

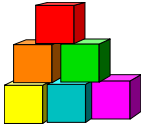
# **Processing an Appoint Leave, Appoint Continue, and the Related Reinstatement**

## **Chapter Topics**

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## Processing an Appoint Leave

To appoint an individual using an action code of HIR (hire) or REH (rehire) and place the employee on an immediate discretionary leave out (LOT) from State service, the **Encumbent Change Request** option is used. The “appoint leave” is submitted to NYSTEP as a single transaction. In some cases, the Reinstatement can also be done as part of this transaction. Please refer to the *Appoint Leave Rein Leave Combo* section in this chapter.



### Access the Page

1. Click **NY Personnel Management, Encumbent Change Request, Use, Enc New Hire/Rehire Request**.



**NOTE:** If you are processing an Appoint Leave Rehire for an employee who has a record on NYSTEP, you would enter that thru **NY Personnel Management, Encumbent Change Request, Use, Enc Other Transaction Request**.

*The Enc New Hire/Rehire Request search dialog page will display.*

The screenshot shows the NYSTEP web application interface. At the top, there is a navigation bar with 'Home', 'Worklist', and 'Reports' links. Below the navigation bar, the breadcrumb trail reads: 'Home > NY Personnel Management > Encumbent Change Request > Use > Enc New Hire/Rehire Request'. The main heading is 'Enc New Hire/Rehire Request'. Underneath, there is a section titled 'Add a New Employee' with two input fields: 'SSN:' and 'Empl Rcd Nbr:'. The 'Empl Rcd Nbr' field contains the value '0'. Below the input fields is a yellow 'Add' button. At the bottom of the form, there is a link that says 'Find an Unprocessed Transaction'.

2. In the **SSN** field, type the Social Security Number for the employee. Press **Add**.  
A blank **Personal Data 1** page displays with the SSN of the employee in the right top corner. The page tabs for the entire component are displayed as well.

***Personal Data 1 Page Field Descriptions***

Field	Description
<b>SSN</b>	The employee’s Social Security Number.
<b>Refresh the Name Field</b>	Push after entering the employee’s name to check for accuracy.
<b>Prefix</b>	The employee’s prefix (i.e. Miss, Mrs. Etc).
<b>First</b>	The employee’s first name.
<b>Middle</b>	The employee’s middle name.
<b>Last</b>	The employee’s last name.
<b>Suffix</b>	The employee’s suffix (i.e. Jr., Sr. if any).
<b>Name</b>	The complete name as it will appear in the system. Only displays after the <b>Refresh the Name Field</b> push button is pressed, or the transaction is saved or submitted.

**Personal Data 2 Page Field Descriptions**

Field	Description
<b>Veteran Status</b>	Area of the page that displays an employee’s veteran status. No default, select radio button to indicate status. <b>Required</b> field.
<b>Miscellaneous</b>	
<b>Blind</b>	Checkbox to indicate that the employee is blind.
<b>Exempt Volunteer Firefighter</b>	Checkbox to indicate that the employee is an exempt volunteer firefighter.
<b>Date of Birth</b>	The employee’s date of birth.
<b>NYS Retirement System Information</b>	The area of the page that indicates the employee’s retirement information.
<b>Retirement #</b>	The employee’s retirement number.
<b>Retirement Tier</b>	The employee’s retirement tier.
<b>Retiree Employment Information</b>	
<b>211/212</b>	The area of the page that indicates whether the employee is working under Section 211 or 212.

Field	Description
<b>211 Expires</b>	The date the employee’s approval for 211 ends.
<b>Gender</b>	The employee’s gender. The default is <i>Unknown</i> value. Select a radio button to indicate gender.

**Address Data Page Field Descriptions**


Field	Description
<b>SSN</b>	The employee’s Social Security Number.
<b>Address Type</b>	The employee’s address type (i.e. home or mail).
<b>Address 1,2,3</b>	The employee’s street address.
<b>City</b>	The city where the employee lives.
<b>State</b>	The state where the employee lives.
<b>Postal</b>	The zip code where the employee lives.
<b>Country</b>	The country where the employee lives.
<b>Phone Type</b>	The phone type (i.e. home, cell, etc).
<b>Phone #</b>	The employee’s phone number.

**Enc Transaction Request 1 Page Field Descriptions**



**NOTE:** Not all of the following fields will be used with all transactions entered through **Enc New Hire/Rehire Request**.

Field	Description
<b>Name</b>	The employee's name.
<b>SSN</b>	The employee's Social Security Number.
<b>Empl Rcd#</b>	(Employment Record Number)  If an employee is (or was) being paid simultaneously from two or more positions with different titles or status within one agency, OR two positions in different agencies, the record of transactions against each position is retained separately by Empl Rcd#.
<b>Eff Dt</b>	(Effective Date)  NYSTEP defaults Eff Dt to the current, system date. This date typically will need to be changed to reflect the date on which the transaction takes/took effect. In NYSTEP, Eff Dt is BOB (beginning of business).

Field	Description
<b>Seq</b>	(Effective Sequence Number)  When two or more transactions are submitted for the same employee with the same Eff Dt, each transaction must be assigned a Seq number. This number relays the order in which the transactions take (took) place. The transaction that must take place first is processed as Seq number 0, the second as Seq number 1, and so on.
<b>Action</b>	The action code of the transaction being processed.
<b>Trans Grp</b>	The transaction group code of the transaction being processed.
<b>Reason</b>	The reason code of the transaction being processed.
<b>Agency</b>	(Agency Code)  The agency code(s) for which a user may process transactions is linked to user ID and operator class. If an agency is comprised of only one agency code, that agency code and agency name will be supplied on the page and cannot be changed. If an agency group is comprised of more than one agency code, and the user has access to all agency codes within the group, these codes are available on the prompt table and are accessible using the  in the field.
<b>Line #</b>	(Line Item Number)  Once the item number has been entered and the user has pressed the <b>Tab</b> key, the position attribute fields are populated: <b>55b/55c Pos #; Pos Type; Pos Ends; Fund; Phi Tag, Rate</b> (only if H - Hourly), <b>Loc Cd; Location, TC; Title, JC; SG; and NU.</b>
<b>Pos #</b>	The position number assigned to a position at its creation. Does not change throughout the life of the position.
<b>Pos Type</b>	Indicates whether the position is Permanent, Temporary, or Seasonal.
<b>Pos Ends</b>	The date a temporary or seasonal position is to end.



Field	Description
<b>Fund</b>	The fund from which the position is paid: GEN=General Fund Type SRF=Special Revenue, Federal SRO=Special Revenue, Other ENT=Enterprise INT=Internal Service FID=Fiduciary CAP=Capital Service DBT=Debit USP=unspecified
<b>Phi Tag</b>	The field will display P for a noncompetitive position designated as policy influencing or C for a noncompetitive position designated as confidential, or will be blank.
<b>Appt Lvl Change</b>	(Appointment Level Change) This check box should be marked if the position is being filled at a title other than budgeted and a salary grade lower than the budgeted level. Once selected, the <b>Appt Lvl Title</b> fields are activated.
<b>Spclty</b>	(Specialty) This field is used to indicate the specialty of a position for which specialties are required such as Teacher, Vocational Instructor and Research Scientist.
<b>Location</b>	The geographic location and description of the position.
<b>Title</b>	The Title Code and Title of the position. If <b>Appt Lvl Change</b> is not selected, it is also the title code and title of the employee.
<b>JC</b>	The Jurisdictional Class of the position. If <b>Appt Lvl Change</b> is not selected, it is also the JC of the employee.
<b>SG</b>	The Salary Grade of the position. If <b>Appt Lvl Change</b> is not selected, it is also the salary grade of the employee.
<b>NU</b>	The Negotiating Unit of the position. If <b>Appt Lvl Change</b> is not selected, it is also the NU of the employee.
<b>Appt Lvl Title</b>	The Title Code and Title of the employee.
<b>JC</b>	The Jurisdictional Class of the employee.
<b>SG</b>	The Salary Grade of the employee.
<b>NU</b>	The Negotiating Unit of the employee.

