

OM Pre-Requisites for Personnel Actions

There are business scenarios in Personnel Administration that require Organizational Management to create, change, or delimit infotypes for OM objects. Objects include organizational units, jobs, and positions. Below are the scenarios and what OM needs to do before the Bureau Personnel Administrator executes an action.

Personnel Business Scenario	OM Pre-Requisite Process
Positive pay employee is placed in a job with a pay grade	Create Planned Compensation on Position that points to an hourly pay grade
Over/Under/Lateral fill - job different than the job assigned to the position the employee holds	Create B017 Relationship between job and employee
Moving employee out of Over/Under/Lateral fill	Delimit B017 Relationship between job and employee
Doublefill – creation or extension of position assignment	Create or extend doublefill position with relationship to budgeted position
Personnel Sub-Area (representation) Change due to labor agreement	Position change to represented Personnel Sub-Area
Reorganization - change an employee's Personnel area or organizational assignment (but not position)	Position Transfer to new organizational unit and Personnel Area
New Hire/Rehire Casual employee	Create Casual position or update attributes of existing vacant casual position.

The fields in red indicate a scenario that is likely to require an OM process before the Personnel Action can be performed. Find the forms necessary to initiate the process on the [BHR Forms Website](#). Or, click here for the [OM Organizational Unit and Position Maintenance Form](#) and [BHR Personnel Action Request Form \(SUPERFORM\)](#).



OM Pre-Requisites for Personnel Actions

Employee Name _____	Personnel Number _____
Effective Date _____ <small>BHR Use Only</small>	BHR Tracking # _____

	BHR PERSONNEL ACTION REQUEST	<input type="checkbox"/> Intrabureau Action
Requested Action(s) - Check All That Apply		
<input type="checkbox"/> Permanent (from limited duration) HR 3.03 ... Exam# _____ Cert # _____		
<input type="checkbox"/> * Temporary Appointment HR 3.03 ... <input type="checkbox"/> Current Employee <input type="checkbox"/> New Hire		
<input checked="" type="checkbox"/> * Casual Other Appointment HR 3.03		
<input type="checkbox"/> * PERS retiree HR 3.06 ... Service Break? <input type="checkbox"/> Yes <input type="checkbox"/> No Status in Job? <input type="checkbox"/> Yes		
<input type="checkbox"/> * Out-of-Class Appointment HR 3.06 ... Include justification below		
<input checked="" type="checkbox"/> * Under-fill OR <input type="checkbox"/> Over-fill OR <input type="checkbox"/> Lateral-fill HR 3.03		
<input checked="" type="checkbox"/> * Double-fill HR 3.03 ... 400 Position to double-fill _____		
<input type="checkbox"/> * Reinstatement HR 7.07 ... <input type="checkbox"/> Former Employee OR <input type="checkbox"/> Following demotion		
<input type="checkbox"/> Voluntary Demotion HR 7.03 ... <input type="checkbox"/> In lieu of layoff <input type="checkbox"/> Other Include employee's request		
<input type="checkbox"/> Vacation Credit up to 40 hours HR 3.01 ... Please attach Commissioner's or Mayor's approval		
<input type="checkbox"/> Vacation accrual date adjustment HR 3.01 ... Please attach Commissioner's or Mayor's approval		
<input type="checkbox"/> * Appointment above entry rate HR 3.04 ... Hourly rate requested _____		
<input checked="" type="checkbox"/> Extend Previous Request ... Please attach original request		
Requested Status For This Employee		
Bureau Name _____	Cost Object _____	Work Schedule _____
Position _____	Position Title _____	Begin Date _____ End Date _____
Employee Job Title _____	Specialty _____	Job Number 3000 EE Group _____ EE Sub Group _____
Personnel Area _____	Personnel Sub-area _____	Supervisor's Name _____
Pay Min _____	Pay Mid _____	Pay Max _____ Requested Pay _____
Justification For Requested Action (must be filled out for Actions preceded by a *)		
<input type="checkbox"/> Fill in for absent employee <input type="checkbox"/> Emergency/Natural Disaster <input type="checkbox"/> Workload Need		
<input type="checkbox"/> Pending recruitment <input type="checkbox"/> Train new employee <input type="checkbox"/> Other (please explain below)		
Bureau Comments	BHR Comments	
<small>BHR Use Only</small>		
Bureau Approval		
Bureau Required Approval _____		
Bureau Director/Designee Approval _____		
Printed Name _____		
Signature _____ Date _____		
BHR Approval		
<input type="checkbox"/> Approved		
<input type="checkbox"/> Not Approved		
BHR Approval _____		
Printed Name _____		
Signature _____ Date _____		

For more information on a specific action please review the referenced [HR Administrative Rule](#)

