

TRANSACTION CODES

Transaction codes are used to standardize the way personnel and certain budget transactions are processed and recorded in employees' history files. The transaction codes listed on the following pages are organized into six groups.

Group 1 - Employment Transactions

Group 2 - Separation Transactions

Group 3 - Leave of Absence Transactions

Group 4 - Salary Advancement and Adjustment Transactions

Group 5 - Status Change Transactions

Group 6 - Other Transactions

Generally, the same transaction codes can be used for both classified (i.e. merit system or "Civil Service" covered) and classified-exempt employees, although certain transactions may apply only to one or the other type of employee. Agencies whose employees are classified-exempt should use the "DESCRIPTION" as the primary guide to determining the transaction which is appropriate in each particular case. Agencies with classified employees should use the "DEFINITION" as the primary guide, and should provide the "DOCUMENTATION" listed when processing transactions requiring documentation.

Revised July 16, 2014

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GROUP 1 - EMPLOYMENT TRANSACTIONS

GROUP	TRANSACTION	CODE	CAUSE	DESCRIPTION	DEFINITION	DOCUMENTATION	EFFECTIVE DATE
1	AB			REINSTATE	Re-employment of a former permanent classified employee.	Job posting; Original certification list indicating no preference or preference cleared; Copy current license, registration, college transcript; certificate verifying vocational school clock hours, etc.; Copy of IEP prior review for MQ's OR copy of current DOP Application for Examination.	First work day.
1	AF			AFFILIATION	Addition of employees of state agencies or parts of state agencies to the classified service by executive order of Governor with consent of Personnel Board and appointing authority or addition of county or municipal agencies to the classified service by agreement between local government and Director of Personnel with approval of Personnel Board.	Copy of current DOP Application for Examination; Copy current license, registration, college transcript; certificate verifying vocational school clock hours, etc.	Date of affiliation.
1	AG			RECALL	Re-employment of a laid off employee in the same agency from which he or she was laid off.	Job posting; Copy current license, registration, college transcript; certificate verifying vocational school clock hours, etc.; Copy of IEP prior review for MQ's OR copy of current DOP Application for Examination.	First work day.
1	EO			ORIGINAL APPOINTMENT	Initial employment of an individual into the classified service as a result of selection from a certification of names from a register established by open competitive examination.	Entry: Job posting; Original certification list indicating no preference or preference cleared and contact results; Verification Form Letter; Copy current license. Above Entry Also Include: Copy of current registration, college transcript, certificate verifying vocational school clock hours, etc; Copy of IEP prior review for MQ's OR copy of current DOP Application for Examination; Original exception letter to DOP Director if appointing above Market Rate.	
1	EP			PROVISIONAL APPOINTMENT	Hiring an individual to fill a position pending the administration of an open competitive examination and establishment of register.	Job posting; Original certification list indicating no preference or preference cleared and authorizes provisional appointment; Copy current license, registration, college transcript, certificate verifying vocational school clock hours, etc; Copy of IEP prior review for MQ's OR copy of current DOP Application for Examination; Original exception letter to DOP Director if appointing above Market Rate.	First work day.

