Chapter 13

Reinstating from Leaves

Chapter Topics

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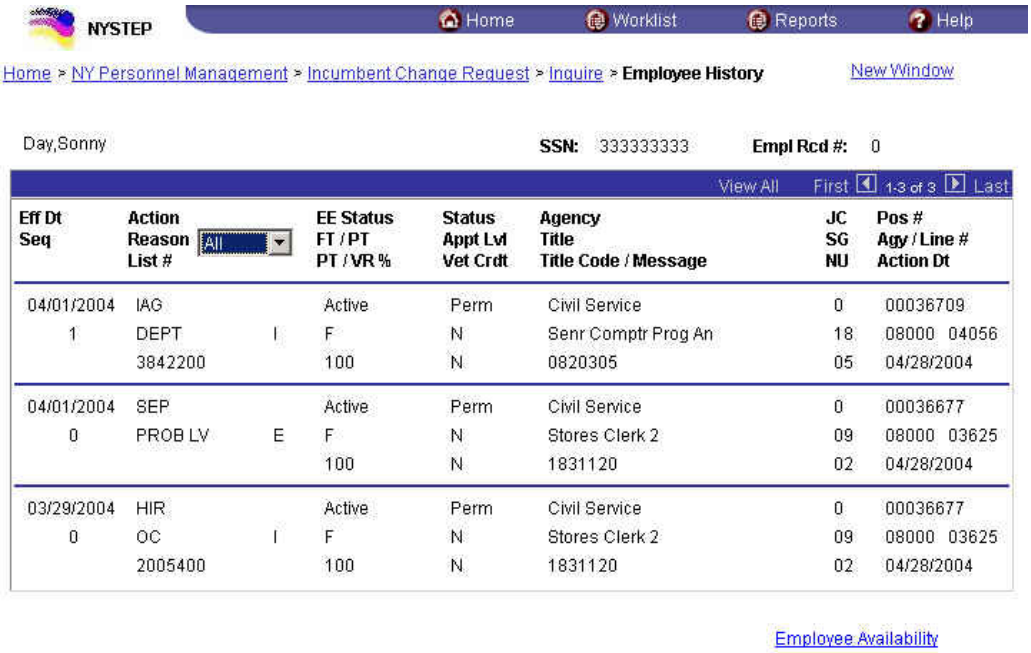
Reinstating From Leaves

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.



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).

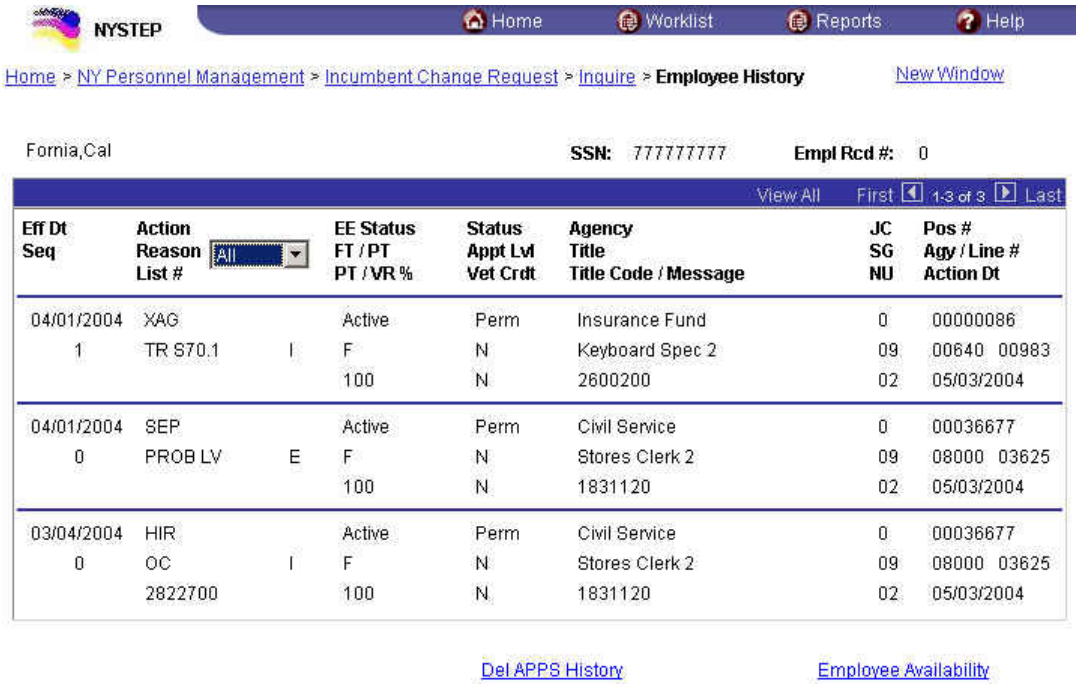
15. Click on the **Comments** page to enter any comments.

