DBHDD Human Resources – Classification & Compensation
Frequently Asked Questions

Q: **What is the DBHDD Position Action/Salary Administration Request Form?**

A: A form for requesting the transactions listed below. Please observe the red triangles located throughout the form. These are "comments" that provide additional information including additional documentation required for a request. Also, observe the drop-down boxes as you navigate the form.

- Position Allocation
- Position Reallocation
- Non-Competitive Promotion
- Advanced Salary Hiring
- Salary Adjustment/Increase
- Temporary Salary Supplement (TSS)
- Voluntary Demotion w/o Loss in Pay
- Miscellaneous PeopleSoft Change

Q: What is the DBHDD Personnel-Payroll Action Form?

A: A form similar to the Position Action/Salary Administration form, but *typicall*y used for the transactions listed below. Please observe the red triangles located throughout the form. These are "comments" that provide additional information including additional documentation required for a request. Also, observe the drop-down boxes as you navigate the form.

- Appointment of a brand new or returning full-time or hourly employee
- Lateral transfer of an employee from another state agency, including CSB, County Public Health and County DFCS
- Lateral transfer of an internal employee – either same job or another job on same level
- Competitive Promotion – internal or in conjunction with a transfer of an employee from another agency
- Demotion – voluntary or disciplinary
- Salary Changes – Removal of TSS, Restoration of Salary Reduction, Hourly Rate Increase
- Employment Status Change
- Leave of Absence/Return from Leave of Absence
- Separation from Employment

Form can also be used for non-competitive promotions, demotions, salary supplements and salary adjustments; however, it is recommended that the Position Action/Salary Administration Request Form be used for these requests.

Q: **Is there more than one type of promotion?**

A: Yes, there are 2 types of promotion. First, a **competitive promotion** is the advancement of an employee, as a result of interview and selection, from current position to a position on a higher pay grade. Second, a **non-competitive promotion** is 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. The latter typically occurs when there is a significant change in the level and scope of duties, responsibilities, accountability, etc.

Both types of promotion will involve a current state employee either employed by DBHDD or another state agency. Typically, promotions result in a 10% salary increase or increase to the minimum of the higher pay grade, whichever is greater. If the 10% salary increase does not raise their salary to at least the pay grade minimum of the new job, then they must receive the additional percentage to get them to the minimum salary.

Q: **What paperwork do I need to complete and/or submit for a promotion, transfer, appointment, etc.?**

A: Refer to the table below.

PPA = Personnel/Payroll Action Form
PASA = Position Action/Salary Administration Request Form

In addition to the specific section in the body of the form, the **top section** of each form should be completed. Please also observe the **red triangles** located in the top right corner of various sections of the forms that provide additional information related to the specific request. Also, please be aware of the drop-down boxes located throughout the forms.

Request Type	Form	Form Sections	Add'l Documentation
Advanced Salary Hiring	PASA	Top Section, Section B	Request Form, State application, resume (refer to red triangle in line 12 of Form)
Appointment	PPA	Top Section, Section A	Request Form; HR Transactions would have received the hire letter prior to effective date. <u>On</u> the hire date, the new hire packet (application, tax forms, etc.) would need to be completed by EE and submitted to HR
Competitive Promotion	PPA	Top Section, Section B	Action Form and any supporting documentation as needed
Demotion	PPA	Top Section, Section B	Action Form and any supporting documentation as needed
Employment Status Change	PPA	Top Section, Section E	Action Form and any supporting documentation as needed

Lateral Transfer (Internal)	PPA	Top Section, Section C	Action Form and any supporting documentation as needed
Lateral Transfer (External)	PPA	Top Section, Section A	Action Form and any supporting documentation as needed
Leave of Absence/Return from Leave of Absence	PPA	Top Section, Section F	Action Form and any supporting documentation as needed
Miscellaneous PeopleSoft Change	PASA	Top Section, Section F	Request Form only
Non-Competitive Promotion	PASA	Top Section, Section A	Request Form and documentation that supports request (refer to red triangle in line 6 of Form)
Position Allocation	PASA	Top Section, Section A	Request Form and documentation that supports request (refer to red triangle in line 6 of Form; also select appropriate action in drop-down box, Line 4 of Form)
Position Reallocation	PASA	Top Section, Section A	Request Form and documentation that supports request (refer to red triangle in line 6 of Form; also select specific reallocation type in drop-down box, Line 4 of Form)
Salary Adjustment/Increase	PASA	Top Section, Section C	Request Form and documentation that supports request (refer to red triangle in line 16 of Form)
Salary Changes	PPA	Top Section, Section D	Action Form and any supporting documentation as needed; **use PASA for Salary Adjustment and TSS request**
Separation from Employment	PPA	Top Section, Section G	Action Form, Employee Leave Card, and any supporting documentation as needed
Temporary Salary Supplement (TSS)	PASA	Top Section, Section D	Request Form and documentation that supports request (refer to red triangle in line 21 of Form)
Voluntary Demotion w/o Loss	PASA	Top Section, Section E	Request Form and documentation that supports request (refer to red triangle in line 28 of Form)