

Hire/Transfer Scenarios

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 previously certified permanent employee, but has separated and is being rehired (**REHIR**) ***if employee was previously certified permanent and is not being rehired into the same occupational group, employee/applicant 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 (**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 an exempt position

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

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

Scenario 5b: with a different agency (**TRANI-NON**)

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

Scenario 6: Employee is working as a temporary employee and is being hired as a permanent employee

Scenario 6a: 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

Scenario 6b: Employee has prior permanent employment in which he/she has been certified permanent (**REHIR** or **MULTI**) ***if employee is not being rehired into the same occupational group, employee/applicant MUST be on a competitive register***

- REHIR must have an effective date on the 1st day of a future open pay period
- MULTI effective date can be any future day during the pay period
- Refer to wvOASIS PACT/PART guide for appropriate PART code

Scenario 7: Employee has completed probationary period and has accepted a promotion

Scenario 7a: with the same agency (**PROMT**)

- PROMT must have an effective date on the 1st day of a future open pay period
- Refer to wvOASIS PACT/PART guide for appropriate PART code

Scenario 7b: with a different agency (**TRANI-PRO**)

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

Scenario 8: Employee has completed probationary period and is being demoted

Scenario 8a: with the same agency (**DEMOT**)

- DEMOT must have an effective date on the 1st day of a future open pay period
- Refer to wvOASIS PACT/PART guide for appropriate PART code

Scenario 8b: with a different agency (**TRANI-DEM**)

- TRANI-DEM 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 with the same pay grade

Scenario 9a: with the same agency, different facility or district (**LATRL**)

- LATRL must have an effective date on the 1st day of a future open pay period
- Refer to wvOASIS PACT/PART guide for appropriate PART code
- Title changes, but pay grade stays the same

Scenario 9b: with the same agency, same facility or district (**UNITC-POS**)

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

Scenario 9c: with a different agency (**TRANI-LAT**)

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

Scenario 9d: 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 10: Employee has completed probationary period and is transferring in from a Local Health Department

Scenario 10a: no history in *wvOASIS* (**ORIGR-LHD**)

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

Scenario 10b: prior history in *wvOASIS* (**REHIR-LHD**)

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

Scenario 11: Current employee classified as a Transportation Worker accepts a position outside of the Transportation Worker series

Scenario 11a: within Division of Highways (**UNITC-OAR**)

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

Scenario 11b: with a different agency (**TRANI-OAR**)

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

Scenario 12: Current permanent employee has completed probationary period and accepts a position within the Transportation Worker series

Scenario 12a: within Division of Highways (**UNITC-TTW**)

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

Scenario 12b: with a different agency (**TRANI-TTW**)

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

Scenario 13: 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
- *This scenario ONLY applies to DHHR's employees serving on the Crisis Response Team on a temporary basis*

Scenario 14: Employee changes classifications due to a workplace accommodation

Scenario 14a: employee moves to a lower paygrade (**DEMOT-ACC**)

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

Scenario 14b: 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 14c: 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 to be used only by DHHR moving employees between Departments 0506 & 0511*