

## 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. <i>In some cases, additional documentation (not listed) may be requested.</i>		Workflow			
		None	Letter of Justification/Request	Level 1	Level 2	Level 3	Level 4
Type:	Reason:						
*Establish with PD				CLASS NM LIAISON			
*Establish w/out PD				CLASS NM LIAISON			
Update PD				CLASS NM LIAISON			
<b>Z1- Appointment</b>							
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 recruitment system, 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.	PA	HR CERT		
4	Interim up to midpoint		Updated application in recruitment system, if age 16-17 must have letter signed by employing agency's Cabinet Secretary and the Secretary of the Personnel Cabinet.	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		
8	Returning Retiree up to Midpoint			PA	PA SUPV		
9	Interim Returning Retiree			PA	HR CERT		
10	Interim Retrn Retiree up to Midpoint			PA	HR CERT		
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		
<b>Z2- Re-Hire</b>							
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		

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		None	Letter of Justification/Request	Level 1	Level 2	Level 3	Level 4
Type:	Reason:						
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 recruitment system, 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.	PA	HR CERT		
8	Interim Rehire up to midpoint		Updated application in recruitment system, if age 16-17 must have letter signed by employing agency's Cabinet Secretary and the Secretary of the Personnel Cabinet.	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 recruitment system	PA	HR CERT		
12	Interim Return Retiree to midpt		Form #6751-Signed by Appointing Authority and updated application in recruitment system	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	
<b>Z3- Reclassification</b>							
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	
<b>Z4- Reallocation</b>							
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	
<b>Z5- Grade Change</b>							
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.	OM	PA		
99	CORRECT	X	Specific remarks required on HCMPF submission explaining needed corrections.	OM	PA	PA SUPV	

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		None	Letter of Justification/Request	Level 1	Level 2	Level 3	Level 4
Type:	Reason:						
<b>Z6- Range Change</b>							
1	Higher Salary	X	NONE				
2	Special Entrance Rate	X	NONE				
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	
<b>Z7- Position # Change/ External</b>							
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		
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	
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 recruitment system 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.	PA	HR CERT		
16	Reversion from Detail to Spec Duty		See Disciplinary & Personnel Actions Guide for example letters #16 and #17.	PA	COMP		
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	
<b>Z8- Position # Change/Internal</b>							
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		

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		None	Letter of Justification/Request	Level 1	Level 2	Level 3	Level 4
Type:	Reason:						
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		
11	Reorg- Exec Order	X	No doc required unless otherwise requested				
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	
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 recruitment system 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.	PA	HR CERT		
19	Reversion from Detail to Spec Duty		See Disciplinary & Personnel Actions Guide for example letters #16 and #17.	PA	COMP		
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.	OM	PA	PA SUPV	
<b>Z9- Change in Pay</b>							
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	
<b>ZA- Suspension</b>							
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		

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		None	Letter of Justification/Request	Level 1	Level 2	Level 3	Level 4
Type:	Reason:						
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		
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		
<b>ZB- Leave with Pay</b>							
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		
<b>ZC- Leave w/out Pay</b>							
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		
6	Lack of Funds			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			
<b>ZD- Return from Leave with Pay</b>							
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		
<b>ZE- Return from Leave w/out Pay</b>							
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	
6	Lack of Funds			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			
<b>ZF- Separation</b>							
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	

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		None	Letter of Justification/Request	Level 1	Level 2	Level 3	Level 4
Type:	Reason:						
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			
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		
<b>ZG-Retirement</b>							
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		
<b>ZJ- Return from Suspension</b>							
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		

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		None	Letter of Justification/Request	Level 1	Level 2	Level 3	Level 4
Type:	Reason:						
99	CORRECT	X	Specific remarks required on HCMPF submission explaining needed corrections.	PA	LEGAL		
<b>ZK- Misc Actions</b>							
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		
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		
<b>ZP- Work County Change</b>							
1	Work County Change		Filled positions require a letter from employee or agency. Vacant positions require no documentation.	PA	LEGAL		

**NOTE: When documents, such as letter templates included in the Disciplinary & Personnel Actions Guide, indicate that the Secretary of the Personnel Cabinet should be copied, it is not necessary to mail the secretary a personal copy. Including said document as back-up documentation to the KHRIS action, as described above, is sufficient for this purpose.**

### 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

### Indexing Documents:

The 1<sup>st</sup> page of all documents submitted as back-up to any KHRIS action, must be properly indexed.

Cab/Department ID – Position Number	Sample: 54500 – 31234567
Employee Name (Last Name, First Name MI)	Doe, John A.
Employee Social Security Number or PERNR	123456
Effective Date of Action	Eff 3/16/2015

**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