive labor practices
	29 Decrease in Leadworker Amount	A CS employee decrease when the temporary lead assignment has ended
	30 Decrease in CJIP	A CS employee decrease in Criminal Justice Incentive Pay based position and individual qualifications
	31 Decrease in Agency Unique	A CS employee decrease based on agency unique additives
	32 Decrease in On-Call	Agencies may remove or decrease this additive to CS employees when certain conditions change
	33 Decrease Coordinator	A CS employee pay additive is decreased for reduction time spent performing supervisor responsibilities
	39 Special Other Increase (DOR)	Specific to Dept. of Revenue
	40 Special Bonus Increase (DOR)	Specific to Dept. of Revenue
	43 Increase Temp Spec Duty	A CS employee may receive a 90-day special pay additive when assigned temporary duties and responsibilities not assigned to the position
	44 Increase – Trainer	
	45 Decrease Temp Special Duty	
	46 Decrease – Trainer	
	47 Increase – Hazardous Duty	
	48 Special Other Decrease (DOR)	Specific to Dept. of Revenue
	49 Special Bonus Decrease (DOR)	Specific to Dept. of Revenue
	50 Decrease – Hazardous Duty	
	51 Special Productivity Correction (DOR)	Specific to Dept. of Revenue
	52 Special Other Correction (DOR)	Specific to Dept. of Revenue
	53 Special Bonus Correction	Specific to Dept. of Revenue

		54 OPS Salary Increase	
		55 OPS Salary Decrease	
		56 Out of Title	Extra pay in accordance with applicable collective bargaining provisions
		57 Return to Title	Removal of extra pay in accordance with applicable collective bargaining provisions
MV022	OPS Position Change	OPS Position Change	

Miscellaneous Actions

ACTION CODE	NAME OF ACTION TYPE	NAME OF REASON FOR ACTION	DESCRIPTION
AC003	Name Change	Name Change	Employee experiences a legally qualifying name change
AC004	SSN Correction	SSN Correction	Employee needs a correction or experiences a change in their social security number NOTE: IT IS RECOMMENDED THAT THE AGENCY ALSO CONSULT WITH THE BUREAU OF STATE PAYROLLS AND THE DIVISION OF RETIREMENT TO ENSURE ALL NECESSARY STEPS ARE TAKEN TO RECONCILE EMPLOYEE RECORDS UNDER OLD AND NEW SSN
AC009	Establish Contractor	Establish Contractor	
AC010	End Contractor	End Contractor	