Field	Description
<b>Appt Status</b>	<p>(Appointment Status)</p> <p>Complete this field either by using the drop down list to display the values OR by typing a P for Permanent, C for Contingent Permanent, or T for Temporary.</p> <p><b>Exception:</b> When using the reason code PEX, the system will populate the field with Provisional status. This will also be the case of other action reasons that can be used with only one Appt Status i.e. CVS (canvass) will populate with Temp.</p>
<b>FT/PT/VR/HR</b>	<p>(Full-Time/Part-Time/Voluntary Reduction in Work Schedule/Hourly)</p> <p>Full-Time is the default value with the <b>PT/VR%</b> field displaying 100%. If this field needs to be changed, use the drop down list to display the values OR type P for Part-Time, V for VRWS. When any value other than Full-Time or Hourly is displayed, the <b>PT/VR%</b> data field becomes available.</p> <p>If the position is classified as Hourly and the <b>Rate</b> field is populated with an <b>H</b>, the system automatically completes the <b>FT/PT/VR/HR</b> with <b>Hourly</b> and the field cannot be edited.</p>
<b>PT/VR%</b>	<p>(Percent Part-Time/Voluntary Reduction in Work Schedule)</p> <p>Any number between 1 and 99 can be entered for the part-time percent. A VRWS percent must be entered in increments of five between 70 and 95.</p>
<b>Shift</b>	<p>(Shift)</p> <p>This check box must be marked if the clearance number provided for the transaction is for a shift other than the agency's standard day shift hours.</p>
<b>S 64.1C</b>	<p>(Section 64.1C of NYS Civil Service Law)</p> <p>Not used for this type of transaction.</p>
<b>R 5.8</b>	<p>(§5.8 of the Rules for Classified Service)</p> <p>Not used for this type of transaction.</p>
<b>Clrnc #</b>	<p>(Clearance Number)</p> <p>After a Clearance Number is entered and the user has pressed the <b>Tab</b> key to activate the field edits, the number is validated by NYSTEP against the RIF system. The location for which the clearance number was obtained must match the location of the position on NYSTEP.</p>

Field	Description
<b>Appt Lvl Clrnc #</b>	<p>(Appointment Level Clearance Number)</p> <p>This field only displays when the <b>Appt Lvl Change</b> check box is marked.</p> <p>A Clearance Number must be entered for both the budgeted level and the appointment level of the position except for appointments to traineeships or mandatory advances.</p>
<b>Appv Ends</b>	<p>(Approved Through Date)</p> <p>This field is not available to the user. NYSTEP completes the field with an end date of a temporary service or seasonal position OR with the maximum allowable duration of an appointment, whichever is less. These end dates can be superceded by an end date assigned by DCS.</p>
<b>Prob Min Ends</b>	<p>(Probation Minimum End Date)</p> <p>Not used with this type of transaction.</p>
<b>Traineeship Ends</b>	<p>(Traineeship End Date)</p> <p>Not used with this type of transaction.</p>
<b>Sep Rsn</b>	<p>(Separation Reason)</p> <p>Populates LOT for this type of transaction and establishes the hold for the appointment that is part of this transaction.</p>
<b>Prob Ends</b>	<p>(Probation End Date)</p> <p>Not used for this type of transaction.</p>
<b>Lv Ends</b>	<p>(Leave End Date)</p> <p>The date the leave ends.</p>

**Enc Transaction Request 2 Page Field Descriptions**

The top half of the **Transaction Request 2** page displays information captured from **Transaction Request 1**. No data entry is available in this section.

Field	Description
<b>Eligible List</b>	
<b>Type</b>	If the transaction being processed is a list appointment (DPT, IDP, MIL, or OCM), a selection from the drop down must be made. The choices are: <b>Certified List</b> ; <b>Decentralized Exam List</b> , <b>Decentralized List</b> ; or <b>Managed Placed List</b> .
<b>List #</b>	(Eligible List Number) Required for DPT, IDP, MIL, OCM, POR, and 6MO.
<b>Score</b>	(Exam Score) Required for DPT, IDP, MIL, and OCM.  Available veterans credits are included in the score that appears on COELS or on the paper cert. If veterans credits are waived, enter the score after subtracting the veterans credits.

Field	Description
<b>Cert #</b>	(Certification Number) Required if Type is Certified List. Optional if Type is Managed Placed or Decentralized Exam List. No entry is allowed for Decentralized List.
<b>Vet Credits</b>	The default is none. If the appointee has Veterans Credits available, a selection must be made from the drop down. The choices are: Used – Disabled, Used – Non-Disabled, or Waived. Note: if a selection other than None is made, and Veterans Status on the <b>Personal Data 2</b> page indicates Non Veteran, an error message notifies the user of the discrepancy.
<b>RLV Indicator</b>	This checkbox must be checked if the reinstatement will be done as part of this transaction instead of separately.
<b>Source TC</b>	(Source Title Code) If the transaction is being processed using reason code 526 (TR S52.6) or 701 (TR S70.1), enter the title code for the position from which the transfer is taking place. If the transaction is being processed using reason code 713 (REIN 71/73) or R54 (REIN R5.4), enter the title code for the position from which the reinstatement is being made.
<b>Submit</b>	(Submit Button) The <b>Submit</b> button subjects the transaction to additional edits and displays any errors or warnings. NYSTEP then transmits the transaction to DCS for review and approval. Once a transaction has been submitted, it can only be viewed. It cannot be changed at the agency level.
<b>Trans Status</b>	(Transaction Status) The information displayed in this field will change as a transaction proceeds through the approval process. The Trans Status values are as follows: <b>Initiated</b> – The agency has begun work on the transaction, OR a transaction has been saved, but not submitted. The status will display as Initiated. <b>Requested</b> – The agency has submitted the transaction to DCS. <b>Approved</b> – The Status Examiner has approved the transaction, but it has been forwarded to the Special Transactions Unit for further processing. <b>Processed</b> – DCS has approved the transaction or the transaction has been virtually approved, and the information has been posted on NYSTEP. <b>Denied</b> – DCS has disapproved the transaction.

Field	Description
Status Dt	(Status Date) The date the displayed <b>Trans Status</b> took place.

### *RLV Transaction Page Field Descriptions*








**NOTE:** The **RLV Transaction** page is only used if the **RLV Indicator** checkbox on **Transaction Request 2** page is marked in order to process the reinstatement as part of the Appoint Leave transaction. For field definitions and instructions on how to complete the page, see the *Appoint Leave Rein Leave Combo* section in this chapter.

**Transaction Comments Page Field Descriptions**


All personnel Transaction Request components have a Transaction Comments page. Agencies can use this page to convey specific information with a transaction. While none of the fields on this page are required, using the Transaction Comments page will decrease the number of telephone, email, or faxed communications between agencies and the Status Examiners and Staffing Services Representatives.

There are nine different numbered comments on this page. The following is a description when to use the different comments.

Comment	Description
#1	Check this box to alert the Status Examiner that an additional transaction must be submitted for this employee within the pay period. Please note that the Status Examiner won't see this comment until the transaction is opened. If you need to submit a second transaction within a short timeframe, you may also want to telephone your Status Examiner so the first transaction can be given priority.


Comment	Description
#2	If you have faxed or emailed information pertaining to the transaction to a Status Examiner, indicate so here. The lookup  contains the names of all Civil Service personnel with Status Examiner authority. You can enter the date sent, or use the  to select the date.
#3	If you have been dealing with a Staffing Services Representative about a transaction, you can alert the Status Examiner that the transaction should be referred to that Staffing Representative by using this comment. You should only use this field if the Staffing Representative indicates that they need to see the transaction. The lookup  includes the names of Staffing Services Representatives.
#4	If the individual was required to meet one of the listed conditions for appointment, enter the date the condition was met or use the  to select a date.
#5	Check this box to attest that the requirements for a second probationary period have been met.
#6	Some examinations for title series such as Legal Careers, Accountants, and Auditors allow appointments at various levels depending on the eligibles' qualifications. If you are appointing to a title that is not the beginning level in one of these title series, you should submit your transaction appointing the eligible to the beginning level of these series and use this comment to notify the Status Examiner that the individual should be advanced to a higher level. For example, if you are appointing from the Auditor Eligible list and the individual is qualified to be appointed at the Auditor Trainee 2 level, submit the transaction appointing the person as an Auditor Trainee 1 and enter Auditor Trainee 2 and the date the person is eligible to advance in this comment box. You can select a date from the  .
#7	Use this comment to indicate that you have completed a required background check.
#8	If you have discussed the transaction with someone in the Certification Unit and have been issued a certification special transaction number, enter that number here.



