

ODNR PERSONNEL ACTION PROCEDURE	
Effective	May 15, 2011
Purpose	A Personnel Action (PA) is required to initiate and document changes in employee or job information for employees in state service. The PA identifies human capital management processes to be entered into the Ohio Administrative Knowledge System.
Authority	<u>OAC Chapter 123</u>
Reference	<u>ODNR Advance Step Appointments Procedure</u> <u>Personnel Action (Form ADM 4100)</u> <u>Action Reason Matrix</u> <u>HRD Process Manual</u>
Resource	Office of Human Resources Personnel Services Section

Personnel Action Form

A personnel action (ADM 4100) can be categorized by sections. The first section contains data identifying the employee. The second section contains the effective date and information related to a position. The third section lists the action and reason of the human capital management process to be entered into OAKS. The fourth section includes remarks and combo code information. Any explanatory or interpretive information or any notations in reference to attachments or pay supplement information should be added in the remarks section. The combo code of the position in which the employee holds or will fill should be added in the combo code box. Two boxes are provided for positions with multiple combo codes.

All appropriate information in each of the four sections must be provided when it is received by the Office of Human Resources.

Preparation of the Personnel Action Form

The Office of Human Resources will notify the division/office when they have approval to fill or change a position. Each division/office will ensure that new hires, rehires, promotions, demotions, or other position changes have been approved by the Office of Budget Management and the ODNR Administration prior to the preparation of the personnel action.

Filling Out the Form

A personnel action must be completed for the appropriate action reason codes identified on the action reason matrix. These action reasons are in the following categories: hire, rehire, changes, terminations, leaves, discipline, and return from leave.

All information on the personnel action must be prepared in version 3 of ODNR's electronic personnel action program. A hard copy of the PA and necessary attachments is to be sent by the division/office to the Office of Human Resources for processing.

Refer to the HRD Process Manual prepared by the Department of Administrative Services. This manual contains instructions for each of the available action reasons and lists all necessary attachments. Incomplete and/or incorrect personnel actions will be returned to the division/office for revision.

Logging the Personnel Action

The Department of Administrative Services State Services will be responsible for logging hire, rehire, and most position change personnel actions except when State Services directs agencies to log action reasons. The Office of Human Resources will log all termination, leave, discipline, return from leave and some position change action reasons as directed by DAS State Services. It will be the responsibility of the divisions/offices to ensure all information recorded on the personnel action is accurate. The Divisions/Offices will ensure that affected positions are updated in OAKS. The Office of Human Resources will ensure that the proper budget table is set up for the affected position.

For all appointments, divisions/offices are to review all submitted paperwork to ensure that the selected applicant has documented that he/she meets the minimum qualifications.

Once everything has been verified (including attachments), the personnel action will be forwarded to the Office of Human Resources for approval. The Office of Human Resources will then review the PA and attachments. PAs that are required by OHR to be logged in OAKS will be done. Those PAs that State Services is required to log will be sent to DAS for entry. All PAs with the exception of discipline PAs will be sent to DAS State Services to be saved as a permanent record.

Submitting the Personnel Action - Time Frames

Prior to approving the PA in ePA and assigning the effective date, as applicable, the following steps will be taken:

1. Receive approval from OBM and ODNR Administration to fill the position
2. Verification of minimum qualifications
3. Background checks
4. Drug tests
5. Verification of licenses (e.g., professional, commercial driver's license, etc.)
6. Approval of advance step hires
7. Verification of prior service credit

All requests for advance step appointments must be submitted to the Chief of the Office of Human Resources for approval in accordance with criteria established in DAS Directive HR-D-03 and ODNR Advance Step Appointments Procedure.

Personnel actions are initiated by the divisions/offices and submitted to the designated technician in the Office of Human Resources. After approval by the Chief of the Office of Human Resources, personnel actions will then be forwarded to DAS certification for its approval. Any

unclassified exempt personnel action for hire, promotion, or reassignment into a position with a rate of pay \$20.00 per/hour or more (in accordance with the Governor's Office), will be forwarded by the Chief of the Office of Human Resources to the Governor's Office for review and approval. Upon return from certification and/or the Governor's Office, the Office of Human Resources will review the personnel action and approve in ePA. A copy of the personnel action and attachments will be maintained in the department personnel files located in the Office of Human Resources, and a copy of the approved personnel action will be returned to the divisions/offices for their records. The original personnel action and attachments will be forwarded to DAS, State Services Unit for record keeping purposes.

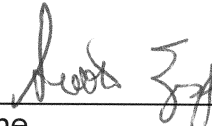
Missing or inadequate information prevents immediate processing of the personnel action and results in delay due to the necessity of returning the paperwork to the division/office for correction/completion. That is why it is imperative that the Human Resources staff ensures all attachments and licenses are submitted with the personnel action.

All personnel actions must be submitted in accordance with the appropriate time frames listed below:

1. Hires, Rehires, Demotions, Promotions, Appointment Type Changes, Reassignments, Class Plan Changes, Lateral Changes, Displacements, Recalls, Internal Interims, Transfers: To ensure ample time to process and approve the personnel action for these action reasons, all paperwork must be submitted to the Office of Human Resources no later than three weeks prior to the effective date of the personnel action. It will be the divisions/offices responsibility to ensure that all paperwork is submitted timely to guarantee approval of the new employee. Failure to submit actions in a timely manner will result in the delay of the employees pay.
2. Temporary Working Level, Headquarter County Location Change, Rate Change: All paperwork must be submitted to the Office of Human Resources no later than the first Friday during the pay period of the effective date of the personnel action. The effective date may be set at any date during the same pay period in which the Office of Human Resources receives the personnel action.
3. A personnel action must be approved by the Office of Human Resources and logged in OAKS before the payroll entry can be approved, otherwise, the payroll entry for that activity cannot be processed.

Therefore, all divisions/offices must adhere to the aforementioned time frames for submission of all personnel actions.

The Department of Natural Resources will continue to be in compliance with all elements of the Ohio Revised Code as well as the directives set by the Governor's Office and the Department of Administrative Services regarding personnel action processing and approval.

Office of the Director:	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
	Date	
David Mustine	5/4/11	

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