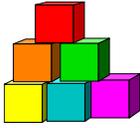


Reinstating from Leaves

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Reinstating From Leaves

The way a person is reinstated varies. It is dictated by the type of hold/leave as well as security issues. The various scenarios are explained in this chapter along with a graphic of the employee’s history to review, to determine the employee’s type of hold/leave.

LIT, MLV, PBL and Working in the Same Agency:

If an employee is holding an item with a Reason Code of **LIT**, **MLV**, or **PBL** while working in the same agency or agency group, use the instructions below to reinstate them to their hold title.

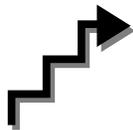

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[Home](#) > [NY Personnel Management](#) > [Incumbent Change Request](#) > [Inquire](#) > [Employee History](#)
[New Window](#)

Day, Sonny SSN: 333333333 Empl Rcd #: 0

Eff Dt	Action Reason List #	EE Status FT / PT PT / VR %	Status Appt Lvl Vet Crdt	Agency Title Code / Message	JC SG NU	Pos # Agy / Line # Action Dt
04/01/2004	IAG	Active	Perm	Civil Service	0	00036709
1	DEPT 3842200	I F 100	N N	Senr Comptr Prog An 0820305	18 05	08000 04056 04/28/2004
04/01/2004	SEP	Active	Perm	Civil Service	0	00036677
0	PROBLV	E F 100	N N	Stores Clerk 2 1831120	09 02	08000 03625 04/28/2004
03/29/2004	HIR	Active	Perm	Civil Service	0	00036677
0	OC 2005400	I F 100	N N	Stores Clerk 2 1831120	09 02	08000 03625 04/28/2004

[Employee Availability](#)



Work with the Pages

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 populates 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. In the **SEP Reason** field, enter a SEP Reason (in this case it would be the reason they are leaving their current job).
15. Click on the **Comments** page to enter any comments.
16. Click the **Transaction Request 2** page tab.

17. Press **Submit**.

LIT, MLV, PBL in One Agency, and Working in Another Agency:

If an employee is holding an item with a Reason Code of **LIT**, **MLV**, or **PBL**, in one agency while working in another, use the instructions below to reinstate them to their hold title.

NYSTEP Home Worklist Reports Help

Home > NY Personnel Management > Incumbent Change Request > Inquire > Employee History [New Window](#)

Fornia, Cal SSN: 777777777 Empl Rcd #: 0

Eff Dt Seq	Action Reason List #	EE Status FT / PT PT / VR %	Status Appt Lvl Vet Crdt	Agency Title Title Code / Message	JC SG NU	Pos # Agy / Line # Action Dt
04/01/2004 1	XAG TR S70.1	Active I F 100	Perm N N	Insurance Fund Keyboard Spec 2 2600200	0 09 02	00000086 00640 00983 05/03/2004
04/01/2004 0	SEP PROB LV	Active E F 100	Perm N N	Civil Service Stores Clerk 2 1831120	0 09 02	00036677 08000 03625 05/03/2004
03/04/2004 0	HIR OC 2822700	Active I F 100	Perm N N	Civil Service Stores Clerk 2 1831120	0 09 02	00036677 08000 03625 05/03/2004

[Del APPS History](#) [Employee Availability](#)



Work with the Pages

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 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. Click on the **Comments** page to enter any comments.
15. Click the **Transaction Request 2** page tab.
16. Press **Submit**.

LIT, MLV, PBL in One Agency, and on LOA in Another Agency

If an employee is holding an item with a Reason Code of **LIT**, **MLV**, **PBL** in one agency while on **LOA** in another, you can not reinstate them to the agency where they have the hold based on LIT, MLV, or PBL. They must first be reinstated to the agency where they are on LOA. Please contact your Status Examiner at Civil Service for assistance.