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.



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%**.

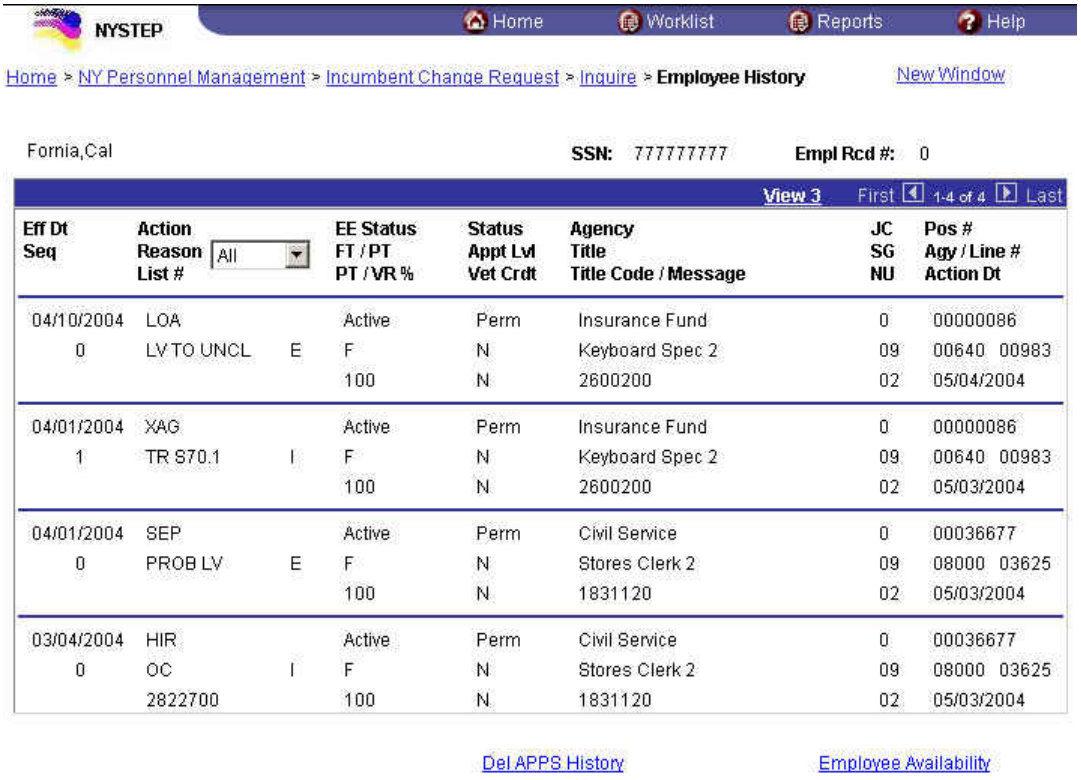
14. Click on the **Comments** page to enter any comments.