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1	ES #			INTERMITTENT APPOINTMENT	Any appointment from a register to a position that requires performance on an irregular or "as needed" basis for no more than 945 hours in a twelve-month period.	Entry: Original certification list with contact results; Copy current license. Above Entry Also Include: Copy of current registration, college transcript, certificate verifying vocational school clock hours, etc; Copy of IEP prior review for MQ's OR copy of current DOP Application for Examination; Original exception letter to DOP Director if appointing above Market Rate.	
1	ET #			6 MONTH TEMP FROM REGISTER	Hiring of an individual from a register for a period not to exceed 6 months.	Entry: Original certification list with contact results; Copy current license. Above Entry Also Include: Copy of current registration, college transcript, certificate verifying vocational school clock hours, etc; Copy of IEP prior review for MQ's OR copy of current DOP Application for Examination; Original exception letter to DOP Director if appointing above Market Rate.	
1	EX			CLASSIFIED EXEMPT APPOINTMENT	Hiring of an individual to a position in the classified exempt service.		
1	OP			ORIGINAL APPOINTMENT PREFERENCE	Re-employment of a laid off, qualified, permanent, classified employee from a register based on seniority to fill a vacant position over all but existing employees of the agency or its facilities.	Entry: Job posting; Original certification list with preference names and contact results; Copy current license. Above Entry Also Include: Copy of current registration, college transcript, certificate verifying vocational school clock hours, etc; Copy of current DOP Application for Examination; Original exception letter to DOP Director if appointing above Market Rate.	
1	PN			NEW HIRE- CNST/HIED/STATE POLICE	Hiring of an individual to a position in the office of any elected official, or any higher education office or institution, or as a uniformed member of the State Police.		
1	EI			TRANSFER IN FROM DIFF PARENT	Movement of an employee from a position in one parent organization to a vacant, posted position in another parent organization. Former employer uses AJ Transaction Code to Separate and Transfer Out. Employee's status (i.e. classified or classified-exempt) does not change.	Job posting; Original certification with No Preference; Copy current license, registration, college transcript; certificate verifying vocational school clock hours, etc.; Copy of IEP prior review for MQ's OR copy of current DOP Application for Examination.	Same as AJ (transfer out).
1	XC #			160 CONSEC. CALENDAR DAYS	Temporary employment limited to 160 consecutive calendar days per rolling 12 month period.	Exempt form signed by employee.	First work day.
1	XE #			30-DAY EMERGENCY APPOINTMENT	Temporary employment limited to 30 consecutive calendar days per rolling 12 month period.	Exempt form signed by employee.	

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1	XP			PART TIME PROFESSIONAL EXEMPT	Permanent employment as a professional without administrative duties at less than 50% of the full time agency work schedule.	Exempt form signed by employee. Use permanent position number.	
1	XS			SEASONAL AIDE	Temporary employment in a forest, park, or recreational area limited to 1733 work hours per rolling 12 month period.	Exempt form signed by employee.	
1	XU #			STUDENT EXEMPT	Temporary employment of a student in compliance with the DOP Student Policy.	Exempt form signed by employee.	
1	XW			90 Work DAYS/ 720 HRS	Temporary employment limited to 90 working days or 720 work hours per rolling 12 month period.	Exempt form signed by employee.	
1	AI			TRANSFER WITHIN AUTH ORG	Movement of an employee from a position in one unit of an authorization organization to a vacant, posted position in another unit of the same authorization organization. Position number must change.	Job posting.	First calendar day of position change; generally the first calendar day of a pay period.
1	AK			TRN BET AUTH ORGS SAME PARENT	Movement of an employee from a position in one authorization organization to a vacant, posted position in another authorization organization of the same parent organization. Former organization must use AJ Transaction Code to Separate and Transfer Out.	Job posting.	Same as AJ (transfer out).

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GROUP 2 - SEPARATION TRANSACTIONS

