Action Codes

Dem Codes, Dem Codes!

Dem DRY codes. Talkin' 'bout dem Action Codes. Like (dem) bones they provide a framework to build an employee's employment history.

Some Action Bundles come with their own codes, so they're ready to go. 01 for New Hire, 02 for Rehire, 06 for Separation - you never have to think about them, because they're derived from the system when you use the bundles.

BUT, the bundles for appointment changes (SAPT, AAPT) are too generic to tell what's going on, so codes need to be added. AAPT/SAPT can include anything from promotion to demotion to transfer to reclassification - there has to be something to distinguish one action from another.

Promotion, demotion, lateral transfer, reclassification, additional employment (to name but a few) usually require a new appointment line in PPS. As soon as you create that new appointment line, the very first field you are in is the "Actions" field. Before you do anything else, hit the PF1 (Help) key and consider the options it presents. 10 for Promotion, 11 for Demotion, 12 for Title Transfer, etc. If your action fits one of these, put the code number in the Actions field. Voila! You've made history. Now you can plug in the rest of the information for the change.

The same goes for changes at the distribution line level, which are generally pay changes like a 6-month increase, equity increase, casual increase, or change in fund source. Again, as soon as you have created a new distribution line consider the Help options. 04 for Merit Increase, 18 for Change in Fund Source, etc. If any of these fit, plug the number code in the Actions field.

Do it this way and it's easy to remember that it's the NEW line that gets the code. Don't forget to end the previous appointment or distribution as needed.

Want to know more? Personnel Action codes are in that blue (green?) lettered white binder (Payroll/Personnel Online System Procedures) in Appendix J.