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[Home](#) > [NY Personnel Management](#) > [Incumbent Change Request](#) > [Inquire](#) > **Employee History**
[New Window](#)

Fomia,Cal SSN: 77777777 Empl Rcd #: 0

Eff Dt Seq	Action Reason List #	EE Status FT / PT PT / VR %	Status Appt Lvl Vet Crdt	Agency Title Title Code / Message	JC SG NU	Pos # Agy / Line # Action Dt
04/10/2004 0	LOA LV TO UNCL	E F 100	Active N N	Insurance Fund Keyboard Spec 2 2600200	0 09 02	00000086 00640 00983 05/04/2004
04/01/2004 1	XAG TR S70.1	I F 100	Active N N	Insurance Fund Keyboard Spec 2 2600200	0 09 02	00000086 00640 00983 05/03/2004
04/01/2004 0	SEP PROB LV	E F 100	Active N N	Civil Service Stores Clerk 2 1831120	0 09 02	00036677 08000 03625 05/03/2004
03/04/2004 0	HIR OC 2822700	I F 100	Active N N	Civil Service Stores Clerk 2 1831120	0 09 02	00036677 08000 03625 05/03/2004

[Del APPS History](#)
[Employee Availability](#)

7. The **Reason** field populates 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. Click on the **Comments** page to enter any comments.
15. Click the **Transaction Request 2** page tab.
16. Press **Submit**.

LOA With Reason Code SUP:

If an employee is holding an item because they are on **LOA** (Leave of Absence) with a Reason Code of **SUP**, use the instructions below to reinstate them to their hold title.

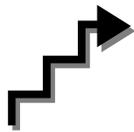

 Home
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[Home](#) > [NY Personnel Management](#) > [Incumbent Change Request](#) > [Inquire](#) > [Employee History](#) [New Window](#)

Rainbow,Bright SSN: 555555555 Empl Rcd #: 0

Eff Dt Seq	Action Reason List #	EE Status FT / PT PT / VR %	Status Appt Lvl Vet Crdt	Agency Title Title Code / Message	JC SG NU	Pos # Agy / Line # Action Dt
04/01/2004 0	LOA SUSPENSION	Active E F 100	Perm N N	Civil Service Stores Clerk 2 1831120	0 09 02	00036677 08000 03625 05/03/2004
03/04/2004 0	HIR OC 2822700	Active I F 100	Perm N N	Civil Service Stores Clerk 2 1831120	0 09 02	00036677 08000 03625 05/03/2004

[APPS History](#) [Employee Availability](#)



Work with the Pages

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 *RFL*.
6. The **Trns Grp** field is populated with *RNS*.

7. The **Reason** field is populated with *RSP*.

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. Click on the **Comments** page to enter any comments.

15. Click the **Transaction Request 2** page tab.

16. Press **Submit**.

LTO:

If an employee is holding an item because they are on **LTO** (Long Term Disability), use the instructions below to reinstate them to their hold title.


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[Home](#) > [NY Personnel Management](#) > [Incumbent Change Request](#) > [Inquire](#) > **Employee History** [New Window](#)

Sunshine,Suzy SSN: 222222222 Empl Rcd #: 0

Eff Dt Seq	Action Reason List #	EE Status FT / PT PT / VR %	Status Appt Lvl Vet Crdt	Agency Title Title Code / Message	JC SG NU	Pos # Agy / Line # Action Dt
03/22/2004 0	LTO LONG T DIS	Active E F 100	Perm N N	Civil Service Stores Clerk 2 1831120	0 09 02	00036677 08000 03625 05/03/2004
03/04/2004 0	HIR OC 2822700	Active I F 100	Perm N N	Civil Service Stores Clerk 2 1831120	0 09 02	00036677 08000 03625 05/03/2004

[Employee Availability](#)



Work with the Pages

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 *RFL*.
6. The **Trns Grp** field is populated with *RNS*.

7. The **Reason** field is populated 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. Click on the **Comments** page to enter any comments.

15. Click the **Transaction Request 2** page tab.

16. Press **Submit**.

PLA With Any Reason Code Except SPF:

If an employee is on a **PLA** (Paid Leave of Absence) with any reason code **except SPF**, use the instructions below to reinstate them.

Eff Dt Seq	Action Reason List #	EE Status FT / PT PT / VR %	Status Appt Lvl Vet Crdt	Agency Title Title Code / Message	JC SG NU	Pos # Agy / Line # Action Dt
03/15/2004 0	PLA SICK W/PAY	Leave W/Py I F 50	Perm N N	Civil Service Stores Clerk 2 1831120	0 09 02	00036677 08000 03625 04/28/2004
03/01/2004 0	HIR OC 2822700	Active I F 100	Perm N N	Civil Service Stores Clerk 2 1831120	0 09 02	00036677 08000 03625 04/28/2004

[Employee Availability](#)



Work with the Pages

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 is populated 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. Click on the **Comments** page to enter any comments.