Comment	Description
#9	If the transaction is related to another transaction or transactions, you can alert the Status Examiner that there are other transactions that will affect it by using this box. Enter the Social Security Number of the person for whom a related transaction has been submitted. That person's name will display. If you have a series of related transactions, you can enter the Social Security Numbers of all individuals with related transactions by inserting a row (use the insert a row  icon).



## Work with the Pages

1. In the **Prefix** field, click on the  and select the appropriate prefix (or leave blank). Press **Tab**.
2. In the **First** field, type the employee's first name. This field is required. Press **Tab**.



**NOTE:** The **First Name** field requires entry of at least one alpha character. No numbers, spaces, or hyphens are allowed. Preferred entry is the first letter upper case, and the rest lower case, but the system will automatically format the entry.



3. In the **Middle Name** field, type the employee's middle name. This is an optional field, but follows the same edits as the **First Name** field.
4. In the **Last Name** field, type the employee's last name. This field is required.




**NOTE:** The **Last Name** field requires entry of at least one alpha character. Hyphens and spaces are allowed with some constraints. Allowable formats are:


Doe; Doe Smith; Doe-Smith; Doe Smith-Jones; Doe-Smith Jones.

If you enter DoeSmith, the system will change it to Doesmith. If you enter Doe-smith, the system will change it to Doe-Smith. If you enter Doe – Smith, Doe Smith – Jones, or Doe – Smith Jones, or other combinations with extra spaces, you will get an error.


5. If appropriate, in the **Suffix** field, click the  and select the appropriate suffix (or leave blank).
6. Press the **Refresh the Name Field** pushbutton. The name will appear in PeopleSoft format in the **Name** field. If there are any errors, correct the appropriate field(s) on the page.
7. Click the **Personal Data 2** Page tab.
8. In the **Veteran Status** workgroup, select the appropriate radio button. This field is required.
9. If the employee is blind, click on the **Blind** checkbox to mark the field.
10. If the employee qualifies as an exempt volunteer firefighter, click on the **Exempt Volunteer Firefighter** checkbox.
11. In the **Date of Birth** field, enter the employee's birth date using the mmddyy format or click the  to select the date.
12. **NYS Retirement System Information** no entry is allowed in this workgroup. This will be updated by a feed from the retirement system.
13. If the employee is a 212, enter 212 in the **211/212** field (211 can only be entered by the Civil Service Commission.).
14. In the **Gender** workgroup, click the appropriate radio button. The system defaults to *Unknown*.
15. Click on the **Address Data** page tab, and enter the employee's address in the appropriate fields.




**NOTE:** If more than one address is available, position the cursor in the **Address Type** field and click the insert a Row  icon to insert a new row. Then enter the next address. Repeat this process as necessary.

16. In the **Phone Type** field, click on the  and select the appropriate selection.
17. In the **Phone #** field, type the employee's phone number.




**NOTE:** If more than one Phone Number is available, position the cursor in the field and click the insert a Row  icon to insert a new row. Then enter the next phone type and number. Repeat this process as necessary.

- 18. Click on the **Enc Transaction Request 1** page tab.
- 19. The **Eff Dt** field defaults to the system date. Press **Tab** to accept this date or click on the  to select a new effective date. Press **Tab**.




**NOTE:** A transaction may be processed up to 30 days in advance of the effective date. However, all business rules regarding RIF (re-employment list) clearance remain in place.

- 20. In the **Seq** field, the default value of 0 is displayed. A new hire is the first transaction on a new employee, so this value is correct. Press **Tab**.
- 21. The **Action** field, populates with the code *HIR*. Press **Tab**.
- 22. The **Trans Grp** field, populates with the three-character code *APP*. Press **Tab**.
- 23. In the **Reason** field, enter the three-character code *OCM* or click on the  to select the appropriate reason code. Press **Tab**.



**NOTE:** The three-character codes are displayed in the data entry fields and the Short Description to the right.

Based on the Action/Trans Grp/Reason code combination, sections of the page become active/inactive.

- 24. If you have access to just one agency, that agency is displayed in the **Agency** field. Press **Tab**.
- 25. If an agency group is available, in the **Agency** field, enter the appropriate code or click the  to access the Lookup list. Press **Tab**.
- 26. In the **Line #** field, enter the line item number for the position. Press **Tab**.



**NOTE:** The various attributes for the position are supplied by NYSTEP (**Pos #, Pos Type, Pos Ends, Loc Cd, Fund, Loc, JC, SG, NU and 55B/C, and Phi Tag indicator if any**). The cursor is now positioned at the **Appt Lvl Change** field.

**27. Appt Lvl Chg**

If the employee is being appointed at the budgeted level, press **Tab** to move to the next field.

OR

If the employee is being appointed to a title other than then budgeted level and salary grade, click the check box to mark **Appt Lvl Chg**. Press **Tab** to move to the next field.


28. If the **Spclty** field is gray, proceed to next step. If not, click the  to display a list of valid values. Use the mouse to highlight the appropriate Specialty and double click to select. Press **Tab**.
29. If **Appt Lvl Change** was selected, enter the title code, JC, SG, and NU. Press **Tab**.
30. In the **Appt Status** field, click the  and select the appropriate status.
31. **FT/PT/VR/HR** (The default value displayed is Full-Time.)

If the employee will be working Full-Time, press **Tab** to accept the value.

If the position is designated as such, **Hourly** displays and the user cannot edit the field. The **PT/VR%** field is gray.

If the employee will be working Part-Time, click the  and select Part-Time. Press **Tab** to move to **PT/VR%** field and enter the appropriate percent.

If the employee will be working VRWS, click the  and select VRWS. Press **Tab** to move to the **PT/VR%** field and enter the appropriate percent.
32. If the employee will be working other than the normal daytime hours of the agency, click the **Shift** checkbox to indicate Shift. Press **Tab**.
33. **S64.1C** field would be gray for this type of appointment. Press **Tab**.
34. **Rule 5.8** field would be gray for this type of appointment.
35. In the **Clrnc #** field, enter a valid clearance number. Press **Tab**.
36. In the **Appt Lvl Clrnc #** field, provided that the appointment is not for a traineeship or mandatory advance, enter a valid appoint level change clearance number. (Field will only display if **Appt Lvl Change** was marked.) Press **Tab**.
37. **SEP Reason** populates **LOT** and cannot be changed.
38. Click the page tab labeled **Enc Transaction Request 2**.
39. In the **Type** field, click the  and select the appropriate value. Press **Tab**.
40. In the **List #** field, enter the valid List #. Press **Tab**.

41. In the **Score** field, enter the employee's exam Score. Press **Tab**.
42. If Certified List was selected in the **Type** field, enter a valid Cert #. This field is required for Certified but optional for Managed Placed List and Decentralized Exam List. Press **Tab**.
43. If applicable, in the **Vet Credits** field click the  to select a value. The default value is None. Press **Tab**.
44. If processing an Appoint Leave Rein Leave Combo transaction, click the **RLV Indicator** checkbox.



**NOTE:** If the RLV Indicator checkbox was checked, follow the instructions in the *Appoint Leave Rein Leave Combo* section of this chapter to complete the fields on the **RLV Transaction** page before Submitting the transaction.

The Transfer and Reinstatement Information work group is gray for a New Hire request.

45. If necessary, click on the **Transaction Comments** page tab and add any comments.

The transaction is now complete. Review the data on all pages and make corrections.

46. Press the **Submit** button displayed on the **Enc Transaction Request 2** page to transmit the request.

OR

47. Click  to Save if additional review or internal approval is needed.

Remember, transaction requests that have been saved but not submitted cannot be processed by DCS. Refer to *The Reviewing, Revising and Deleting Transactions* chapter for further instructions.

## Appoint Leave Rein Leave Combo (one transaction)

If hiring an individual and placing them on an immediate leave and reinstating them within 30 days of the effective date of the appointment, the user may be able to process an Appoint Leave Rein Leave Combo transaction (single transaction). If the reinstatement is being done as part of the appointment transaction, data fields on the **RLV Transaction** page must be filled in.

Appoint Leave Rein Leave Combo transaction can be used for any of the following Action Reasons; otherwise, the reinstatement must be done as a separate transaction (instructions follow the combo instructions).

