

Documentation and Workflow for all Action Types and Reasons

| For this action: | | This is the usual documentation you must send to the Personnel Administration Branch to accompany your HCMPF. In some cases additional documentation (not listed) may be requested. | | Workflow | | | |
|------------------------|----------------------------------|---|--|---|----------|----------|---------|
| | | None | Letter of Justification/Request | <i>Note: The symbol ">" represents actions which route to the Personnel Administration Branch initially. However, the Personnel Administration Branch is responsible for forwarding to one of the designated areas for approval depending on the type of employee being hired. (i.e. classified, unclassified, FFTL), or the type of information requiring correction.</i> | | | |
| Type: | Reason: | | | Level 1 | Level 2 | Level 3 | Level 4 |
| *Establish with PD | | | | CLASS NM LIAISON | | | |
| *Establish w/out PD | | | | CLASS NM LIAISON | | | |
| Update PD | | | | CLASS NM LIAISON | | | |
| Z1- Appointment | | | | | | | |
| 1 | Appoint | | If appointed by the Governor, see Unclassified/Non-Merit Example Letter. For a Co-op Intern, must attach the approval letter from DCO. | > REGISTER > NM LIAISON > HR CERT | PA | | |
| 2 | Appoint up to midpoint | | If appointed by the Governor, see Unclassified/Non-Merit Example Letter. For a Co-op Intern, must attach the approval letter from DCO. | > REGISTER > NM LIAISON > HR CERT | PA | PA SUPV | |
| 3 | Interim | | Updated application in COS, if age 16-17 must have letter signed by employing agency's Cabinet Secretary and the Secretary of the Personnel Cabinet. For a Co-op Intern, must attach the approval letter from DCO. | CLASS | PA | HR CERT | |
| 4 | Interim up to midpoint | | Updated application in COS, if age 16-17 must have letter signed by employing agency's Cabinet Secretary and the Secretary of the Personnel Cabinet. | CLASS | PA | HR CERT | |
| 5 | Prev Uncl w/ no Prior Class-Min | | If appointed by the Governor, see Unclassified/Non-Merit Example Letter. | PA | REGISTER | LEGAL | |
| 6 | Prev Uncl w/no Prior Class-Midpt | | If appointed by the Governor, see Unclassified/Non-Merit Example Letter. | PA | PA SUPV | REGISTER | LEGAL |
| 7 | Returning Retiree Appointment | | Form #6751-Signed by Appointing Authority | > REGISTER > NM LIAISON > HR CERT | PA | | |
| 98 | VOID | X | Specific remarks required on HCMPF submission explaining reason for void. | PA | PA SUPV | | |
| 99 | CORRECT | X | Specific remarks required on HCMPF submission explaining needed corrections. | PA | PA SUPV | | |
| Z2- Re-Hire | | | | | | | |
| 1 | Reinstate w/ 12 month break | | Reinstatement Certificate. | PA | PA SUPV | COMP | |
| 2 | Reinstate w/o 12 month break | | Reinstatement Certificate. | PA | PA SUPV | COMP | |
| 3 | Reinstate by Board/Court Order | | Agreed Order. | PA | PA SUPV | COMP | LEGAL |
| 4 | Re-employment | X | No doc required unless otherwise requested. | PA | REGISTER | COMP | |
| 5 | Returning Retiree | | Form #6751-Signed by Appointing Authority. | > REGISTER > NM LIAISON > HR CERT | PA | | |
| 6 | Returning Retiree up to midpoint | | Form #6751-Signed by Appointing Authority. | > REGISTER > NM LIAISON > HR CERT | PA | PA SUPV | |
| 7 | Interim Rehire | | Updated application in COS, if age 16-17 must have letter signed by employing agency's Cabinet Secretary and the Secretary of the Personnel Cabinet. For a Co-op Intern, must attach the approval letter from DCO. | CLASS | PA | HR CERT | |

