



PURPOSE: The purpose of this guide is to assist agencies in processing personnel transactions. The following scenarios do not cover every possible situation but will address the most common hire and transfer circumstances.

Scenario 1: Employee's first time ever hired into state government (**ORIGL**)

- ORIGL effective date can be any future day during the pay period
- Refer to *wvOASIS PACT/PART* guide for appropriate PART code

Scenario 2: Employee was a previous state employee, but no history in OASIS (**ORIGR**)

- ORIGR effective date can be any future day during the pay period
- Refer to *wvOASIS PACT/PART* guide for appropriate PART code

Scenario 3: Employee is rehired as a permanent employee

Scenario 3a: Employee has prior employment either as a temporary employee or a previous permanent employee, but has separated and is being rehired (**REHIR**) ***if employee was not previously certified permanent, employee MUST be on a competitive register***

- REHIR effective date can be any future day during the pay period
- Refer to *wvOASIS PACT/PART* guide for appropriate PART code

Scenario 3b: Employee has not completed probationary period, but accepts new position with the same agency (**REHIR-PPE**) ***employee MUST be on a competitive register***

- REHIR-PPE effective date can be any future day during the pay period

Scenario 3c: Employee has not completed probationary period, but accepts a new position with a different agency (**TRANI-PPE**) ***employee MUST be on a competitive register***

- TRANI-PPE must have an effective date on the 1st day of a future open pay period

Scenario 4: Employee is currently in an exempt position and accepts a covered position

Scenario 4a: with the same agency (**REHIR-COV**)



- REHIR-COV must have an effective date on the 1st day of a future open pay period

Scenario 4b: with a different agency – this includes employees currently employed by the Department of Transportation (**TRANI-COV**)

- TRANI-COV must have an effective date on the 1st day of a future open pay period

Scenario 5: Employee is currently in a covered position and accepts a classified exempt position (this also applies to employees currently in a non-classified exempt position OR classified exempt position and accepts another classified exempt position).

Scenario 5a: with the same agency, increasing in pay grades (**PROMT-CLE**)

- PROMT-CLE must have an effective date on the 1st day of a future open pay period

Scenario 5b: with the same agency, decreasing in pay grades (**DEMOT-CLE**)

- DEMOT-CLE must have an effective date on the 1st day of a future open pay period

Scenario 5c: with the same agency, no change in pay grades (**LATRL-CLE**)

- LATRL-CLE must have an effective date on the 1st day of a future open pay period

Scenario 5d: with a different agency (**TRANI-CLE**)

- TRANI-CLE must have an effective date on the 1st day of a future open pay period

Scenario 6: Employee is currently in a covered position and accepts a non-classified exempt position (this also applies to employees currently in a classified exempt position OR non-classified exempt position and accepts another non-classified exempt position).

Scenario 6a: with the same agency, increasing in pay grades (**PROMT-NCE**)



- PROMT-NCE must have an effective date on the 1st day of a future open pay period

Scenario 6b: with the same agency, decreasing in pay grades (**DEMOT-NCE**)

- DEMOT-NCE must have an effective date on the 1st day of a future open pay period

Scenario 6c: with the same agency, no change in pay grades (**LATRL-NCE**)

- LATRL-NCE must have an effective date on the 1st day of a future open pay period

Scenario 6d: with a different agency (**TRANI-NCE**)

- TRANI-NCE must have an effective date on the 1st day of a future open pay period

Scenario 7: Employee is working as a temporary employee and is being hired as a permanent employee

Scenario 7a: Employee has never been a permanent employee (**TMPOR**) ***employee MUST be on a competitive register***

- TMPOR must have an effective date on the 1st day of a future open pay period
 - Effective date CANNOT be amended
 - NO PART code should be used for TMPOR (if employee has never been a permanent employee previously)

Scenario 7b: Employee has prior permanent employment (**TMPOR-REH**) ***if employee did not certify permanent; employee MUST be on a competitive register***

- TMPOR-REH must have an effective date on the 1st day of a future open pay period
 - Effective date CANNOT be amended
 - PART code REH must be included when the employee has prior permanent service



Scenario 8: Employee has completed probationary period and has accepted a promotion

Scenario 8a: with the same agency, getting the standard promotional increase
(**PROMT-STD**)