ACTION	REASON	DESCRIPTION
HIR	42B	Rule 4.2B Appointment
HIR	APT	Apt Non-Comp,Labor,Exempt,Uncl
HIR	MIL	Special Military List
HIR	OCM	Open Competitive List
REH	42B	Rule 4.2B Appointment
REH	526*	Transfer – Admin (S52.6)
REH	701*	Lateral Trans/Ttl Chg (S70.1)
REH	704*	Transfer S70.4
REH	713	Reinstate from S71 or from S73
REH	APT	Apt Non-Comp,Labor,Exempt,Uncl
REH	DPT*	Dept Promotion List
REH	IDP*	Interdept Promotion List
REH	MIL	Special Military List
REH	NCP*	Non-Comp Promotion (S52.7)
REH	OCM	Open Competitive List
REH	PRF	Preferred List
REH	R54*	Reinstatement Under Rule 5.4
REH	RCM	Reinstated by CSC (Rule 5.4)
REH	RDY*	Redeployment List
REH	RER*	Reemployment Roster
REH	SEA*	Seasonal Reemployment List

\* Can only be used for Rehire Combo transactions entered through the **Enc Other Transaction Request** menu option.

**RLV Transaction Page Field Descriptions**

The screenshot shows the NYSTEP interface for an RLV Transaction. At the top, there is a navigation bar with 'Home', 'Worklist', 'Reports', and 'Help'. Below it is a breadcrumb trail: 'Home > NY Personnel Management > Encumbent Change Request > Use > Enc New Hire/Rehire Request'. The main content area has tabs for 'Address Data', 'Enc Transaction Request 1', 'Enc Transaction Request 2', 'RLV Transaction', and 'Transaction Comments'. The 'RLV Transaction' tab is active, displaying details for employee 'Wrightback, Al B' with SSN 101010101 and Empl Rcd #: 0. The form includes fields for 'Eff Dt' (05/05/2004), 'Seq' (0), 'Action' (HIR Hire), 'Agency' (08000 Civil Service), and 'Reason' (OCM Open Competitive List). A second section shows 'Eff Dt' (05/20/2004), 'Line #' (03620), 'Pos #' (00036743), 'Pos Ends', 'Appt Lvl Chg' (checkbox), 'Title' (0100110 Calcultns Clerk 2), 'JC' (0), 'SG' (09), and 'NU' (02). A third section contains 'Appt Status' (Perm), 'FT/PT/VR/HR' (Full-Time), 'PT/VR %' (100), 'Shift' (checkbox), 'Prob Min Ends' (11/18/2004), 'Traineeship Ends', 'Appv Ends', 'Prob Ends' (05/19/2005), and 'Spclty'. At the bottom, there are 'Save', 'Add', and 'Correct History' buttons.

Field	Description
<b>Name</b>	The employee's name.
<b>SSN</b>	The employee's Social Security Number.
<b>Empl Rcd#</b>	(Employment Record Number) If an employee is (or was) being paid simultaneously from two or more positions with different titles or status within one agency, OR two positions in different agencies, the record of transactions against each position is retained separately by Empl Rcd#.
<b>Eff Dt</b>	(Effective Date) Displays the effective date from the appointment portion of the transaction.
<b>Seq</b>	(Effective Sequence Number) Displays the sequence from the appointment portion of the transaction.

Field	Description
<b>Action</b>	Displays the action code from the appointment portion of the transaction.
<b>Agency</b>	(Agency Code) Displays the Agency Code and description from the appointment portion of the transaction.
<b>Reason</b>	Displays the Reason Code from the appointment portion of the transaction.
<b>Eff Dt</b>	Displays the Leave End Date entered on <b>Enc Transaction Request 1</b> page. This is the effective date of the reinstatement.
<b>Line #</b>	(Line Item Number) Displays the Line # entered on <b>Enc Transaction Request 1</b> .
<b>Pos #</b>	Displays the Position Number from the appointment portion of the transaction.
<b>Pos Ends</b>	The date a temporary or seasonal position is to end.
<b>Appt Lvl Change</b>	(Appointment Level Change) Displays from the appointment portion of the transaction.
<b>Title</b>	Displays the title from the appointment portion of the transaction.
<b>JC</b>	Displays the Jurisdictional Class from the appointment portion of the transaction.
<b>SG</b>	Displays the Salary Grade from the appointment portion of the transaction.
<b>NU</b>	Displays the Negotiating Unit from the appointment portion of the transaction.
<b>Appt Status</b>	(Appointment Status) Displays the Appointment Status from the appointment portion of the transaction.
<b>FT/PT/VR/HR</b>	(Full-Time/Part-Time/Voluntary Reduction in Work Schedule/Hourly) Displays from the appointment portion of the transaction.
<b>PT/VR%</b>	(Percent Part-Time/Voluntary Reduction in Work Schedule) Displays from the appointment portion of the transaction.
<b>Shift</b>	(Shift) Displays from the appointment portion of the transaction.



Field	Description																								
<b>Prob Min Ends</b>	<p>(Probation Minimum End Date)</p> <p>Calculated by NYSTEP, except where noted on the following chart. Field displays the end date for the minimum allowable probationary period.</p>																								
<b>Traineeship Ends</b>	<p>(Traineeship End Date)</p> <p>The system will calculate the traineeship end date for the original appointment to a traineeship title and for a mandatory advance within a traineeship. If intervening transactions take place during the traineeship, the agency must enter any necessary adjustment to the traineeship end date.</p>																								
<b>Appv Ends</b>	<p>(Approved Through Date)</p> <p>This field is not available to the user. NYSTEP completes the field with an end date of a temporary service or seasonal position OR with the maximum allowable duration of an appointment, whichever is less. These end dates can be superceded by an end date assigned by DCS.</p>																								
<b>Prob Ends</b>	<p>(Probation End Date)</p> <p>Calculated by NYSTEP, except where noted on the following chart. Field displays the end date for the maximum allowable probationary period.</p> <p><b>EXCEPTIONS:</b></p> <ul style="list-style-type: none"> <li>■ Probation end dates must be entered by the agency for Teachers and Vocational Instructors.</li> <li>■ Probation end dates must be entered by the agency for transactions utilizing the following action reason codes:</li> </ul> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>Action Code</b></th> <th style="text-align: left;"><b>Reason Code</b></th> <th style="text-align: left;"><b>Short Description</b></th> </tr> </thead> <tbody> <tr> <td>REH</td> <td>APT (JC1 or JC3)</td> <td>APPOINT</td> </tr> <tr> <td>REH</td> <td>MIL</td> <td>MIL</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>■ Probation end dates must be entered by the agency when the employee is required to complete a probationary period for transactions utilizing the following action reason code:</li> </ul> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>Action Code</b></th> <th style="text-align: left;"><b>Reason Code</b></th> <th style="text-align: left;"><b>Short Description</b></th> </tr> </thead> <tbody> <tr> <td>REH</td> <td>713</td> <td>REIN 71/73</td> </tr> <tr> <td>REH</td> <td>PRF</td> <td>PREF</td> </tr> <tr> <td>REH</td> <td>RDY</td> <td>REDEPLOY</td> </tr> <tr> <td>REH</td> <td>SEA</td> <td>SEASONAL</td> </tr> </tbody> </table>	<b>Action Code</b>	<b>Reason Code</b>	<b>Short Description</b>	REH	APT (JC1 or JC3)	APPOINT	REH	MIL	MIL	<b>Action Code</b>	<b>Reason Code</b>	<b>Short Description</b>	REH	713	REIN 71/73	REH	PRF	PREF	REH	RDY	REDEPLOY	REH	SEA	SEASONAL
<b>Action Code</b>	<b>Reason Code</b>	<b>Short Description</b>																							
REH	APT (JC1 or JC3)	APPOINT																							
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REH	713	REIN 71/73																							
REH	PRF	PREF																							
REH	RDY	REDEPLOY																							
REH	SEA	SEASONAL																							

Field	Description
<b>Spclty</b>	(Specialty) Displays from the appointment portion of the transaction.



## Work with the Page

1. Click the **RLV Transaction** page tab or the **RLV Indicator** on the **Transaction Request 2** page.
2. The **Prob Min Date** field is populated.
3. The **Prob End Date** field is populated.
4. If necessary, click on the **Transaction Comments** page tab and add any comments.

The transaction is now complete. Review the data on all pages and make corrections.

5. Press the **Submit** button displayed on the **Enc Transaction Request 2** page to transmit the request.

OR


6. Click  to Save if additional review or internal approval is needed.

## Reinstate From an Appoint Leave (separate transaction)



**NOTE:** Follow the instructions below if you are reinstating from an Appoint Leave and did not process an Appoint Leave Rein Leave Combo transaction.