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

16. Press **Submit**.

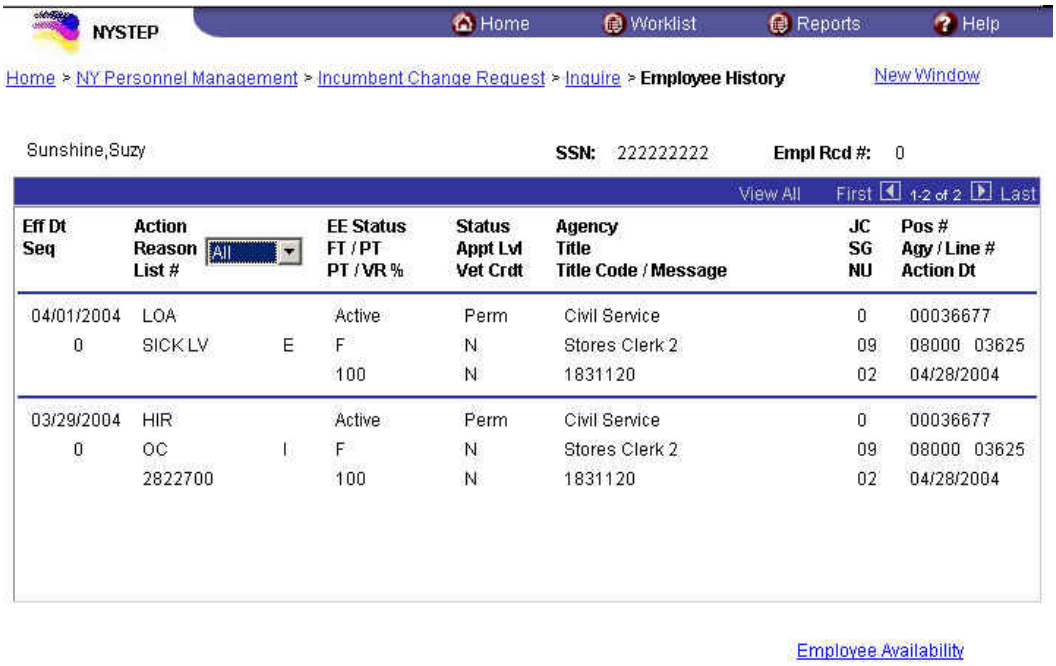
LIT, MLV, PBL in One Agency, and on LOA in Another Agency

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.



LOA With Any Reason Code Except SUP:

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



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**.

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.

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%**.

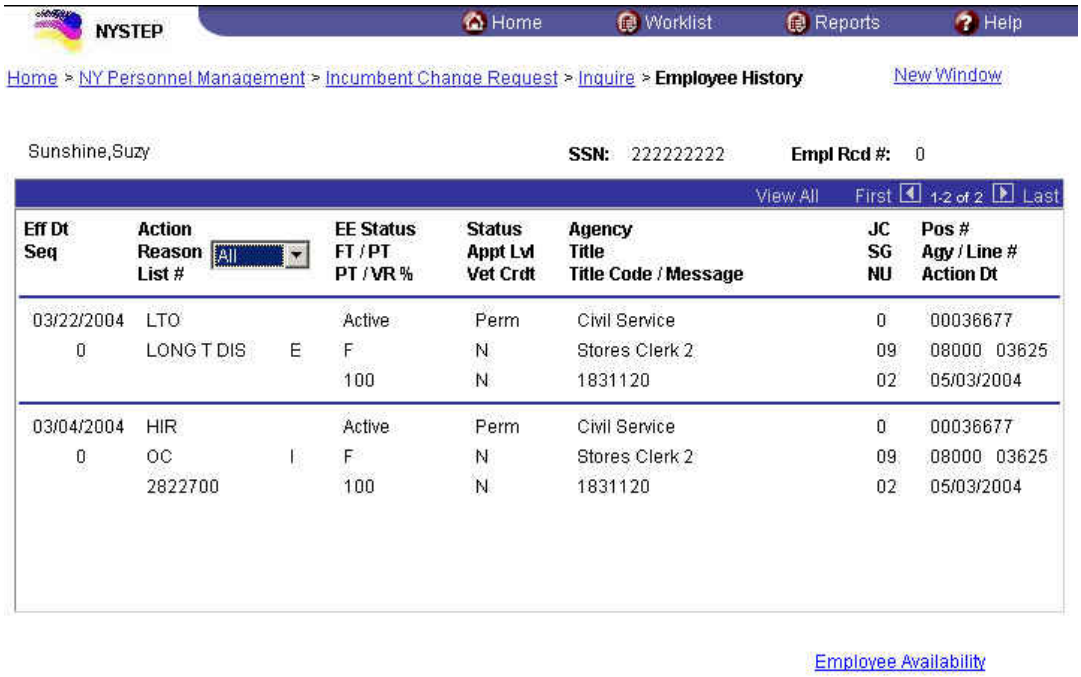
14. Click on the **Comments** page to enter any comments.

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.



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.

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%**.