- PROMT-STD must have an effective date on the 1st day of a future open pay period

Scenario 8b: with the same agency, getting an increase above the standard promotional increase (**PROMT-ABV**)

- PROMT-ABV must have an effective date on the 1st day of a future open pay period

Scenario 8c: with the same agency, getting less than the standard promotional increase
(**PROMT-PRS**)

- PROMT-PRS must have an effective date on the 1st day of a future open pay period

Scenario 8d: with the same agency, no change in pay (**PROMT-TCO**)

- PROMT-TCO must have an effective date on the 1st day of a future open pay period

Scenario 8e: with a different agency, getting standard promotional increase
(**TRANI-PRO**)

- TRANI-PRO must have an effective date on the 1st day of a future open pay period

Scenario 8f: with a different agency, getting more or less than standard promotional increase (**TRANI-PRS**)

- TRANI-PRS must have an effective date on the 1st day of a future open pay period



Scenario 9: Employee has completed probationary period and accepts a position in a lower pay grade

Scenario 9a: with the same agency, no loss in pay (**DEMOT-VOL**)

- DEMOT-VOL must have an effective date on the 1st day of a future open pay period

Scenario 9b: with the same agency, pay reduced not due to disciplinary action (**DEMOT-DMS**)

- DEMOT-DMS must have an effective date on the 1st day of a future open pay period

Scenario 9c: with a different agency, no loss in pay (**TRANI-DEM**)

- TRANI-DEM must have an effective date on the 1st day of a future open pay period

Scenario 9d: with a different agency, pay is changing (**TRANI-DMS**)

- TRANI-DMS must have an effective date on the 1st day of a future open pay period

Scenario 10: Employee has completed probationary period and accepts a position with the same pay grade

Scenario 10a: with the same agency, different facility or district, different title (**LATRL**)

- LATRL must have an effective date on the 1st day of a future open pay period
- Title changes, but pay grade stays the same
- Home Unit changes
- PART code SAU should be used if pay is increasing

Scenario 10b: with the same agency, different facility or district, same title (**UNITC-POS**)

- UNITC-POS must have an effective date on the 1st day of a future open pay period



- Title and salary will not change
- Home Unit must be changing

Scenario 10c: with the same agency, same facility or district but changing sections/area, same title (**LATRL-SEC**)

- LATRL-SEC must have an effective date on the 1st day of a future open pay period
- Title, money, and home unit will not change

Scenario 10d: with a different agency, no change in pay (**TRANI-LAT**)

- TRANI-LAT must have an effective date on the 1st day of a future open pay period

Scenario 10e: with a different agency, pay is increasing with new title (**TRANI-LSA**)

- TRANI-LSA must have an effective date on the 1st day of a future open pay period

Scenario 11: Employee has completed probationary period and is transferring in from a Local Health Department

Scenario 11a: no history in wvOASIS (**ORIGR-LHD**)

- ORIGR-LHD effective date can be any future day during the pay period

Scenario 11b: prior history in wvOASIS (**REHIR-LHD**)

- REHIR-LHD effective date can be any future day during the pay period

Scenario 12: Current employee in a classified position with an agency who has their own established pay plan or is statutorily exempted from the DOP Pay Plan transfers to an agency covered under the DOP Pay Plan (**TRANI-OAR**)

- TRANI-OAR must have an effective date on the 1st day of a future open pay period
- Pay will be determined following original appointment rules



- *Applies to employees of the Tax Department and employees that fall under the Public Service Commission (PSC) General Order*
- PSC employee under General Order accepting a new position with PSC that falls under the DOP Pay Plan Policy (**REHIR-OAR**)

Scenario 13: Current employee in a classified position has their position reallocated to a new classification (this is only done after a Position Description Form is reviewed by Class & Comp)

Scenario 13a: Title, pay grade, and money are changing (**REALL**)

- REALL must have an effective date on the 1st day of a future open pay period

Scenario 13b: Title is changing, but money remain the same (**REALL-TCO**)

- REALL-TCO must have an effective date on the 1st day of a future open pay period

Scenario 14: Current employee in a classified position has their position reclassified due to a State Personnel Board action

Scenario 14a: Title only change, money remains the same (**RECLS**)