1. Click **NY Personnel Management, Incumbent Change Request, Use, Cross Agency Appt Request**.  
*The Cross Agency Appt Request search dialog page displays.*
2. Enter the necessary information for the employee in the search dialog box. Click **Search**.  
*The Transaction Request 1 page displays*

3. Click the  to insert a new row.
4. In the **Eff Dt** field, enter the effective date.
5. In the **Action** field, enter *RFL*.
6. The **Trns Grp** field will populate with *RNS*.
7. The **Reason** field will populate with *RLV*.
8. In the **Line #** field, enter a line number.
9. **Appt Lvl Chg**

If the employee is serving at the budgeted level, this field will be gray and the cursor will be in the FT/PT/VR/HR field.

OR

If the employee is being appointed to a title other than the budgeted level the **Appt Lvl Chg** field will be checked and gray.

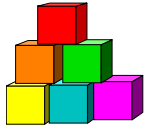
10. The **Spclty** field is gray and displays the current value, or will be blank. Proceed to the next step.
11. If **Appt Lvl Change** is checked, the title code of the employee's current hold and JC will display and gray. **SG**, and **NU** must be entered. Press **Tab**.
12. In the **Appt Status** field, enter the appointment status.
13. If **FT/PT/VR/HR** was hourly, and it is no longer hourly, hourly displays and an error message will appear if not changed to FT or PT or VRWS. If it wasn't hourly, and is now hourly, hourly will display and gray and the % field will gray and be blank; otherwise, it will display the prior value and can be changed. The % field will be 100 and will gray if full. The field will be open for **PT/VR%**.
14. If necessary, click on the **Transaction Comments** page tab and add any comments.

The transaction is now complete. Review the data on all pages and make corrections.

15. Press the **Submit** button displayed on the **Transaction Request 2** page to transmit the request.

OR

16. Click  to Save if additional review or internal approval is needed.



## Processing an Appoint Continue

NYSTEP allows agencies to appoint an active employee using an action code of HLD (Hold) to a position from which he or she will not be paid, to establish a new hold for that employee. The **Encumbent Change Request** option is used to process an appoint continue as a single transaction. The **Enc Other Transaction Request** component is used regardless of whether the employee currently is working in the same or another agency. In some cases, the Reinstatement can also be done as part of this transaction. Please refer to the *Appoint Continue Rein Leave Combo* section in this chapter.



### Access the Page

1. Click **NY Personnel Management, Encumbent Change Request, Use, Enc Other Transaction Request**.

*The Enc Other Transaction Request search dialog page will display.*

NYSTEP Home Worklist Reports

Home > NY Personnel Management > Encumbent Change Request > Use > Enc Other Transaction Request

**Enc Other Transaction Request**

---

**Find an Existing Employee**

SSN:

Empl Rcd Nbr:

Title Code:

Position Number:

Agency:

Line Item Number:

[Basic Search](#)

In the search dialog box for an **Encumbent Change Request** enter information for the current hold.

Enter the complete **SSN AND Title Code** for the current hold **AND**



**NOTE:** If the transaction is a change to an existing hold, and the title code is changing, the new title code will be entered or displayed on the **Enc Transaction Request 1** page not in the dialog box (i.e. HLD ADV).

Enter either:

(a) **Position Number** for the current hold

OR

(b) **Agency AND Line Item Number** for the current hold.




**NOTE:** If the transaction is a change to an existing hold, and the line number is changing, the new line number is entered on the **Enc Transaction Request 1** page not in the dialog box (i.e. HLD CHO).

**Enc Transaction Request 1 Page Field Descriptions**



**NOTE:** Not all of the following fields will be used with all transactions entered through **Enc Other Transaction Request**.

Field	Description
<b>Name</b>	The employee's name.
<b>SSN</b>	The employee's Social Security Number.
<b>Empl Rcd#</b>	(Employment Record Number) If an employee is (or was) being paid simultaneously from two or more positions with different titles or status within one agency, OR two positions in different agencies, the record of transactions against each position is retained separately by Empl Rcd#.
<b>Eff Dt</b>	(Effective Date) NYSTEP defaults Eff Dt to the current, system date. This date typically will need to be changed to reflect the date on which the transaction takes/took effect. In NYSTEP, Eff Dt is BOB (beginning of business).
<b>Seq</b>	(Effective Sequence Number) When two or more transactions are submitted for the same employee with the same Eff Dt, each transaction must be assigned a Seq number. This number relays the order in which the transactions take (took) place. The transaction that must take place first is processed as Seq number 0, the second as Seq number 1, and so on.
<b>Action</b>	The action code of the transaction being processed.
<b>Trans Grp</b>	The transaction group code of the transaction being processed.
<b>Reason</b>	The reason code of the transaction being processed.
<b>Agency</b>	(Agency Code) The agency code(s) for which a user may process transactions is linked to user ID and operator class. If an agency is comprised of only one agency code, that agency code and agency name will be supplied on the page and cannot be changed. If an agency group is comprised of more than one agency code, and the user has access to all agency codes within the group, these codes are available on the prompt table and are accessible using the  in the field.
<b>Line #</b>	(Line Item Number) Once the item number has been entered and the user has pressed the <b>Tab</b> key, the position attribute fields are populated: <b>55b/55c Pos #; Pos Type; Pos Ends; Fund; Phi Tag, Rate</b> (only if H - Hourly), <b>Loc Cd; Location, TC; Title, JC; SG; and NU.</b>
<b>Pos #</b>	The position number assigned to a position at its creation. Does not change throughout the life of the position.

<b>Pos Type</b>	Indicates whether the position is Permanent, Temporary, or Seasonal.
<b>Pos Ends</b>	The date a temporary or seasonal position is to end.
<b>Fund</b>	The fund from which the position is paid: GEN=General Fund Type SRF=Special Revenue, Federal SRO=Special Revenue, Other ENT=Enterprise INT=Internal Service FID=Fiduciary CAP=Capital Service DBT=Debit USP=unspecified
<b>Phi Tag</b>	The field will display P for a noncompetitive position designated as policy influencing or C for a noncompetitive position designated as confidential, or will be blank.
<b>Appt Lvl Change</b>	(Appointment Level Change) This check box should be marked if the position is being filled at a title other than budgeted and a salary grade lower than the budgeted level. Once selected, the <b>Appt Lvl Title</b> fields are activated.
<b>Spclty</b>	(Specialty) This field is used to indicate the specialty of a position for which specialties are required such as Teacher, Vocational Instructor and Research Scientist.
<b>Location</b>	The geographic location and description of the position.
<b>Title</b>	The Title Code and Title of the position. If <b>Appt Lvl Change</b> is not selected, it is also the title code and title of the employee.
<b>JC</b>	The Jurisdictional Class of the position. If <b>Appt Lvl Change</b> is not selected, it is also the JC of the employee.
<b>SG</b>	The Salary Grade of the position. If <b>Appt Lvl Change</b> is not selected, it is also the salary grade of the employee.
<b>NU</b>	The Negotiating Unit of the position. If <b>Appt Lvl Change</b> is not selected, it is also the NU of the employee.
<b>Appt Lvl Title</b>	The Title Code and Title of the employee.
<b>JC</b>	The Jurisdictional Class of the employee.
<b>SG</b>	The Salary Grade of the employee.

