

ISIS HR

Quick Tips

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Using the “Other Change in Contract Type” Action Reason

When should an agency use “Other Change in Contract Type” versus an action reason that reflects the nature of the authority for the appointment?

In the “Other Personnel Changes” section of the Entry Guidelines, users are instructed to enter the “Other Change in Contract Type” action reason only when the position number is staying the same from the old appointment to the new. Usually, a temporary position is being changed to a position of a permanent nature. The user could then use the Position Characteristic Change action and this reason to signal the move. If the position number is changing, the user must use the Organizational Assignment action with a reason that reflects the authority for the appointment.

Agencies are encouraged when possible to use the action reason that indicates the nature of the authority for a move. The “Other Change in Contract Type” action reason is available to users to make the entry of the move a little less tedious. However, HR staff should be cautious that this movement still requires that all of the other considerations related to making an appointment be satisfied. In other words, the position will still have to be posted on Job Search, qualifications reviewed, test scores verified, and any other necessary documentation gathered.

Questions? Call the HRIS Program Consultant at (225) 219-9439.