GROUP	TRANSACTION	CODE	CAUSE	DESCRIPTION	DEFINITION	DOCUMENTATION	EFFECTIVE DATE
2	AJ			SEPARATION TRANSFER OUT	Separation of an employee from a position in one parent or authorization organization to permit the movement of the employee to a vacant, posted position in another parent or authorization organization . Employee's status (i.e. classified or classified-exempt) does not change.	Agreement to all transfer conditions, including effective date, by all affected parties AND approval of the Division of Personnel for associated transactions normally requiring DOP approval (e.g. promotion, salary advancement, etc.).	If the last work day (LWD) is a full day, the effective date is the calendar day after the LWD. If the LWD is a partial day, the effective date is the same as the LWD.
2	SW	DE		DEATH	Separation from work due to the death of the employee.		Calendar day after day of death.
2	SW	DI	AA	DISMISSED-MISCONDUCT	Involuntary separation from work due to the dismissal of the employee for misconduct.	Copy of dismissal letter from the employer to the employee.	Calendar day after 15 days of notice. Count 15 full calendar days after the day written notice is mailed or given to the employee; the 16 th day is the effective date. Exception: a dismissal for gross misconduct is effective when issued.
2	SW	DI	AD	DISMISSED-POOR PERFORMANCE	Involuntary separation from work due to the dismissal of the employee for poor performance.	Copy of dismissal letter from the employer to the employee.	
2	SW	DI	AG	DISMISSED-ABSENTEEISM	Involuntary separation from work due to the dismissal of the employee for absenteeism.	Copy of dismissal letter from the employer to the employee.	
2	SW	DI	OT	DISMISSED-NO RETURN FROM LOA	Involuntary separation from work due to the dismissal of the employee for failure to return from a leave of absence.	Copy of dismissal letter from the employer to the employee.	
2	SW	DI	AM	DISMISSED-LICENSE REVOKED	Involuntary separation from work due to the dismissal of the employee for revocation of a license required for the performance of work.	Copy of dismissal letter from the employer to the employee.	
2	SW	DI	W	DISMISSED-JOB ABANDONMENT	Separation from work due to the dismissal of the employee for job abandonment.	Copy of dismissal letter from the employer to the employee.	
2	SW	DI	AQ	DISMISSED-OTHER REASON	Involuntary separation from work due to the dismissal of the employee for a cause other than those specified.	Copy of dismissal letter from the employer to the employee.	
2	SW	LO		LAYOFF	Involuntary separation from work in accordance with a reduction-in-force plan approved by the Director of Personnel.	Copy of layoff letter from the employer to the employee.	
2	SW	RS	A	RESIGNED-ACCEPT OTHER EMPLOYMT	Voluntary separation from work due to the resignation of the employee to accept other employment.	Copy of resignation letter from the employee to the employer.	If the last work day (LWD) is a full day, the effective date is the calendar day after the LWD. If the LWD is a partial day, the effective date is the same as the LWD.
2	SW	RS	B	RESIGNED-PERSONAL REASONS	Voluntary separation from work due to the resignation of the employee for personal reasons.	Copy of resignation letter from the employee to the employer.	

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2	SW	RS	C	RESIGNED-RELOCATING	Voluntary separation from work due to the resignation of the employee to relocate.	Copy of resignation letter from the employee to the employer.	
2	SW	RS	D	RESIGNED-DISSATISFIED W/ JOB	Voluntary separation from work due to the resignation of the employee because of the employee's dissatisfaction with his or her job.	Copy of resignation letter from the employee to the employer.	
2	SW	RS	G	RESIGNED-RETURN TO SCHOOL	Voluntary separation from work due to the resignation of the employee to return to school.	Copy of resignation letter from the employee to the employer.	
2	SW	RS	L	RESIGNED-OTHER REASON	Voluntary separation from work due to the resignation of the employee for a cause other than those specified.	Copy of resignation letter from the employee to the employer.	Same as SW/RS (above) or date of notification by employees resigning or retiring due to disability as verified by a physician.
2	SW	RT		RETIREMENT	Voluntary separation from work due to the employee's receipt of retirement benefits.	Copy of retirement letter or forms from the employee to the employer.	
2	SW	TE	NA	TERMINATE AT WILL EMPLOYEE	Involuntary separation from work of an at will employee with no cause offered.	Copy of termination letter from the employer to the employee.	If the last work day (LWD) is a full day, the effective date is the calendar day after the LWD. If the LWD is a partial day, the effective date is the same as the LWD.
2	SW	TE	LT	TERMINATE LIMITED TERM EMPLOYMT	Separation from work due to the expiration of a limited term of employment or the lack of further need of services.		
2	SW	TE	RJ	REFUSED JOB/DID NOT REPORT	Cancellation of one of the following "Employment" transactions only - AB, AG, EO, EP, ES, ET, EX, OP, PN, XC, XE, XP, XS, XU, or XW - due to the refusal of the offer of employment or the failure of the individual offered employment to report to work with no work performed by the individual offered employment. This transaction should have the same effective date as the employment transaction.	Reference number of employment transaction WV-11 noted on separation transaction WV-11.	Same as the employment transaction that is being cancelled.