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|-----------------------------|----------------------------------|--|--|---|----------|----------|---------|
| | | None | Letter of Justification/Request | Level 1 | Level 2 | Level 3 | Level 4 |
| Type: | Reason: | | | | | | |
| 8 | Interim Rehire up to midpoint | | Updated application in COS, if age 16-17 must have letter signed by employing agency's Cabinet Secretary and the Secretary of the Personnel Cabinet. | CLASS | PA | HR CERT | |
| 9 | Appointment | | If appointed by the Governor, see Unclassified/Non-Merit Example Letter. | > REGISTER > NM LIAISON > HR CERT | PA | | |
| 10 | Appointment up to midpoint | | If appointed by the Governor, see Unclassified/Non-Merit Example Letter. | > REGISTER > NM LIAISON > HR CERT | PA | PA SUPV | |
| 11 | Interim Return Retiree | | Form #6751-Signed by Appointing Authority and updated application in COS | CLASS | PA | HR CERT | |
| 12 | Interim Return Retiree to midpt | | Form #6751-Signed by Appointing Authority and updated application in COS | CLASS | PA | HR CERT | |
| 13 | Prev Uncl w/ no Prior Class- Min | | If appointed by the Governor, see Unclassified/Non-Merit Example Letter. | PA | REGISTER | LEGAL | |
| 14 | Prev Uncl w/no Prior Class- Mid | | If appointed by the Governor, see Unclassified/Non-Merit Example Letter. | PA | PA SUPV | REGISTER | LEGAL |
| 98 | VOID | X | Specific remarks required on HCMPF submission explaining reason for void. | PA | OM | | |
| 99 | CORRECT | X | Specific remarks required on HCMPF submission explaining needed corrections. | PA | OM | PA SUPV | |
| Z3- Reclassification | | | | | | | |
| 1 | Higher Grade | | Position description required on HCMPF submission. No doc required unless otherwise requested | CLASS | HR CERT | | |
| 2 | Same Grade | | Position description required on HCMPF submission. No doc required unless otherwise requested | CLASS | HR CERT | | |
| 3 | Lower Grade | | Position description required on HCMPF submission. No doc required unless otherwise requested | CLASS | HR CERT | | |
| 98 | VOID | X | Specific remarks required on HCMPF submission explaining reason for void. | OM | PA | | |
| 99 | CORRECT | X | Specific remarks required on HCMPF submission explaining needed corrections. | OM | PA | PA SUPV | |
| Z4- Reallocation | | | | | | | |
| 1 | Higher Grade | | Position description required on HCMPF submission. See Notification of Reallocation form | CLASS | | | |
| 2 | Same Grade | | Position description required on HCMPF submission. See Notification of Reallocation form | CLASS | | | |
| 3 | Lower Grade | | Position description required on HCMPF submission. See Notification of Reallocation form | CLASS | | | |
| 98 | VOID | X | Specific remarks required on HCMPF submission explaining reason for void. | OM | PA | | |
| 99 | CORRECT | X | Specific remarks required on HCMPF submission explaining needed corrections. | OM | PA | PA SUPV | |
| Z5- Grade Change | | | | | | | |
| 1 | Higher Salary | X | No doc required unless otherwise requested | | | | |
| 2 | Same Salary | X | No doc required unless otherwise requested | | | | |
| 98 | VOID | X | Specific remarks required on HCMPF submission explaining reason for void. | PA | | | |
| 99 | CORRECT | X | Specific remarks required on HCMPF submission explaining needed corrections. | PA | PA SUPV | | |
| Z6- Range Change | | | | | | | |
| 1 | Higher Salary | X | NONE | | | | |
| 2 | Special Entrance Rate | X | NONE | | | | |