<b>NU</b>	The Negotiating Unit of the employee.
<b>Appt Status</b>	<p>(Appointment Status)</p> <p>Complete this field either by using the drop down list to display the values OR by typing a P for Permanent, C for Contingent (Permanent), or T for Temporary.</p> <p><b>Exception:</b> When using the reason code PEX, the system will populate the field with Provisional status. This will also be the case of other action reasons that can be used with only one Appt Status (i.e. CVS (cavass) will populate with Temp).</p>
<b>FT/PT/VR/HR</b>	<p>(Full-Time/Part-Time/Voluntary Reduction in Work Schedule/Hourly)</p> <p>Full-Time is the default value with the <b>PT/VR%</b> field displaying 100%. If this field needs to be changed, use the drop down list to display the values OR type P for Part-Time, V for VRWS. When any value other than Full-Time or Hourly is displayed, the <b>PT/VR%</b> data field becomes available.</p> <p>If the position is classified as Hourly and the <b>Rate</b> field is populated with an H, the system automatically completes the FT/PT/VR/HR with Hourly and the field cannot be edited.</p>
<b>PT/VR%</b>	<p>(Percent Part-Time/Voluntary Reduction in Work Schedule)</p> <p>Any number between 01 and 99 can be entered for the part-time percent. A VRWS percent must be entered in increments of five between 70 and 95.</p>
<b>Shift</b>	<p>(Shift)</p> <p>This check box must be marked if the clearance number provided for the transaction is for a shift other than the agency's standard day shift hours. Agencies do not have to submit transactions to report shift changes.</p>
<b>S 64.1C</b>	<p>(Section 64.1C of NYS Civil Service Law)</p> <p>Not used for this type of transaction.</p>
<b>R 5.8</b>	<p>(§5.8 of the Rules for Classified Service)</p> <p>This check box is marked to indicate that the transaction is being submitted in accordance with the provisions of Rule 5.8.</p> <p>Transactions submitted under Rule 5.8 require prior approval from the Division of Staffing Services.</p>



<b>Clrnc #</b>	(Clearance Number) After a Clearance Number is entered and the user has pressed the <b>Tab</b> key to activate the field edits, the number is validated by NYSTEP against the RIF system. The location for which the clearance number was obtained must match the location of the position on NYSTEP.
<b>Appt Lvl Clrnc #</b>	(Appointment Level Clearance Number) This field only displays when the <b>Appt Lvl Change</b> check box is marked.  A Clearance Number must be entered for both the budgeted level and the appointment level of the position except for appointments to traineeships or mandatory advances.
<b>Appv Ends</b>	(Approved Through Date) This field is not available to the user. NYSTEP completes the field with an end date of a temporary service or seasonal position OR with the maximum allowable duration of an appointment, whichever is less. These end dates can be superceded by an end date assigned by DCS.
<b>Prob Min Ends</b>	(Probation Minimum End Date) Not used for this type of transaction.
<b>Traineeship Ends</b>	(Traineeship End Date) Not used for this type of transaction.
<b>Sep Rsn</b>	(Separation Reason) Establishes the hold for the appointment.
<b>Prob Ends</b>	(Probation End Date) Not used for this type of transaction.
<b>Lv Ends</b>	(Leave End Date) The date the leave ends.

**Enc Transaction Request 2 Page Field Descriptions**

The top half of the **Transaction Request 2** page displays information captured from **Transaction Request 1**. No data entry is available in this section.

Field	Description
<b>Eligible List</b>	
<b>Type</b>	If the transaction being processed is a list appointment, a selection from the drop down must be made. The choices are: <b>Decentralized Exam List, Decentralized List; Certified List; or, Managed Placed List.</b>
<b>List #</b>	(Eligible List Number) Required for DPT, IDP, MIL, OCM, POR, and 6MO.

Field	Description
<b>Score</b>	<p>(Exam Score)</p> <p>Required for DPT, IDP, MIL, and OCM.</p> <p>Available veterans credits are included in the score that appears on COELS or on the paper cert. If veterans credits are waived, enter the score after subtracting the veterans credits.</p>
<b>Cert #</b>	<p>(Certification Number)</p> <p>Required if Type is Certified List. Optional if <b>Type</b> is Managed Placed or Decentralized Exam List. No entry is allowed for Decentralized List.</p>
<b>Vet Credits</b>	<p>The default is none. If the appointee has Veterans Credits available, a selection must be made from the drop down. The choices are: Used – Disabled, Used – Non-Disabled, or Waived. Note: if a selection other than None is made, and Veterans Status on the <b>Personal Data 2</b> page indicates Non Veteran, an error message notifies the user of the discrepancy.</p>
<b>RLV Indicator</b>	<p>This checkbox must be checked if the reinstatement will be done as part of this transaction instead of separately.</p>
<b>Source TC</b>	<p>(Source Title Code)</p> <p>If the transaction is being processed using reason code 526 (TR S52.6) or 701 (TR S70.1), enter the title code for the position from which the transfer is taking place.</p> <p>If the transaction is being processed using reason code 713 (REIN 71/73) or R54 (REIN R5.4), enter the title code for the position from which the reinstatement is being made.</p>
<b>Submit</b>	<p>(Submit Button)</p> <p>The <b>Submit</b> button subjects the transaction to additional edits and displays any errors or warnings. NYSTEP then transmits the transaction to DCS for review and approval. Once a transaction has been submitted, it can only be viewed. It cannot be changed at the agency level.</p>

Field	Description
<b>Trans Status</b>	<p>(Transaction Status)</p> <p>The information displayed in this field will change as a transaction proceeds through the approval process. The Trans Status values are as follows:</p> <p><b>Initiated</b> – The agency has begun work on the transaction, OR a transaction has been saved, but not submitted. The status will display as Initiated.</p> <p><b>Requested</b> – The agency has submitted the transaction to DCS.</p> <p><b>Approved</b> – The Status Examiner has approved the transaction, but it has been forwarded to the Special Transactions Unit for further processing.</p> <p><b>Processed</b> – DCS has approved the transaction or the transaction has been virtually approved, and the information has been posted on NYSTEP.</p> <p><b>Denied</b> – DCS has disapproved the transaction.</p>
<b>Status Dt</b>	<p>(Status Date)</p> <p>The date the displayed <b>Trans Status</b> took place.</p>

### ***RLV Transaction Page Field Descriptions***



**NOTE:** The **RLV Transaction** page is only used if the **RLV Indicator** checkbox on **Transaction Request 2** page is marked in order to process the reinstatement as part of the Appoint Continue transaction. For field definitions and instructions on how to complete the page, see the *Appoint Continue Rein Leave Combo* section in this chapter.






**Transaction Comments Page Field Descriptions**


[<< Back >>](#)

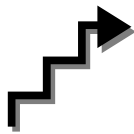
All personnel Transaction Request components have a Transaction Comments page. Agencies can use this page to convey specific information with a transaction. While none of the fields on this page are required, using the Transaction Comments page will decrease the number of telephone, email, or faxed communications between agencies and the Status Examiners and Staffing Services Representatives.

There are nine different numbered comments on this page. The following is a description when to use the different comments.



Comment	Description
#1	Check this box to alert the Status Examiner that an additional transaction must be submitted for this employee within the pay period. Please note that the Status Examiner won't see this comment until the transaction is opened. If you need to submit a second transaction within a short timeframe, you may also want to telephone your Status Examiner so the first transaction can be given priority.

Comment	Description
#2	If you have faxed or emailed information pertaining to the transaction to a Status Examiner, indicate so here. The lookup  contains the names of all Civil Service personnel with Status Examiner authority. You can enter the date sent, or use the  to select the date.
#3	If you have been dealing with a Staffing Services Representative about a transaction, you can alert the Status Examiner that the transaction should be referred to that Staffing Representative by using this comment. You should only use this field if the Staffing Representative indicates that they need to see the transaction. The lookup  includes the names of Staffing Services Representatives.
#4	If the individual was required to meet one of the listed conditions for appointment, enter the date the condition was met or use the  to select a date.
#5	Check this box to attest that the requirements for a second probationary period have been met.
#6	Some examinations for title series such as Legal Careers, Accountants, and Auditors allow appointments at various levels depending on the eligibles' qualifications. If you are appointing to a title that is not the beginning level in one of these title series, you should submit your transaction appointing the eligible to the beginning level of these series and use this comment to notify the Status Examiner that the individual should be advanced to a higher level. For example, if you are appointing from the Auditor Eligible list and the individual is qualified to be appointed at the Auditor Trainee 2 level, submit the transaction appointing the person as an Auditor Trainee 1 and enter Auditor Trainee 2 and the date the person is eligible to advance in this comment box. You can select a date from the  .
#7	Use this comment to indicate that you have completed a required background check.
#8	If you have discussed the transaction with someone in the Certification Unit and have been issued a certification special transaction number, enter that number here.

Comment	Description
#9	If the transaction is related to another transaction or transactions, you can alert the Status Examiner that there are other transactions that will affect it by using this box. Enter the Social Security Number of the person for whom a related transaction has been submitted. That person's name will display. If you have a series of related transactions, you can enter the Social Security Numbers of all individuals with related transactions by inserting a row (use the insert a row  icon).






## Work with the Pages

1. If the page is not blank, click the Insert Row  icon to retrieve a blank page on which to enter the appointment information.
2. The **Eff Dt** field defaults to the system date. Press **Tab** to accept this date or click on the  to select a new effective date. Press **Tab**.