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GROUP 3 - LEAVE OF ABSENCE TRANSACTIONS

GROUP	TRANSACTION	CODE	CAUSE	DESCRIPTION	DEFINITION	DOCUMENTATION	EFFECTIVE DATE
3	LA	M		LOA MEDICAL	Approved leave without pay for medical reasons in accordance with applicable rule and/or law.	Copy of approval letter from the employer to the employee.	If the last day paid (LDP) is a full day, the effective date is the calendar day after the LDP. If the LDP is a partial day, the effective date is the same as the LDP.
3	LA	N		LOA PARENTAL/FMLA	Approved leave without pay for parental or family medical reasons in accordance with applicable rule and/or law.	Copy of approval letter from the employer to the employee.	
3	LA	P		LOA PERSONAL	Approved leave without pay for personal reasons in accordance with applicable rule and/or law.	Copy of approval letter from the employer to the employee.	
3	LA	Q		LOA EDUCATIONAL	Approved leave without pay for educational reasons in accordance with applicable rule and/or law.	Copy of approval letter from the employer to the employee.	
3	LA	T		LOA MILITARY	Approved leave without pay for military reasons in accordance with applicable rule and/or law.	Copy of official military orders.	
3	LA	W		LOA WORKERS COMP	Employees receiving temporary total disability (TTD), or sick and/or annual leave until benefits begin, due to a work related injury.	Copy of letter from insurance provider confirming that claim is compensable.	The actual date and time of a work related injury, or date when the employee exhausts or stops using their sick, annual, and/or holiday pay due to TTD benefits starting.
3	LA	S	AA	SUSPENSION-MISCONDUCT	Suspension of an employee without pay for a specified period of time due to misconduct.	Copy of suspension letter from the employer to the employee.	Date set by employer which should be a scheduled work day at least 8 days after notice to the employee. Count 8 full calendar days after the day written notice is mailed or given to the employee; the 9 th day is the <u>earliest</u> effective date.
3	LA	S	AD	SUSPENSION-POOR PERFORMANCE	Suspension of an employee without pay for a specified period of time due to poor performance.	Copy of suspension letter from the employer to the employee.	
3	LA	S	AG	SUSPENSION-ABSENTEEISM	Suspension of an employee without pay for a specified period of time due to absenteeism.	Copy of suspension letter from the employer to the employee.	
3	LA	S	AM	SUSPENSION-LICENSE REVOKED	Suspension of an employee without pay for a period of time due to revocation of a license required for the performance of work.	Copy of suspension letter from the employer to the employee.	
3	LA	S	AQ	SUSPENSION-OTHER REASON	Suspension of an employee without pay for a specified period of time for a cause other than those specified.	Copy of suspension letter from the employer to the employee.	

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3	LA	S	AJ	SUSPENSION-PEND'G INVESTIGAT'N	Suspension of an employee without pay for a period of time pending investigation of alleged wrongdoing.	Copy of suspension letter from the employer to the employee.	Generally, when issued - i.e., the calendar day following LWD.
3	LA	U		LOA UNAUTHORIZED	Unauthorized leave without pay as provided in applicable rule.	Copy of unauthorized leave letter from the employer to the employee.	Dependent on situation.
3	LR			LEAVE RETURN	Return of an employee to work from any type of leave without pay, including suspension and unauthorized leave.		First day employee works on return from leave of absence. Exception: First calendar day after last day of a suspension or unauthorized leave.