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|--|------------------------------------|--|--|---|----------|---------|---------|
| | | None | Letter of Justification/Request | Level 1 | Level 2 | Level 3 | Level 4 |
| Type: | Reason: | | | | | | |
| 98 | VOID | X | Specific remarks required on HCMPF submission explaining reason for void. | PA | | | |
| 99 | CORRECT | X | Specific remarks required on HCMPF submission explaining needed corrections. | PA | PA SUPV | | |
| Z7- Position # Change/ External | | | | | | | |
| 1 | 1 Trans In | | Requires Voluntary Transfer/Demotion form from the losing agency. (Certain Classified/Merit employees require a letter pursuant to KRS 12:050- See Non-Merit Example Letters) | PA | HR CERT | | |
| 2 | TI Promotion | X | NONE | PA | REGISTER | | |
| 3 | TI Demotion Retain Salary | | Letter to retain salary and Voluntary Transfer/Demotion form | PA | HR CERT | | |
| 4 | TI Demotion | | Voluntary Transfer/Demotion form | PA | HR CERT | | |
| 5 | Detail | | Letter of Justification required | PA | HR CERT | | |
| 6 | Reversion Promotional Prob | | See Disciplinary & Personnel Actions Guide for example letter #18 or a request from the employee. | PA | COMP | LEGAL | |
| 7 | Reorg- Exec Order | X | No doc required unless otherwise requested | | | | |
| 8 | Reorg- Admin Order | X | No doc required unless otherwise requested | | | | |
| 9 | Reorg- Legislative | X | No doc required unless otherwise requested | | | | |
| 10 | Reorg- Deorganization | X | No doc required unless otherwise requested | | | | |
| 11 | Resign to Reappoint | | Separation letter | > REGISTER > NM LIAISON > HR CERT | PA | PA SUPV | LEGAL |
| 12 | Resign to Reinstate | | Separation letter and reinstatement certificate | PA | PA SUPV | COMP | LEGAL |
| 13 | Prev Uncl w/no Prior Class | X | NONE | PA | REGISTER | LEGAL | |
| 14 | Promotion in Grade | X | NONE | CLASS | REGISTER | | |
| 15 | Resign to Reappoint (Interim) | | For resignations, a signed letter from the employee is required. If the employee is being terminated from Interim with one Department and appointed as an Interim with another, then a letter of justification is required for the termination. Additionally, for the interim appointment, an updated application in COS is required. If age 16-17 must have letter signed by employing agency's Cabinet Secretary and the Secretary of the Personnel Cabinet. For a Co-op Intern, must attach the approval letter from DCO. | CLASS | PA | HR Cert | |
| 16 | Reversion from Detail to Spec Duty | | See Disciplinary & Personnel Actions Guide for example letters #16 and #17. | PA | COMP | LEGAL | |
| 98 | VOID | X | Specific remarks required on HCMPF submission explaining reason for void. | OM | PA | | |
| 99 | CORRECT | X | Specific remarks required on HCMPF submission explaining needed corrections. | >COMP >OM | PA | PA SUPV | |
| Z8- Position # Change/Internal | | | | | | | |
| 1 | TWI Invol | | See Disciplinary & Personnel Actions Guide for example letters | PA | HR CERT | LEGAL | |
| 2 | TWI Vol | | Voluntary Transfer/Demotion form | PA | HR CERT | | |
| 3 | Promotion | X | NONE | PA | REGISTER | | |
| 4 | Promotion in Grade | X | NONE | COMP | REGISTER | | |
| 5 | Demote Vol Retain Salary | | Letter to retain salary and Voluntary Transfer/Demotion form | PA | HR CERT | | |
| 6 | Demote Invol Retain Salary | | See Disciplinary & Personnel Actions Guide for example letter | PA | HR CERT | LEGAL | |
| 7 | Demotion Vol | | Voluntary Transfer/Demotion form | PA | HR CERT | | |
| 8 | Demotion Invol | | See Disciplinary & Personnel Actions Guide for example letter | PA | HR CERT | LEGAL | |
| 9 | Detail | | Letter of Justification required | PA | HR CERT | | |
| 10 | Reversion Promotional Prob | | See Disciplinary & Personnel Actions Guide for example letter #18 or a request from the employee. | PA | COMP | LEGAL | |
| 11 | Reorg- Exec Order | X | No doc required unless otherwise requested | | | | |

