



PACT/PART Code	Job Posting	Register	Cert Memo	Application	License	Transcripts	Salary Offer Letter	Demotion Letter	Signed PD Form	C&C Letter	Other Backup Required
DEMOT											
VOL	X			X	X	X	X	X			
DMS	X			X	X	X	X	X			
WIN	X			X	X	X	X	X			
PRJ				X	X	X	X	X			
NON											Refer to Class & Comp staff
ACC	X*			X	X	X			X*		Letter stating accommodation; *job posting or PD may also be required
TLD											Refer to Class & Comp staff
TRE											Refer to Class & Comp staff
LATRL											
WIN	X			X	X	X	X				
ACC	X*			X	X	X			X*		Letter stating accommodation; *job posting or PD may also be required
SAU	X			X	X	X	X				
SAD	X			X	X	X	X				
TLD											Refer to Class & Comp staff
TRE											Refer to Class & Comp staff
SEC	X			X	X	X	X				Temporary upgrade letter
TMPUP				X	X	X					
TMPDN											
UNITC											
CRT							X				
CRP	X			X	X	X	X				
POS	X			X	X	X	X				
NPS											Refer to Class & Comp staff
TLD											Refer to Class & Comp staff
TRE											Refer to Class & Comp staff
TRANI											
DEM	X			X	X	X	X	X			
ACC	X*			X	X	X	X		X*		Letter stating accommodation; *job posting or PD may also be required
PRO	X	X*		X	X	X	X				*No preference email also acceptable
DMS	X			X	X	X	X				
NON											Refer to Class & Comp staff
COV	X	X	X	X	X	X	X				
CLE											Refer to Class & Comp staff
PRS	X	X*		X	X	X	X				*No preference email also acceptable
HBL											Legislation ordering change
SBL											Legislation ordering change
REC											SPB proposal approving reorganization
LAT	X			X	X	X	X				
LSA	X			X	X	X	X				
TUP				X	X	X					Temporary upgrade letter
TDN											

**Quick Reference Guide - Required Documentation**  
*Separations & Leaves of Absence*

PACT/PART Code	Cover sheet	Time sheet	Letter to employee	Separation letter	Progression Dates Calculator	Other documents required
<b>LOA</b>						
PER	X	X	X*			*Signed leave slip also acceptable
MED	X	X	X			Physician Statement
FML	X	X	X			Physician Statement or FMLA paperwork
UNA	X	X	X*			*Disapproved leave slip also acceptable
WC	X	X	X			Letter from WC provider
MPU	X	X	X			Military Orders
<b>LOADS</b>						
PER	X	X	X*		X	*Signed leave slip also acceptable
MED	X	X	X		X	Physician Statement
FML	X	X	X		X	Physician Statement or FMLA paperwork
UNA	X	X	X*		X	*Disapproved leave slip also acceptable
<b>SUSPD</b>						
INV	X	X	X			
ABS	X	X	X			
PRF	X	X	X			
LIC	X	X	X			
OTH	X	X	X			
MIS	X	X	X			
<b>LVRTN</b>						
No PART	X	X			X	Timesheet should include entire leave of absence
NBS	X	X	X		X	
<b>TRSN</b>						
ATE	X	X		X	X	V2 may be needed to verify prior state service
ATW	X	X		X	X	V2 may be needed to verify prior state service
<b>RESGN</b>						
EMP	X	X		X		
MOV	X	X		X		
PSL	X	X		X		
TTD	X	X		X		Letter showing expiration of TTD benefits
LOA	X	X		X		
DIS	X	X		X		Physician or social security disability notice
LHD	X	X		X		
SCH	X	X		X		
ROR	X	X		X		
DBS	X	X		X		
MIL	X	X		X		Military orders
LOD	X	X		X		Letter should indicate in lieu of dismissal
<b>RETRE</b>						
REG	X	X		X		
DIS	X	X		X		Letter from CPRB approving disability retirement
LOA	X	X		X		
<b>DISMS</b>						
DLR	X	X		X		
DOR	X	X		X		
MCN	X	X		X		
GRO	X	X		X		
DPP	X	X		X		
DAB	X	X		X		
ABD	X	X		X		
TAW	X	X		X		

**Quick Reference Guide - Required Documentation**  
*Salary Adjustments*

PACT/PART Code	Must be future dated	Effective date at start of pay period	SPB approval letter	Pay Conversion Calculator	EPA3	Pay Plan Policy Form Request	Other documents required
SADJ							
ATB	X						Dropped in by State Auditor's office
ATR	X						Refer to Class & Comp staff
STW	X						Refer to Class & Comp staff
DTA	X						Refer to Class & Comp staff
DTR	X						Refer to Class & Comp staff
SPD	X	X	X				
SPU	X	X	X	X			
LEG	X			X			
COR	X	X		X			
PPD	X	X					
PPI	X	X		X		X	
PT1	X	X		X		X	
PT2	X	X					Comment reason and show calculations
SAU	X		X	X			
TEN	X						KCS salary schedule for current year
TTW	X						Refer to Class & Comp staff
PGC	X	X	X				
SSM	X						
DFX	X						
<b>SADJT</b>							
PAT	X						Comment reason for change in pay
<b>SALAN</b>							
SAM	X	X		X	X		