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GROUP 4 - SALARY ADVANCEMENT OR ADJUSTMENT TRANSACTIONS

GROUP	TRANSACTION	CODE	CAUSE	DESCRIPTION	DEFINITION	DOCUMENTATION	EFFECTIVE DATE
4	SA			SALARY ADVANCEMENT	An increase in pay based on performance; a "merit increase."		First calendar day of pay change; generally the first calendar day of a pay period.
4	SJ			SALARY ADJUSTMENT-ATB	An across the board increase generally provided for in budget appropriations and generally applicable to state employees as a whole with certain exceptions (e.g. employees whose salaries are set by statute).		Date specified in budget document(s); generally the first calendar day of a month.
4	SK			SALARY ADJUSTMENT-AUTHORIZED/REQUIRED	A salary adjustment required by action of the State Personnel Board or Policy.	Noted on WV-11.	Date specified by Board; generally the first calendar day of a month.
4	SL			SALARY ADJUSTMENT-LEGISLATED	A salary adjustment required by action of the Legislature and generally affecting specific job classifications, categories of job classifications, or agencies.	Noted on WV-11.	Date specified by the Legislature; generally the first calendar day of a month.
4	PI			SALARY INCREASE PPI	A temporary or permanent salary increase based on the Pay Plan Implementation Policy (PPI).	PPI request for approval form signed by agency, DOP, and the Governor's Office.	First calendar day of pay change; generally the first calendar day of a pay period.
4	PD			SALARY DECREASE PPI	Return of an employee to the previous salary at the expiration of an approved temporary assignment, based on the Pay Plan Implementation Policy (PPI).	Noted on WV-11.	First calendar day of pay change; generally the first calendar day of a pay period.
4	RI			SALARY ADJUSTMENT CORRECTION	A salary adjustment required to correct an error in a prior salary adjustment, or to add a salary adjustment omitted in error, and/or to correct the cumulative effect of such errors.	Calculations provided on WV-11; copy of settlement agreement if applicable.	First calendar day of pay change; generally the first calendar day of a pay period.
4	RJ			SALARY ADVANCEMENT CORRECTION	A salary advancement required to correct an error in a prior salary advancement, or to add a salary advancement omitted in error, and/or to correct the cumulative effect of such errors.	Calculations provided on WV-11; copy of settlement agreement if applicable.	
4	ST			SALARY ADJUSTMENT-TENURE	A salary adjustment based on years of service according to an established pay plan.	Noted on WV-11.	

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GROUP 5 - STATUS CHANGE TRANSACTIONS

GROUP	TRANSACTION	CODE	CAUSE	DESCRIPTION	DEFINITION	DOCUMENTATION	EFFECTIVE DATE
5	CP			CERTIFIED PERMANENT	Certified permanent. Achievement of permanent status upon satisfactory completion of a specified probationary period of employment.		Calendar date after the number of months specified (6, 9, 12, 18) for the probationary period.
5	DA			DEMOTION WITH PREJUDICE	Demotion with prejudice. Involuntary change in status of an employee from a position in one class to a position in another class of lower rank as measured by pay grade/salary range, minimum qualifications, or duties that may result in a reduction of an employee's pay	Position description. Copy of current license, registration, college transcript, certificate verifying vocational school clock hours, etc.; Copy of current DOP Application for Examination; Copy of demotion letter from employer to employee.	First calendar day of position change; generally the first calendar day of a pay period.
5	DB			DEMOTION WITHOUT PREJUDICE	Demotion without prejudice. Voluntary change in status of an employee from a position in one class to a position in another class of lower rank as measured by pay grade/salary range, minimum qualifications, or duties; transfer of an employee to a lower classification ; or a reduction in pay due to business necessity	Job posting or position description. Copy of current license, registration, college transcript, certificate verifying vocational school clock hours, etc. Copy of IEP prior review for MQ's OR copy current DOP Application for Examination; Copy of demotion letter from employer to employee.	
5	EA			PROVISIONAL TO ORIGINAL APPT	Change from provisional appointment to original appointment. Time served in the provisional status is counted toward the probationary period.	Original certification list.	First calendar day of original appointment; generally the first calendar day of a pay period.
5	LC			LATERAL CLASS CHANGE	Movement of employee from one class to another class in the same pay grade with no change in salary. Position number must change.	Job posting. Copy of current license, registration, college transcript, certificate verifying vocational school clock hours, etc. Copy of IEP prior review for MQ's OR copy current DOP Application for Examination.	First calendar day of position change.
5	PA			PROMOTION	Change in status of an employee from a position in one classification to a vacant, posted position in another classification of higher rank as measured by pay grade / salary range and increased level of duties and / or responsibilities. Position number must change	Job posting. Copy current license, registration, college transcript; certificate verifying vocational school clock hours, etc. Copy of IEP prior review for MQ's OR copy of current DOP Application for Examination.	First calendar day of position change; generally the first calendar day of a pay period.