**NOTE:** A transaction may be processed up to 30 days in advance of the effective date. However, all business rules regarding RIF (re-employment list) clearance remain in place.


3. In the **Seq** field, the default value of 0 is displayed. Press **Tab** if this value is correct. If other transactions have been submitted with the same effective date, enter the correct sequence number and press **Tab**.
4. In the **Action** field, enter the code *HLD* or click the  to select the appropriate action code. Press **Tab**.
5. In the **Trans Grp** field, click the  to select the appropriate Transaction Group. Press **Tab**.
6. In the **Reason** field, click the  to select the appropriate reason code. Press **Tab**.



**NOTE:** The three-character codes are displayed in the data entry fields and the Short Description to the right.

Based on the Action/Trans Grp/Reason code combination, sections of the

page become inactive.

7. If you have access to just one agency, that agency code is displayed in the **Agency** field. Press **Tab**.
8. If an agency group is available, in the **Agency** field, enter the appropriate code or click the  to access the Lookup list. Press **Tab**.
9. Enter the **Line #** field, enter the line item number for the position. Press **Tab**.





**NOTE:** The various attributes for the position are supplied by NYSTEP (**Pos #, Pos Type, Pos Ends, Loc Cd, Fund, Loc, JC, SG, NU and 55B/C and Phi Tag indicator** if any). The cursor is now positioned at the **Appt Lvl Change** field.

**10. Appt Lvl Chg**

If the employee is being appointed at the budgeted level, press **Tab** to move to the next field.

OR

If the employee is being appointed to a title other than then budgeted level and salary grade, click the check box to mark **Appt Lvl Chg**. Press **Tab** to move to the next field.

11. If the **Spclty** field is gray, proceed to next step. If not, click the  to display a list of valid values. Use the mouse to highlight the appropriate Specialty and double click to select. Press **Tab**.
12. If **Appt Lvl Change** was selected, enter the title code, JC, SG, and NU. Press **Tab**.
13. In the **Appt Status** field, click the  and select the appropriate status.
14. **FT/PT/VR/HR** (The default value displayed is Full-Time.)

If the employee will be working Full-Time, press **Tab** to accept the value.

If the position is designated as such, **Hourly** displays and the user cannot edit the field. The **PT/VR%** field is gray.

If the employee will be working Part-Time, click the  and select Part-Time. Press **Tab** to move to **PT/VR%** field and enter the appropriate percent.



If the employee will be working VRWS, click the  and select VRWS. Press **Tab** to move to the **PT/VR%** field and enter the appropriate percent.

15. If the employee will be working other than the normal daytime hours of the agency, click the **Shift** checkbox to indicate Shift. Press **Tab**.
16. **S64.1C** check box is gray. Press **Tab**.
17. If the employee is being appointed under Rule 5.8, check the **Rule 5.8** field to mark.
18. In the **Clrnc #** field, enter a valid clearance number. Press **Tab**.
19. In the **Appt Lvl Clrnc #** field, provided that the appointment is not for a traineeship or mandatory advance, enter a valid appoint level change clearance number. (Field will only display if **Appt Lvl Change** was marked.) Press **Tab**.
20. If appropriate, check the **Prob Waived** checkbox to mark.
21. In the **SEP Reason** field, enter the SEP reason.
22. Click the page tab labeled **Enc Transaction Request 2**.
23. If applicable, click on the **Type** field, click the  and select the appropriate value. Press **Tab**.
24. If applicable, in the **List #** field, enter the valid List #. Press **Tab**.
25. If applicable, in the **Score** field, enter the employee's exam Score. Press **Tab**.
26. If Certified List was selected in the **Type** field, enter a valid Cert #. This field is required for Certified but optional for Managed Placed. Press **Tab**.
27. If applicable, in the **Vet Credits** field click the  to select a value. The default value is None. Press **Tab**.
28. If processing an Appoint Continue Rein Leave Combo transaction, click the **RLV Indicator** checkbox.



**NOTE:** If the RLV Indicator checkbox was checked, follow the instructions in the *Appoint Continue Rein Leave Combo* section of this chapter to complete the fields on the **RLV Transaction** page before Submitting the transaction.

29. If applicable, in the **Source TC** field, enter the appropriate title code.
30. If necessary, click on the **Transaction Comments** page tab and add any comments.

31. Press the **Submit** button displayed on the **Enc Transaction Request 2** page to transmit the request.

OR

32. Click  to Save if additional review or internal approval is needed.

Remember, transaction requests that have been saved but not submitted cannot be processed by DCS. Refer to the *Reviewing, Revising and Deleting Transactions* chapter for further instructions.

## Appoint Continue Rein Leave Combo (one transaction)

If appointing an individual and placing them on an immediate leave and reinstating them within 30 days of the effective date of the appointment, the user may be able to process an Appoint Continue Rein Leave Combo transaction (single transaction). If the reinstatement is being done as part of the appointment transaction, data fields on the **RLV Transaction** page must be filled in.

Appoint Continue Rein Leave Combo transaction can be used for any of the following Action Reasons. The appointment must also be in the same Agency Code where the employee currently works, otherwise, the reinstatement must be done as a separate transaction (instructions follow the combo instructions).

ACTION	REASON	DESCRIPTION
HLD	42B	Rule 4.2B Appointment
HLD	526	Transfer- Admin (S52.6)
HLD	701	Lateral Trans/Ttl Chg (S70.1)
HLD	704	Transfer S70.4
HLD	APT	Apt Non-Comp,Labor,Exempt,Uncl
HLD	DPT	Dept Promotion List
HLD	IDP	Interdept Promotion List
HLD	MIL	Special Military List
HLD	NCP	Non-Comp Promotion (S52.7)
HLD	OCM	Open Competitive List

ACTION	REASON	DESCRIPTION
HLD	PLR	Placement Roster
HLD	PRF	Preferred List
HLD	R54	Reinstatement Under Rule 5.4
HLD	RCM	Reinstated by CSC (Rule 5.4)
HLD	RDY	Redeployment List
HLD	RER	Reemployment Roster
HLD	SEA	Seasonal Reemployment List
HLD	TRL	Appt from Transfer List (S78)

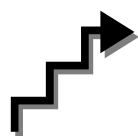
**RLV Transaction Page Field Descriptions**

Field	Description
<b>Name</b>	The employee's name.
<b>SSN</b>	The employee's Social Security Number.

Field	Description
<b>Empl Rcd#</b>	(Employment Record Number) If an employee is (or was) being paid simultaneously from two or more positions with different titles or status within one agency, OR two positions in different agencies, the record of transactions against each position is retained separately by Empl Rcd#.
<b>Eff Dt</b>	(Effective Date) Displays the effective date from the appointment portion of the transaction.
<b>Seq</b>	(Effective Sequence Number) Displays the sequence from the appointment portion of the transaction.
<b>Action</b>	Displays the action code from the appointment portion of the transaction.
<b>Agency</b>	(Agency Code) Displays the Agency Code from the appointment portion of the transaction.
<b>Reason</b>	Displays the reason code from the appointment portion of the transaction.
<b>Eff Dt</b>	Displays the leave end date entered on <b>Enc Transaction Request 1</b> page. This is the effective date of the reinstatement.
<b>Line #</b>	(Line Item Number) Once the item number has been entered and the user has pressed the <b>Tab</b> key, the position attribute fields are populated: <b>Pos #; Pos Type; Pos End; Loc Cd; Rate</b> (only if H - Hourly); <b>Fund; Loc, TC; JC; SG; NU</b> ; and, <b>55b/55c</b> and Phi Tag indicator if any.
<b>Pos #</b>	Displays the position number from the appointment portion of the transaction.
<b>Pos Ends</b>	The date a temporary or seasonal position is to end.
<b>Appt Lvl Change</b>	(Appointment Level Change) Displays from the appointment portion of the transaction.
<b>Title</b>	Displays the title from the appointment portion of the transaction.
<b>JC</b>	Displays the Jurisdictional Class from the appointment portion of the transaction.
<b>SG</b>	Displays the Salary Grade from the appointment portion of the transaction.
<b>NU</b>	Displays the Negotiating Unit from the appointment portion of the transaction.