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|--------------------------|------------------------------------|--|--|---|----------|---------|---------|
| | | None | Letter of Justification/Request | Level 1 | Level 2 | Level 3 | Level 4 |
| Type: | Reason: | | | | | | |
| 12 | Reorg- Admin Order | X | No doc required unless otherwise requested | | | | |
| 13 | Reorg- Legislative | X | No doc required unless otherwise requested | | | | |
| 14 | Reorg- Deorganization | X | No doc required unless otherwise requested | | | | |
| 15 | Resign to Reappoint | | Separation letter | > REGISTER > NM LIAISON > HR CERT | PA | PA SUPV | LEGAL |
| 16 | Resign to Reinstate | | Separation letter and reinstatement certificate | PA | PA SUPV | COMP | LEGAL |
| 17 | Prev Uncl w/no Prior Class | X | NONE | PA | REGISTER | LEGAL | |
| 18 | Resign to Reappoint (Interim) | | For resignations, a signed letter from the employee is required. If the employee is being terminated from Interim with one Department and appointed as an Interim with another, then a letter of justification is required for the termination. Additionally, for the interim appointment, an updated application in COS is required. If age 16-17 must have letter signed by employing agency's Cabinet Secretary and the Secretary of the Personnel Cabinet. For a Co-op Intern, must attach the approval letter from DCO. | CLASS | PA | HR Cert | |
| 19 | Reversion from Detail to Spec Duty | | See Disciplinary & Personnel Actions Guide for example letters #16 and #17. | PA | COMP | LEGAL | |
| 20 | Enterprise Structure Change | X | NONE | PA | | | |
| 21 | Reversion from Unclassified | | Reversion from the unclassified/non-merit service, requires a notice from the agency to the employee, or a request to do so from the employee. | PA | COMP | LEGAL | |
| 98 | VOID | X | Specific remarks required on HCMPF submission explaining reason for void. | OM | PA | | |
| 99 | CORRECT | X | Specific remarks required on HCMPF submission explaining needed corrections. | >COMP >OM | PA | PA SUPV | |
| Z9- Change in Pay | | | | | | | |
| 1 | Initial Probationary Increase | X | NONE | PA | | | |
| 2 | Uncl Probationary Increase | X | NONE | PA | | | |
| 3 | Annual Increment | X | NONE | PA | COMP | | |
| 4 | Promotional Increase | X | No doc required unless otherwise requested | PA | | | |
| 5 | Education Increase | | Documentation of educational achievement (Certificate/Diploma/Transcript) or justification letter | PA | REGISTER | | |
| 6 | Salary Change/Per KAR | | Remarks are required on HCMPF | PA | COMP | | |
| 7 | ACE | | Request for ACE/ERA form and justification letter | PA | COMP | | |
| 8 | ERA | | Letter of Justification required | PA | COMP | | |
| 9 | Due to New Appointee Salary | X | Remarks required on HCMPF submission listing the new in-range appointee's personnel number. (Appointee name should not be listed) | PA | | | |
| 10 | Salary Adjustment | X | | COMP | | | |
| 11 | Salary Adjustment – Legislation | X | NONE | COMP | | | |
| 98 | VOID | X | Specific remarks required on HCMPF submission explaining reason for void. | PA | | | |
| 99 | CORRECT | X | Specific remarks required on HCMPF submission explaining needed corrections. | >COMP | PA | PA SUPV | |
| ZA- Suspension | | | | | | | |
| 1 | Time & Attendance | | See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters | PA | LEGAL | | |
| 2 | Work Performance | | See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters | PA | LEGAL | | |
| 3 | Job Abandonment | | See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters | PA | LEGAL | | |
| 4 | Patient/Client Abuse | | See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters | PA | LEGAL | | |
| 5 | Sleeping on the Job | | See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters | PA | LEGAL | | |
| 6 | Policy Violation | | See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters | PA | LEGAL | | |
| 7 | Insubordination | | See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters | PA | LEGAL | | |

