



Understanding the difference between a LaGov HCM “system” action versus a personnel action taken in accordance with Civil Service Rules or other state rules is imperative to the integrity of the data maintained in LaGov HCM and likewise imperative to compliance with rules/policies. The Transfer Action is perhaps the most confusing of all system actions because Transfer has a different meaning when determining the authority for a personnel action versus the application of the employee’s movement in a data system. This document provides information to the user on the terminology used, differences and application of information in LaGov HCM.

### Definition of Actions in LAGOV HCM

An action is defined as “a grouping of infotypes that are used in the course of a specific human resource process”. Examples of actions are Hire, Rehire, Organizational Assignment, Position Characteristic Change (PCC), Transfer and Separation. Actions as defined above are not a one-to-one relationship with the definition of personnel actions or activity taken on employees.

### Definition of Personnel Action in Civil Service Rules

An action is defined as a personnel transaction effecting a change to a person’s employment or to a position.

### Effecting Personnel Transactions

When an agency is effecting a change to a person’s employment or to a position, those actions are authorized by certain rules, regulations and laws. Actions affecting classified employees are authorized by the Civil Service Rules. While there are no rules governing unclassified employees, the same concepts are basically used when effecting actions on these employees. Personnel transaction effected on employees and positions do not correlate directly to what an action is as defined in LAGOV HCM.

Some examples are:

#### **Example 1:**

- A probational employee resigns from one job to accept another job in a different agency with no break in service. Because the employee’s status is probational, he must resign and accept a new hire in the new agency.
  - The LaGov HCM action required is **Transfer** because the employee already possesses a personnel number and he is moving from one personnel area to a different personnel area with no break in service. The group of infotypes presented to effect this change will be those that are applicable for an employee who is already active in the LaGov HCM system.
  - The Civil Service entries required will reflect an Action Reason that provides the rule authority for the Probational Appointment, i.e., *Certificate – Agency Delegated*, and a Contract Type that reflects *Probational*. Additionally, a Pay Reason will be applied that justifies pay for a probational appointment.

#### **Example 2:**

- A classified employee at Wildlife & Fisheries accepts an unclassified appointment at LSU Baton Rouge without a break in service.

- Because LSU is not a LAGOV HCM agency, the required LaGov HCM action is **Separation to remove the employee totally from LAGOV HCM.**
- The required Civil Service action is Transfer Out to a Non-LaGov Agency so the Action Reason should reflect “Transfer Out to Non-LaGov Agency”.

## Definition of and When to Use the Various Actions in LAGOV HCM

### **Hire Action:**

- Hire is when an employee is totally new to LaGov HCM and has never been assigned a personnel number. Some instances in which a Hire Action is used is for first-time hire with the State, hire from a non-LaGov Agency where the employee has never been on LaGov, etc.

### **Rehire Action:**

- Rehire is when an employee has been previously assigned a personnel number, has a break in service and returns to active status on LaGov HCM. An example of when a Rehire Action is used is when an employee was active, had a separation or Transfer Action totally off of LaGov HCM and then returns to active status in LaGov HCM at a later date after a break in service.

### **Organizational Assignment Action:**

- Organizational Assignment (OA) is when an employee is moving from one position number to a different position number in the **same** Personnel Area. An example of when an OA action is used is a promotion to a different position number in the same personnel area. Other examples may be demotions, position changes, or detail to special duty.

### **Position Characteristic Change (PCC) Action:**

- PCC is when an employee’s position or job changes in the same position number in the same personnel area. An example of when a PCC is used is in cases of a Reallocation or Job Correction on a position and the change must be made on the employee’s record to show the new job title, pay level and pay, if appropriate. Other reasons to use the PCC might be FLSA changes, change from part-time to full-time, etc.

### **Separation Action:**

- Separation means the employee is completely leaving the LaGov system as an active employee. A separation is required even when the employee may be continuing in state service as an active employee and is transferring to another agency, but if the employee is moving to a separate payroll and reporting system, the “system” action performed is Separation. Examples of when Separations are used are resigning from state service, transferring to an agency that uses PeopleSoft or Banner or another HRIS.

### **Transfer Action:**

- Transfer means an employee is moving from one personnel area to another personnel area. Several Transfer actions have been created to reflect movement between personnel areas. Agency users have to be careful in choosing whether the move is between LaGov HCM paid agencies, between paid and non-paid, or between two (2) non-paid agencies. The reason these are different because it means movement between different agencies in the same payroll area or system or movement from the LaGov payroll system to another payroll system, or the move between two personnel areas that were never on LaGov payroll. Infotypes are presented differently for each of these situations.

**Examples of transfers are:**

- Move within a department with multiple personnel areas: DHH Office of Behavioral Health (OBH PA0330) to Office of Public Health (OPH PA0326); or
- Move between departments – DHH OBH 0336 to Revenue 0440
- Notice, it doesn't matter if the move is within a department or between departments but only that the personnel area number changed. It does matter whether the agency is LaGov HCM Paid or Non-Paid. Agencies that interface, such as LSU are not on LAGOV HCM at all.
- The various transfer actions are:
  - **Transfer I-Losing P-P:** Movement from one LaGov HCM paid personnel area to another LaGov HCM paid personnel area. This is the losing agency's part of the transaction. An example would be the movement from DHH to DEQ.
  - **Transfer II-Gaining P-P:** Movement from one LaGov HCM paid personnel area to another LaGov HCM paid personnel area. This is the second part of the transaction executed by the gaining agency.
  - **Transfer I-Losing P-NP:** Movement from a LaGov HCM paid personnel area to a LaGov HCM non-paid personnel area. This is the losing agency's transaction. An example would be the movement from DHH to ULL.
  - **Transfer II-Gaining P-NP:** Movement from a LaGov HCM paid personnel area to a LaGov HCM non-paid personnel area. This is the gaining agency's first step in the transfer process. This step deactivates the payroll-related infotypes and transactions.
  - **Transfer III-Gaining P-NP:** Movement from a LaGov HCM paid personnel area to a LaGov HCM non-paid personnel area. This is the second step for the gaining agency to completely deactivate the employee from payroll and establishes the record for personnel reporting only.
  - **Transfer I-Losing NP-NP:** Movement from a LaGov HCM non-paid personnel area to another LaGov HCM non-paid personnel area. An example would be the movement from ULL to Baton Rouge Community College. This is the losing agency's part of the transaction.
  - **Transfer II-Gaining NP-NP:** Movement from a LaGov HCM non-paid personnel area to another LaGov HCM non-paid personnel area. This is the gaining agency's part of the transaction.
  - **Transfer I-Losing NP-P:** Movement from a LaGov HCM non-paid personnel area to a LaGov HCM paid personnel area. This is the losing agency's part of the transaction. An example would be the movement from ULL to DHH.
  - **Transfer II-Gaining NP-P:** Movement from a LaGov HCM non-paid personnel area to a LaGov HCM paid personnel area. This is the gaining agency's part of the transaction. This transaction establishes the employee on the payroll system and presents infotypes necessary to pay the employee.