Field	Description
<b>Appt Status</b>	(Appointment Status) Displays the Appointment Status from the appointment portion of the transaction.
<b>FT/PT/VR/HR</b>	(Full-Time/Part-Time/Voluntary Reduction in Work Schedule/Hourly) Displays from the appointment portion of the transaction.
<b>PT/VR%</b>	(Percent Part-Time/Voluntary Reduction in Work Schedule) Displays from the appointment portion of the transaction.
<b>Shift</b>	(Shift) Displays from the appointment portion of the transaction.
<b>Prob Min Ends</b>	(Probation Minimum End Date) Calculated by NYSTEP, except where noted on the following chart. Field displays the end date for the minimum allowable probationary period.
<b>Traineeship Ends</b>	(Traineeship End Date) The system will calculate the traineeship end date for the original appointment to a traineeship title and for a mandatory advance within a traineeship. If intervening transactions take place during the traineeship, the agency must enter any necessary adjustment to the traineeship end date.
<b>Appv Ends</b>	(Approved Through Date) This field is not available to the user. NYSTEP completes the field with an end date of a temporary service or seasonal position OR with the maximum allowable duration of an appointment, whichever is less. These end dates can be superceded by an end date assigned by DCS.

Field	Description																
<p><b>Prob Ends</b></p>	<p>(Probation End Date)</p> <p>Calculated by NYSTEP, except where noted on the following chart. Field displays the end date for the maximum allowable probationary period.</p> <p><b>EXCEPTIONS:</b></p> <ul style="list-style-type: none"> <li>■ Probation end dates must be entered by the agency for Teachers and Vocational Instructors.</li> <li>■ Probation end dates must be entered by the agency for transactions utilizing the following reason codes:</li> </ul> <table border="0"> <thead> <tr> <th data-bbox="532 722 721 751">Reason Code</th> <th data-bbox="756 722 1000 751">Short Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="532 772 721 802">APT (JC1 or JC3)</td> <td data-bbox="756 772 1000 802">APPOINT</td> </tr> <tr> <td data-bbox="532 823 721 852">MIL</td> <td data-bbox="756 823 1000 852">MIL</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>■ Probation end dates must be entered by the agency when the employee is required to complete a probationary period for transactions utilizing the following reason code:</li> </ul> <table border="0"> <thead> <tr> <th data-bbox="532 974 721 1003">Reason Code</th> <th data-bbox="756 974 1000 1003">Short Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="532 1024 721 1054">PRF</td> <td data-bbox="756 1024 1000 1054">PREF</td> </tr> <tr> <td data-bbox="532 1062 721 1092">RDY</td> <td data-bbox="756 1062 1000 1092">REDPLOY</td> </tr> <tr> <td data-bbox="532 1100 721 1129">SEA</td> <td data-bbox="756 1100 1000 1129">SEASONAL</td> </tr> <tr> <td data-bbox="532 1138 721 1167">TRL</td> <td data-bbox="756 1138 1000 1167">TR LIST</td> </tr> </tbody> </table>	Reason Code	Short Description	APT (JC1 or JC3)	APPOINT	MIL	MIL	Reason Code	Short Description	PRF	PREF	RDY	REDPLOY	SEA	SEASONAL	TRL	TR LIST
Reason Code	Short Description																
APT (JC1 or JC3)	APPOINT																
MIL	MIL																
Reason Code	Short Description																
PRF	PREF																
RDY	REDPLOY																
SEA	SEASONAL																
TRL	TR LIST																
<p><b>SEP Rsn</b></p>	<p>This is how the employee will be vacating their current job as a result of this reinstatement.</p>																
<p><b>Spclty</b></p>	<p>(Specialty)</p> <p>Displays from appointment portion of the request.</p>																



## Work with the Page

1. Click the **RLV Transaction** page tab or the RLV Indicator on the Transaction Request 2 page.
2. If applicable, in the **Prob Min Date** field, enter the Prob Min Date. Press **Tab**.
3. If applicable, in the **Prob End Date** field, enter the Prob End Date. Press **Tab**.

4. If applicable, in the **Traineeship Ends** field, enter the traineeship end date. Press **Tab**.
5. In the **Sep Reason** field, click the  and select a Sep Reason.
6. If necessary, click on the **Transaction Comments** page tab and add any comments.

The transaction is now complete. Review the data on all pages and make corrections.

7. Press the **Submit** button displayed on the **Enc Transaction Request 2** page to transmit the request.

OR


8. Click  to Save if additional review or internal approval is needed.

## Reinstate From an Appoint Continue (separate transaction)



**NOTE:** Follow the instructions below if you are reinstating from an Appoint Continue and did not process an Appoint Continue Rein Leave Combo transaction. Be sure to follow the appropriate instructions below, depending on whether the hold is in the same agency or a different agency from where the employee is working.

### *Hold is in the same agency where the employee is currently working:*

1. Click **NY Personnel Management, Incumbent Change Request, Use, Other Transaction Request**.  
*The Other Transaction Request search dialog page displays.*
2. Enter the necessary information for the employee in the search dialog box. Click **Search**.  
*The Transaction Request 1 page displays*
3. Click the  to insert a new row.
4. In the **Eff Dt** field, enter the effective date.
5. In the **Action** field, enter *IAG*.

6. In the **Trns Grp** field, enter *RNS*.
7. The **Reason** field, will populate with *RLV*.
8. In the **Line #** field, enter a line number.
9. **Appt Lvl Chg**

If the employee is serving at the budgeted level, this field will be gray and the cursor will be in the FT/PT/VR/HR field.

OR

If the employee is being appointed to a title other than the budgeted level the **Appt Lvl Chg** field will be checked and gray.

10. The **Spclty** field is gray and displays the current value, or will be blank. Proceed to the next step.
11. If **Appt Lvl Change** is checked, the title code of the employee's current hold and JC will display and gray. **SG** and **NU** must be entered. Press **Tab**.
12. In the **Appt Status** field, enter the appointment status.
13. If **FT/PT/VR/HR** was hourly, and is no longer hourly, hourly displays and an error message will appear if not changed to FT or PT or VRWS. If it wasn't hourly, and is now, hourly will display and gray and the **%** field will gray and be blank; otherwise, it will display the prior value and can be changed. The **%** field will be 100 and will gray if full. The field will be open for **PT/VR%**.
14. In the **SEP Reason** field, enter a SEP Reason (in this case it would be the reason they are leaving their current job).
15. If necessary, click on the **Transaction Comments** page tab and add any comments.

The transaction is now complete. Review the data on all pages and make corrections.

16. Press the **Submit** button displayed on the **Transaction Request 2** page to transmit the request.

OR

17. Click  to Save if additional review or internal approval is needed.




***Hold is in a different agency from where the employee is currently working:***

1. Click **NY Personnel Management, Incumbent Change Request, Use, Cross Agency Appt Request**.

*The Cross Agency Appt Request search dialog page displays.*

2. Enter the necessary information for the employee in the search dialog box. Click **Search**.

*The Transaction Request 1 page displays*

3. Click the  to insert a new row.

4. In the **Eff Dt** field, enter the effective date.

5. In the **Action** field, enter *XAG*.

6. In the **Trns Grp** field, enter *RNS*.

7. In the **Reason** field, enter *RLV*.

8. In the **Line #** field, enter a line number.

9. **Appt Lvl Chg**

If the employee is serving at the budgeted level, this field will be gray and the cursor will be in the FT/PT/VR/HR field.

OR

If the employee is being appointed to a title other than the budgeted level the **Appt Lvl Chg** field will be checked and gray.

10. The **Spclty** field is gray and displays the current value, or will be blank. Proceed to the next step.

11. If **Appt Lvl Change** is checked, the title code of the employee's current hold and JC will display and gray. **SG** and **NU** must be entered. Press **Tab**.

12. In the **Appt Status** field, enter the appointment status.

13. If **FT/PT/VR/HR** was hourly, and is no longer hourly, hourly displays and an error message will appear if not changed to FT or PT or VRWS. If it wasn't hourly, and is now, hourly will display and gray and the **%** field will gray and be blank; otherwise, it will display the prior value and can be changed. The **%** field will be 100 and will gray if full. The field will be open for **PT/VR%**.

14. If necessary, click on the **Transaction Comments** page tab and add any comments.

The transaction is now complete. Review the data on all pages and make corrections.

15. Press the **Submit** button displayed on the **Transaction Request 2** page to transmit the request.

OR

16. Click  to Save if additional review or internal approval is needed.