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|--|----------------------------|--|--|----------|---------|---------|---------|
| | | None | Letter of Justification/Request | Level 1 | Level 2 | Level 3 | Level 4 |
| Type: | Reason: | | | | | | |
| 8 | Alcohol/Drug Abuse | | See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters | PA | LEGAL | | |
| 9 | Misconduct | | See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters | PA | LEGAL | | |
| 10 | Other | | See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters | PA | LEGAL | | |
| 98 | VOID | X | Specific remarks required on HCMPF submission explaining reason for void. | PA | LEGAL | | |
| 99 | CORRECT | X | Specific remarks required on HCMPF submission explaining needed corrections. | PA | LEGAL | | |
| ZB- Leave with Pay | | | | | | | |
| 1 | Educational | | Educational Leave Contract | PA | LEGAL | | |
| 2 | Special for Investigative | | See Disciplinary & Personnel Actions Guide for example letters | PA | LEGAL | | |
| 3 | Administrative | | Intent to dismiss letter and separate administrative leave letter | PA | LEGAL | | |
| 98 | VOID | X | Specific remarks required on HCMPF submission explaining reason for void. | PA | LEGAL | | |
| 99 | CORRECT | X | Specific remarks required on HCMPF submission explaining needed corrections. | PA | LEGAL | | |
| ZC- Leave w/out Pay | | | | | | | |
| 1 | Military | X | NONE | PA | | | |
| 2 | Educational | | Educational Leave Contact | PA | LEGAL | | |
| 3 | Sick | | See Disciplinary & Personnel Actions Guide for example letter #19A or #19B. | PA | PA SUPV | LEGAL | |
| 4 | Best Interest of the State | | Letter of Justification required | PA | LEGAL | | |
| 5 | Other | | Letter of Justification required | PA | LEGAL | | |
| 98 | VOID | X | Specific remarks required on HCMPF submission explaining reason for void. | PA | | | |
| 99 | CORRECT | X | Specific remarks required on HCMPF submission explaining needed corrections. | PA | | | |
| ZD- Return from Leave with Pay | | | | | | | |
| 1 | Educational | X | NONE | PA | | | |
| 2 | Special for Investigative | | Letter of Justification required | PA | LEGAL | | |
| 3 | Administrative | | Letter of Justification required | PA | LEGAL | | |
| 98 | VOID | | Specific remarks required on HCMPF submission explaining reason for void. | PA | LEGAL | | |
| 99 | CORRECT | | Specific remarks required on HCMPF submission explaining needed corrections. | PA | LEGAL | | |
| ZE- Return from Leave w/out Pay | | | | | | | |
| 1 | Military | X | NONE | PA | | | |
| 2 | Educational | X | NONE | PA | PA SUPV | LEGAL | |
| 3 | Sick | | See Disciplinary & Personnel Actions Guide for example letter #20A or #20B justification | PA | PA SUPV | LEGAL | |
| 4 | Best Interest of the State | X | NONE | PA | PA SUPV | LEGAL | |
| 5 | Other | X | NONE | PA | PA SUPV | LEGAL | |
| 98 | VOID | X | Specific remarks required on HCMPF submission explaining reason for void. | PA | | | |
| 99 | CORRECT | X | Specific remarks required on HCMPF submission explaining needed corrections. | PA | | | |
| ZF- Separation | | | | | | | |
| 1 | T-Time Limit | X | NONE | PA | | | |
| 2 | T-Terminate | | Letter of Justification required | PA | PA SUPV | LEGAL | |
| 3 | T-Initial Probation | | See Disciplinary & Personnel Actions Guide for example letter | PA | PA SUPV | LEGAL | |
| 4 | R-Salary | | Signed letter from employee | PA | | | |
| 5 | R-Lack of Opportunity | | Signed letter from employee | PA | | | |
| 6 | R-Personal Conflict | | Signed letter from employee | PA | | | |
| 7 | R-Marriage | | Signed letter from employee | PA | | | |
| 8 | R-Job Incompatibility | | Signed letter from employee | PA | | | |
| 9 | R-Return to School | | Signed letter from employee | PA | | | |