- RECLS must have an effective date on the 1st day of a future open pay period

Scenario 14b: Special plan of implementation is approved, and employee receives a pay increase (**RECLS-SAU**)

- RECLS-SAU must have an effective date on the 1st day of a future open pay period

Scenario 14c: Employee's pay is below the minimum for the new classification (**RECLS-SAU**)

- RECLS-SAU must have an effective date on the 1st day of a future open pay period



Scenario 15: Employee is working on DHHR’s Crisis Response Team on a temporary basis and resigns from the Crisis Response Team only (**UNITC-SPD**)

- UNITC-SPD should have an effective date on the 1st day of a future open pay period
- Money will be reduced to rate prior to serving on the Crisis Response Team
- *This scenario ONLY applies to DHHR’s employees serving on the Crisis Response Team on a temporary basis*

Scenario 16: Employee changes classifications due to a workplace accommodation

Scenario 16a: employee moves to a lower pay grade (**DEMOT-ACC**)

- DEMOT-ACC must have an effective date on the 1st day of a future open pay period

Scenario 16b: change in classification results in no change in pay grade (**LATRL-ACC**)

- LATRL-ACC must have an effective date on the 1st day of a future open pay period

Scenario 16c: employee moves to a different department (**TRANI-ACC**)

- TRANI-ACC must have an effective date on the 1st day of a future open pay period
- *This is only used by DHHR moving employees between Departments 0506 & 0511*

Scenario 17: Employee is being hired as a provisional appointment (specific guidelines apply)

Scenario 17a: Employee has never worked for the state (**ORIGL-PRV**)

- ORIGL-PRV effective date can be any future day during the pay period

Scenario 17b: Employee has prior history in wvOASIS (**REHIR-PRV**)

- REHIR-PRV effective date can be any future day during the pay period

Scenario 17c: Employee has prior service, but no history in wvOASIS (**ORIGR-PRV**)

- ORIGR-PRV effective date can be any future day during the pay period



Scenario 17-1: Employee is moving from a provisional to an original appointment (REHIR-POR)

- REHIR-POR effective date can be any future day during the pay period

Scenario 18: Employee is currently in a classified position and accepts a position appointed by the Governor (REHIR-STA)

- REHIR-STA effective date will be the date the Governor made the appointment
- Governor's appointment letter AND employee acknowledgement letter must be attached
- This would also apply to an employee who is currently in a classified exempt position OR a non-classified exempt position and accepts an appointed position

Scenario 19: Employee has completed probationary period and is being placed in a temporary upgrade (TMPUP)

- TMPUP effective date must be at the start of a future pay period

Scenario 19a: Employee is moving between departments 0506 & 0511 (TRANI-TUP)

- TRANI-TUP effective date must be at the start of a future pay period
- *For use by DHHR only*

Scenario 19-1: Temporary upgrade appointment has ended, employee needs returned to their permanent classification (TMPDN)

- TMPDN effective date must be at the start of a future pay period

Scenario 19-1a: Employee is moving between departments 0506 & 0511 (TRANI-TDN)

- TRANI-TDN effective date must be at the start of a future pay period
- *For use by DHHR only*

Scenario 20: Employee provides documentation from a physician or worker's compensation requiring a change in duties and classification for a limited time



Scenario 20a: No change in pay grade or home unit (**LATRL-TLD**)

- LATRL-TLD effective date must be at the start of a future pay period

Scenario 20b: No change in pay grade, but home unit is changing (**UNITC-TLD**)

- UNITC-TLD effective date must be at the start of a future pay period

Scenario 20c: New classification is a lower pay grade (**DEMOT-TLD**)

- DEMOT-TLD effective date must be at the start of a future pay period

Scenario 21: Employee provides agency notification of impending resignation or retirement from a professional position and is being moved into a new classification to allow the agency to backfill the vacancy.

Scenario 21a: No change in pay grade or home unit (**LATRL-TRE**)

- LATRL-TLD effective date must be at the start of a future pay period

Scenario 21b: No change in pay grade, but home unit is changing (**UNITC-TRE**)

- UNITC-TLD effective date must be at the start of a future pay period

Scenario 21c: New classification is a lower pay grade (**DEMOT-TRE**)

- DEMOT-TLD effective date must be at the start of a future pay period