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5	PG			PAY GRADE CHANGE-BOARD ACTION	Change in the pay grade to which a job classification is allocated by action of the State Personnel Board.		Date specified by Board; generally the first calendar day of a month.
5	RC			RECLASSIFICATION	The revision by action of the State Personnel Board of a job classification or classification series resulting in the redefinition of the nature of work and resulting reassignment of positions; may include a change in title, pay grade, and/or minimum qualifications. Position number does not change.		Date specified by Board; generally the first calendar day of a month.
5	RK			REALLOCATION-SALARY CORRECTION	Reallocation with a salary correction as a result of a back pay award.	Copy current license, registration, college transcript; certificate verifying vocational school clock hours, etc.; Copy of IEP prior review for MQ's OR copy of current DOP Application for Examination. Copy of settlement agreement.	First calendar day of position change; generally the first calendar day of a pay period.
5	TU			TEMPORARY UPGRADE	Approved pay differential for employees who during a specified period of time of not less than 30 calendar days nor more than 6 months perform the duties of a position in a higher pay grade due to a separation or an extended absence, a short-term project, or in an emergency situation on a full-time basis.	Letter signed by employee acknowledging type and duration of upgrade. Position description if upgrade is for special project or to different classification than the vacancy for upgrades due to separation or extended absence. Copy of current DOP Application for Examination.	First calendar day of upgrade; generally the first calendar day of a pay period.
5	UT			TERMINATE TEMPORARY UPGRADE	Return of an employee to the previous job classification and salary at the expiration of an approved temporary upgrade.		First calendar day of return to position ; generally the first calendar day of a pay period.
5	RL			REALLOCATION	Reassignment by Director of Personnel of a position from one classification to a different classification on the basis of a significant change in the kind or level of duties and responsibilities assigned to the position. Salary is adjusted in accordance with regulations for promotion, demotion, or lateral class change. Position number does not change	Position description. Copy current license, registration, college transcript; certificate verifying vocational school clock hours, etc. Copy of IEP prior review for MQ's OR copy of current DOP Application for Examination. Copy of letter from employer to employee if movement is downward	First calendar day of position change; generally the first calendar day of a pay period.

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GROUP 6 - OTHER TRANSACTIONS

GROUP	TRANSACTION	CODE	CAUSE	DESCRIPTION	DEFINITION	DOCUMENTATION	EFFECTIVE DATE
6	AC *			ADDRESS CHANGE	Change in employee's home address.		Date of change.
6	AE			AMEND EFFECTIVE EMPLOYMENT DATE	A change forward of an effective date for only the following "Employment" transactions: AB, AG, EO, EP, ES, ET, EX, OP, PN, XC, XE, XP, XS, XU, or XW.	WV-11 reference number of original transaction noted in "Justification."	Revised future first work day.
6	AZ			ANNUAL INCREMENT CORRECTION	Correction to the annual increment amount.		First calendar day of change; generally the first calendar day of a pay period.
6	FS			FUND SOURCE CHANGE-NO TRANSFER	Funding source change only; no transfer.		
6	NC *			NAME CHANGE	Name change.		Date of change.
6	PP			PART TIME TO PART TIME	Change from an FTE less than 1.0 to a different FTE also less than 1.0.		First calendar day of change; generally the first calendar day of a pay period.
6	UC			UNIT CODE CHANGE	Unit Code change only, no transfer.		
6	WF			FULL TIME TO PART TIME	Change from an FTE of 1.0 to an FTE of less than 1.0.		
6	WP			PART TIME TO FULL TIME	Change from an FTE less than 1.0 to an FTE of 1.0.		

#These transactions were deleted from the Administrative Rule effective 7/1/09.

* These transactions are not necessary for HRIS users.
 For name changes, use screen PA5000T (Personal Information).
 For address changes, use screen PA5000N (Work/Home Address Information).