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|-----------------------------------|-------------------------------|--|---|----------|---------|---------|---------|
| | | None | Letter of Justification/Request | Level 1 | Level 2 | Level 3 | Level 4 |
| Type: | Reason: | | | | | | |
| 10 | R-Health | | Signed letter from employee | PA | | | |
| 11 | R-Family Reasons | | Signed letter from employee | PA | | | |
| 12 | R-Job Abandonment | | Letter from Appointing Authority | PA | LEGAL | | |
| 13 | R-Moving | | Signed letter from employee | PA | | | |
| 14 | R-Other | | Signed letter from employee | PA | | | |
| 15 | R-From Leave | | Signed letter from employee, OR use Disciplinary & Personnel Actions Guide example letters #21 and #22 if sick leave without pay is exhausted | PA | LEGAL | | |
| 16 | R- Accept with Prejudice | | Signed letter from employee and accompanying letter from appointing authority accepting the resignation with prejudice | PA | LEGAL | | |
| 17 | D-Time and Attendance | | See Disciplinary & Personnel Actions Guide for example letters | PA | LEGAL | | |
| 18 | D- Work Performance | | See Disciplinary & Personnel Actions Guide for example letters | PA | LEGAL | | |
| 19 | D-Job Abandonment | | See Disciplinary & Personnel Actions Guide for example letters | PA | LEGAL | | |
| 20 | D-Patient/Client Abuse | | See Disciplinary & Personnel Actions Guide for example letters | PA | LEGAL | | |
| 21 | D-Asleep on the Job | | See Disciplinary & Personnel Actions Guide for example letters | PA | LEGAL | | |
| 22 | D-Policy Violation | | See Disciplinary & Personnel Actions Guide for example letters | PA | LEGAL | | |
| 23 | D-Insubordination | | See Disciplinary & Personnel Actions Guide for example letters | PA | LEGAL | | |
| 24 | D-Alcohol/Drug Abuse | | See Disciplinary & Personnel Actions Guide for example letters | PA | LEGAL | | |
| 25 | D-Misconduct | | See Disciplinary & Personnel Actions Guide for example letters | PA | LEGAL | | |
| 26 | D-From Suspension | | See Disciplinary & Personnel Actions Guide for example letters | PA | LEGAL | | |
| 27 | D- Other or From Leave | | See Disciplinary & Personnel Actions Guide for example letters | PA | LEGAL | | |
| 28 | L-Lack of Work | | Notice of Layoff required | PA | PA SUPV | LEGAL | |
| 29 | L-Lack of Funds | | Notice of Layoff required | PA | PA SUPV | LEGAL | |
| 30 | L-Reorganization | | Notice of Layoff required | PA | PA SUPV | LEGAL | |
| 31 | L-Other | | Notice of Layoff required | PA | PA SUPV | LEGAL | |
| 32 | O-Deceased | X | No doc required unless otherwise requested | PA | | | |
| 98 | VOID | X | Specific remarks required on HCMPF submission explaining reason for void. | PA | LEGAL | | |
| 99 | CORRECT | X | Specific remarks required on HCMPF submission explaining needed corrections. | PA | LEGAL | | |
| ZG-Retirement | | | | | | | |
| 1 | Disability | | Signed letter from employee | PA | | | |
| 2 | Normal | | Signed letter from employee | PA | | | |
| 3 | From Leave | | Signed letter from employee | PA | LEGAL | | |
| 4 | Accepted with Prejudice | | Signed letter from employee and accompanying letter from appointing authority accepting the retirement with prejudice | PA | LEGAL | | |
| 5 | Early | | Signed letter from employee | PA | | | |
| 98 | VOID | X | Specific remarks required on HCMPF submission explaining reason for void. | PA | LEGAL | | |
| 99 | CORRECT | X | Specific remarks required on HCMPF submission explaining needed corrections. | PA | LEGAL | | |
| ZJ- Return from Suspension | | | | | | | |
| 1 | Return from Suspension | | See Disciplinary & Personnel Actions Guide for Notice of Suspension example letters | PA | LEGAL | | |
| 98 | VOID | X | Specific remarks required on HCMPF submission explaining reason for void. | PA | LEGAL | | |
| 99 | CORRECT | X | Specific remarks required on HCMPF submission explaining needed corrections. | PA | LEGAL | | |
| ZK- Misc Actions | | | | | | | |
| 1 | Adjust Promotion Date | X | NONE | PA | PA SUPV | | |
| 2 | Increment Date Change | X | NONE | PA | PA SUPV | | |
| 3 | SSN Change | | Copy SSN card if a valid change and not typo correction | PA | | | |
| 5 | Adjust Initial Probation Date | X | NONE | PA | PA SUPV | | |

