

DBHDD Human Resources – Classification & Compensation Definitions

Advanced Salary Hiring – hiring new or returning state employees above the minimum salary of a pay grade.

Allocation – the establishment of a brand new position.

Control # - a place holder for a new position # until it has been established in PeopleSoft.

Department ID # - a 10-digit organizational or budget code that funds a position(s). If you do not know what that is for a specific position, you can contact HR compensation staff or your Budget staff.

Disciplinary Demotion – the reclassification of a filled position to a job on a lower pay grade or the transfer of an employee to a position on a lower pay grade based on disciplinary reasons, which results in at least a 5% salary reduction.

Effective Date – the date on which most all personnel or payroll actions will be entered in PeopleSoft. Most often, that date will either be the 1st or 16th of the month. If either of those dates falls on a weekend or holiday, the entry will be completed in PeopleSoft on the next business day. On rare occasions, the effective date can be something other than the 1st or 16th.

Employee (EE) ID # - an original 8-digit number assigned to each new state employee when they are hired and is often used to research job, compensation or work history information in PeopleSoft. This ID # will follow the employee for the duration of their tenure with the state. If they leave state employment, it will not be assigned to any new state employee. If you are promoting an employee from another agency and don't know their EE ID #, you should contact HR compensation staff with their SSN to obtain.

Employment Status Change – a percentage change in an employee's work hours, full-time status to part-time (e.g. 100% to 75%, 40 hours to 30 hours).

Job/Grade Change – change in an established position from one job title to another on a lower or higher pay grade; position is vacant; if filled, request should either be for a demotion or position level reduction or promotion.

Lateral Job Change – change in an established position from one job title to another on the same pay grade; position can be filled or vacant.

Leave of Absence – an employee's time away from official work that is either authorized or unauthorized. Examples include Leave Without Pay (LWOP), Military LWOP, Suspension w/o Pay, Short Term, LWOP, Contingent LWOP, Family Leave LWOP, Family Leave w/Pay, Military Leave w/Pay, and Suspension w/Pay.

Mail Drop ID # - a 9-digit code (i.e. 441-010123) assigned to department units, sections, etc., that generally identifies the specific location of an employee. Your leave keeper should know these codes for the staff they are assigned to track leave.

Miscellaneous PeopleSoft Change – the update of a position record to reflect changes in department code, mail drop ID, supervisor position #, county/ZIP, etc.

New Position – established when a brand new function is needed or when there are no other positions to which the new function can be assigned.

Position # - similar to an employee ID #, it is another 8-digit number that serves as a “place holder” while they are employed in your unit, section, etc. Unlike the employee ID #, it does not follow a state employee if they transfer to another department, unit, etc. All positions are classified in a specific job that generally describes the associated duties and responsibilities.

Position Level Reduction – downgrade of an established position due to organizational changes or when it has been determined that the responsibilities and expectations of a specific position have been permanently reduced to the extent that the position would be more appropriately assigned to a job on a lower pay grade; employee salary remains the same as long as it is within the salary range of the lower pay grade.

Promotion-Competitive – the advancement/transfer of an employee, as a result of interview and selection, from current position to a position on a higher pay grade.

Promotion-Non-Competitive – the advancement of an employee, while remaining on current position, from a job on a lower pay grade to a job on a higher pay grade.

Reallocation – a change in an established position from one job title to another. There are 4 types of position reallocation: 1) Promotion, 2) Job Change, 3) Demotion, and 4) Position Level Reduction.

Salary Adjustment – the in-grade, permanent increase to an employee’s salary based on various criteria not included in compensation options authorized elsewhere in policy (e.g. promotions, performance-based increases, temporary salary supplements, transfers)

Salary Change – a permanent or temporary change in employee’s base pay. Examples include Salary Increase (Adjustment), Temporary Salary Supplement (TSS), Removal of TSS, Disciplinary Salary Reduction, Restoration of Salary Reduction, Hourly Rate Change, and Bonus (Stipend or Hiring).

Separation – the termination of employment. Examples include Release, No Position upon Return, Failure to Return from Leave, Resignation, Reduction In Force (RIF), Expiration of Employment, Retirement, Dismissal, Death, Transfer to Other State Agency.

Temporary Salary Supplement – additional compensation, not added to base salary, for significant additional duties for a limited period of time.

Transfer – the movement of an employee from one position to another (internal) or one agency to another (external).

Voluntary Demotion – the reclassification of a filled position to a job on a lower pay grade or the transfer of an employee to a position on a lower pay grade; generally, this is at the request of the employee and results in at least a 5% salary reduction.

Voluntary Demotion w/o Loss in Pay – the movement of an employee to a job on a lower pay level in which their salary is maintained at the current level (i.e. no reduction in salary).