15. Click the **Transaction Request 2** page tab.

16. Press **Submit**.

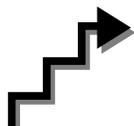
PLA With Reason Code SPF:

If an employee is on a **PLA** (Paid Leave of Absence) with reason code **SPF**, use the instructions below to reinstate them.

Lunch, Skip SSN: 666666666 **Empl Rcd #:** 0

Eff Dt Seq	Action Reason List #	EE Status FT / PT PT / VR %	Status Appt Lvl Vet Crdt	Agency Title Title Code / Message	JC SG NU	Pos # Agy / Line # Action Dt
04/01/2004 0	PLA SUSP FUL	Leave WPy I F 100	Perm N N	Civil Service Stores Clerk 2 1831120	0 09 02	00036677 08000 03625 05/03/2004
03/04/2004 0	HIR OC 2822700	Active I F 100	Perm N N	Civil Service Stores Clerk 2 1831120	0 09 02	00036677 08000 03625 05/03/2004

[Employee Availability](#)



Work with the Pages

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 *RSP*.

8. The **Line #** field is populated and grayed.

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. Click on the **Comments** page to enter any comments.

15. Click the **Transaction Request 2** page tab.

16. Press **Submit**.

HIR or REH Using Encumbent Change Request (Appoint Leave):

If an employee is a **HIR** or **REH** and is placed on immediate leave (Appoint Leave), use the instructions below to reinstate them to their hold title.

The screenshot shows the NYSTEP system interface. At the top, there are navigation links: Home, Worklist, Reports, and Help. Below that is a breadcrumb trail: Home > NY Personnel Management > Incumbent Change Request > Inquire > Employee History. A 'New Window' link is also present. The user information for 'Day, Sonny' is displayed, along with SSN: 333333333 and Empl Rcd #: 0. Below this is a table with columns: Eff Dt, Action Reason List #, EE Status FT / PT PT / VR %, Status Appt Lvl Vet Crdt, Agency Title Title Code / Message, JC SG NU, and Pos # Agy / Line # Action Dt. The table contains two rows of data for the employee's history.

Eff Dt	Action Reason List #	EE Status FT / PT PT / VR %	Status Appt Lvl Vet Crdt	Agency Title Title Code / Message	JC SG NU	Pos # Agy / Line # Action Dt
03/04/2004 1	SEP DCR LV OUT	Active E F 100	Cont N N	Civil Service Stores Clerk 2 1831120	0 09 02	00036677 08000 03625 05/03/2004
03/04/2004 0	HIR OC 2005400	Active E F 100	Cont N N	Civil Service Stores Clerk 2 1831120	0 09 02	00036677 08000 03625 05/03/2004

[Employee Availability](#)



Work with the Pages

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. Click on the **Comments** page to enter any comments.

15. Click the **Transaction Request 2** page tab.

16. Press **Submit**.

STO:

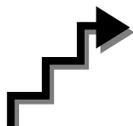
If an employee is holding an item because they are on **STO** (Short Term Disability) use the instructions below to reinstate them to their hold title.



Forest,Rain SSN: 444444444 Empl Rcd #: 0

Eff Dt Seq	Action Reason List #	EE Status FT / PT PT / VR %	Status Appt Lvl Vet Crdt	Agency Title Title Code / Message	JC SG NU	Pos # Agy / Line # Action Dt
03/22/2004 0	STO SHRT T DIS	Active E F 100	Perm N N	Civil Service Stores Clerk 2 1831120	0 09 02	00036677 08000 03625 05/03/2004
03/04/2004 0	HIR OC 2822700	Active I F 100	Perm N N	Civil Service Stores Clerk 2 1831120	0 09 02	00036677 08000 03625 05/03/2004

[Employee Availability](#)



Work with the Pages

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 *RFL*.
6. The **Trns Grp** field populates with *RNS*.

7. The **Reason** field populates 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. Click on the **Comments** page to enter any comments.
15. Click the **Transaction Request 2** page tab.
16. Press **Submit**.