



# Void versus Correction



Use the chart to determine whether a void or correction is appropriate for the given scenario.

ACTION TYPE	REASONS FOR CORRECTION	REASONS FOR VOID
Appointment	<ul style="list-style-type: none"> <li>• Wrong action reason</li> <li>• Wrong effective date</li> <li>• Wrong position number</li> <li>• Wrong salary</li> </ul>	<ul style="list-style-type: none"> <li>• Employee is a no show</li> <li>• Employee later declines offer of employment</li> </ul>
Re-Hire	<ul style="list-style-type: none"> <li>• Wrong action reason</li> <li>• Wrong position number</li> <li>• Wrong salary</li> </ul>	<ul style="list-style-type: none"> <li>• Employee is a no show</li> <li>• Employee later declines offer of employment</li> <li>• Wrong effective date</li> </ul>
Reclassification	<ul style="list-style-type: none"> <li>• Wrong effective date</li> <li>• Wrong salary</li> </ul>	<ul style="list-style-type: none"> <li>• Action processed in error</li> <li>• Action processed in the incorrect order for calculating salary</li> </ul>
Reallocation	<ul style="list-style-type: none"> <li>• Wrong effective date</li> <li>• Wrong salary</li> </ul>	<ul style="list-style-type: none"> <li>• Action processed in error</li> <li>• Action processed in the incorrect order for calculating salary</li> </ul>
Position Number Change (Ext/Int)	<ul style="list-style-type: none"> <li>• Wrong effective date</li> <li>• Wrong position number</li> <li>• Wrong salary</li> </ul>	<ul style="list-style-type: none"> <li>• Action processed in error</li> <li>• Action processed in the incorrect order for calculating salary</li> </ul>
Change in Pay	<ul style="list-style-type: none"> <li>• Wrong effective date</li> <li>• Wrong salary</li> </ul>	<ul style="list-style-type: none"> <li>• Action processed in the incorrect order for calculating salary</li> <li>• Agency intended to mark the employee off of the mass update listing</li> <li>• Mass update posted after separation, or other preceding action</li> </ul>
Suspension/Return from Suspension	<ul style="list-style-type: none"> <li>• Incorrect remarks</li> <li>• Wrong effective date</li> </ul>	<ul style="list-style-type: none"> <li>• Action was overturned or adjusted by Board/Court order</li> <li>• Appointing Authority decided to rescind the disciplinary action</li> </ul>
Leave without Pay/Return	<ul style="list-style-type: none"> <li>• To correct remarks</li> <li>• Wrong effective date</li> </ul>	<ul style="list-style-type: none"> <li>• Action was overturned or adjusted by Board/Court order</li> <li>• Timesheet and leave/return action(s) disagree</li> </ul>
Leave with Pay/Return	<ul style="list-style-type: none"> <li>• To correct remarks</li> <li>• Wrong effective date</li> </ul>	<ul style="list-style-type: none"> <li>• Action was overturned or adjusted by Board/Court order</li> <li>• Appointing Authority decided to rescind the placement on leave</li> </ul>
Separation	<ul style="list-style-type: none"> <li>• To correct remarks</li> <li>• Wrong action reason</li> <li>• Wrong effective date</li> </ul>	<ul style="list-style-type: none"> <li>• Action was overturned or adjusted by Board/Court order</li> <li>• Appointing Authority decided to rescind an involuntary separation or acceptance with prejudice</li> <li>• Employee decided to rescind a voluntary resignation</li> <li>• Timesheet and separation action disagrees</li> </ul>
Retirement	<ul style="list-style-type: none"> <li>• To correct remarks</li> <li>• Wrong action reason</li> <li>• Wrong effective date</li> </ul>	<ul style="list-style-type: none"> <li>• Action was overturned or adjusted by Board/Court order</li> <li>• Appointing Authority decided to rescind acceptance with prejudice</li> <li>• Employee decided to rescind a voluntary resignation</li> <li>• Timesheet and retirement action disagrees</li> </ul>