



JOB REFUSAL GUIDE

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 job refusal circumstances.

Scenario 1: Employee is hired as an original appointment or rehire but refuses the job or never starts work (**TERMT-RFS**)

- TERMT-RFS must be effective the same day as the ORIGL, ORIGR, or REHIR

Scenario 2: Employee is hired as an original appointment or rehire, and the agency withdraws the offer of employment (**TERMT-EWO**)

- TERMT-EWO must be effective the same day as the ORIGL, ORIGR, or REHIR

Scenario 3: Employee is working as a temporary employee, accepts a permanent position and then refuses the permanent position (**TERMT-RFS**)

- TERMT-RFS must be effective the same day as the TMPOR
 - IF the employee wishes to remain a temporary employee, the agency will need to process a future dated REHIT-1K once the TERMT-RFS has been finalized

Scenario 4: Employee is working as a temporary employee, accepts a permanent position and the agency withdraws the offer of employment

Scenario 4a: the agency does not wish to keep the employee on as a temporary (**TERMT-EWO**)

- TERMT-EWO must be effective the same day as the TMPOR

Scenario 4b: the agency wishes to keep the employee on as a temporary employee (this will require 2 transactions)

- First transaction will be needed to terminate the permanent position
 - TERMT-EWO must be effective the same day as the TMPOR
- Second transaction will be needed to place the employee back into a temporary position
 - REHIT-EWO effective the same day as the TMPOR and TERMT-EWO if processed prior to the effective date of the TMPOR/TERMT
 - REHIT-1K effective date can be any future day during the pay period

Scenario 5: Employee accepts a promotion, but decides to refuse the promotion after the personnel transaction has been final

Scenario 5a: with the same agency (**DEMOT-RFS**)



- DEMOT-RFS must be effective the same day as the promotion (PROMT)

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

- TRANI-RFS be effective the same day as the transfer (TRANI-PRO or TRANI-PRS)

Scenario 6: Employee accepts a voluntary demotion, but decides to refuse the demotion after the personnel transaction has been final

Scenario 6a: with the same agency (**PROMT-RFS**)

- PROMT-RFS must be effective the same day as the demotion (DEMOT)

Scenario 6b: with a different agency (**TRANI-RFS**)

- TRANI-RFS be effective the same day as the transfer (TRANI-DEM or TRANI-DMS)

Scenario 7: Employee accepts a position with the same pay grade, but refuses the position after the personnel transaction has been final

Scenario 7a: with the same agency, different facility or district, different title (**LATRL-RFS**)

- LATRL-RFS must be effective the same day as the LATRL
 - *In the event the system does not allow this to be processed, agencies should work with CPU to process a TSFXA-RFS*

Scenario 7b: with the same agency, different facility or district, same title (**UNITC-RFS**)

- UNITC-RFS must be effective the same day as the UNITC-POS
 - *In the event the system does not allow this to be processed, agencies should work with CPU to process a TSFXA-RFS*

Scenario 7c: with a different agency (**TRANI-RFS**)

- TRANI-RFS must be effective the same day as the TRANI-LAT or TRANI-LSA

Scenario 7d: with the same agency, same facility or district but changing sections/area, same title (**LATRL-RFS**)

- LATRL-RFS must be effective the same day as the LATRL-SEC
 - *In the event the system does not allow this to be processed, agencies should work with CPU to process a TSFXA-RFS*