| | | | | | | | |
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| | | | | <i>Note: The symbol ">" represents actions which route to the Personnel Administration Branch initially. However, the Personnel Administration Branch is responsible for forwarding to one of the designated areas for approval depending on the type of employee being hired. (i.e. classified, unclassified, FFTL), or the type of information requiring correction.</i> | | | |
| Type: | Reason: | None | Letter of Justification/Request | Level 1 | Level 2 | Level 3 | Level 4 |
| 98 | VOID | X | Specific remarks required on HCMPF submission explaining reason for void. | PA | | | |
| 99 | CORRECT | X | Specific remarks required on HCMPF submission explaining needed corrections. | PA | PA SUPV | | |
| ZP- Work County Change | | | | | | | |
| 1 | Work County Change | | Filled positions require a letter from employee or agency. Vacant positions require no documentation. | PA | LEGAL | | |

Request for Merit Hiring Action:

An approved request is required before requesting to post certain job vacancies. Please review the Request for Merit Hiring Process, agency process instructions for more details. This document and form is available on the Personnel Cabinet’s HR website under [Resources/Forms – M \(Merit\)](#).

Submitting Applications with HCMPF Actions:

DO NOT SEND any applications with the following HCMPF actions:

- Register Appointments
- Internal Mobility Promotions
- Re-hire (Re-Instatements/Re-employments)
- Position # Change (Transfer with Title Change/Demotions)
- Reclassifications

Executive Secretaries Classifications: If the employee is currently working and is already in or is going to the Executive Secretary series, there is no need to send an application for these actions.

Common Issues with Action Submissions

Provided below are the most common issues that would prevent or delay approval of a processed action:

Personnel Administration Actions:

- Incorrect action reason
- Incorrect form field information
Examples: Effective Date; Position Number; Salary (as related to the requested action reason); Work/Residential Tax; Retirement code, Remarks)
- Noncompliance with 18A and/or 101KAR
- Incorrect or missing supporting documentation
- Incomplete register process (register status, regret letters, etc.)
- The action was not processed in the appropriate order as related to another action effective the same date, or a preceding action.

Organizational Management Actions:

Establishments:

- Incorrect Organizational Unit
- Incorrect form field information
Examples: Personnel Area/SubArea; Employee Group/SubGroup; Pay Grade Type/Area; Unclassified/Included in Cap; Supervisor position number
- Position Description Issues (See details below)

Reclassifications:

- The action was not processed in the appropriate order as related to an annual increment effective on the same date, or a preceding personnel action.
- The requested job classification is not an appropriate transition from current job classification.
- No permanent and material change in duties has occurred to warrant a reclassification.
- Position Description Issues (See details below)

Interim Appointments/Rehires:

- Incorrect position attributes
- Incorrect action reason
- Incorrect form field information
Examples: Effective Date; Position Number; Salary (as related to the requested action reason); Work/Residential Tax
- Noncompliance with 18A and/or 101KAR (i.e. 90 day break for interims in the same department)

Position Description Issues:

The issues provided below impact Establishments, Reclassifications, and PD Updates.

- Incorrect 'level' or 'Characteristics of the Job'
- Duties require more specific information in order to review/approve the job classification
Example: Internal Policy Analyst job classification series
- Incorrect Supervisor PerNr
- Required "Essential Functions" are not checked