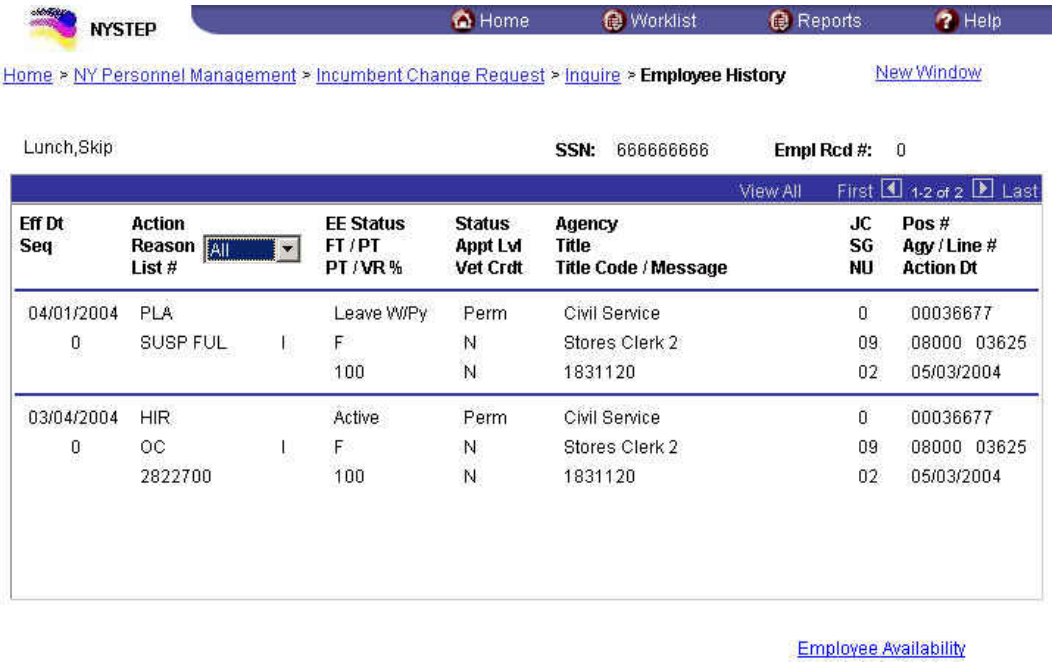
14. Click on the **Comments** page to enter any comments.

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.



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.

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%**.

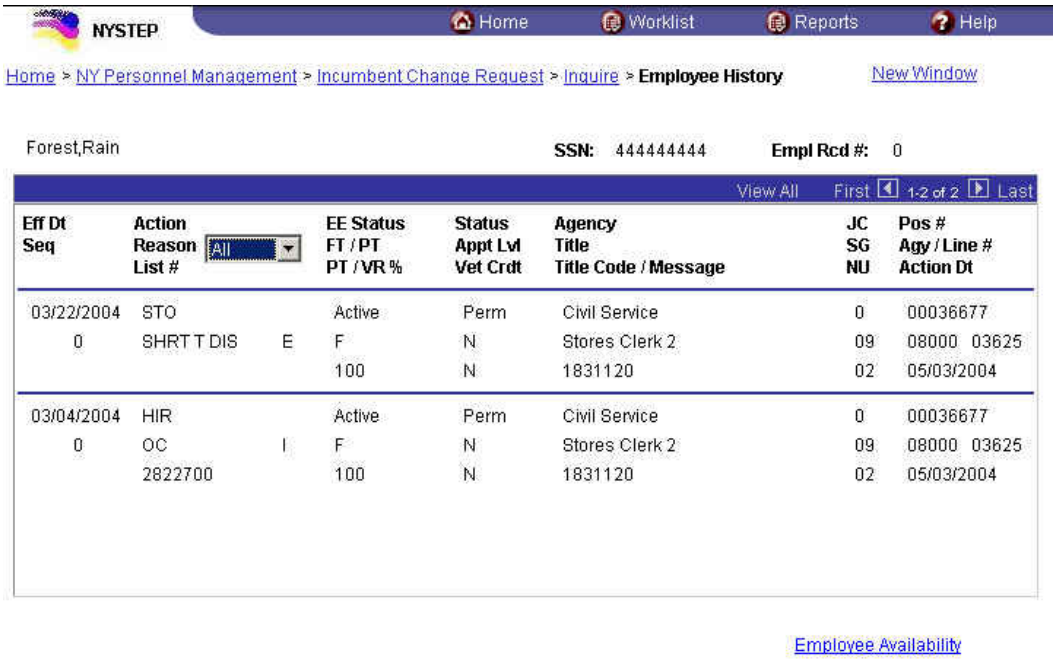
14. Click on the **Comments** page to enter any comments.

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.



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**.