

## TEMPORARY APPOINTMENTS – HOW TO DETERMINE PROPER PA CODE

Revised 6/28/07

The following charts are used in determining the proper XA/LD Reason Code, PERS Code, Class Comp, Work Class Comp and Holiday Code. The Benefit code is automatically assigned.

The PA Codes, PERS Wage Codes and other fields are dependent on the whether the Temporary Appointment is a PERS Retiree, SEIU or representation, or Student Worker Classifications. Check each chart below to determine the proper codes for the Temporary Appointment:

<b>“SEIU” TEMPORARY APPOINTMENT</b> <b>“NON-STATE” GOVERNMENT PERS RETIREE</b> <b>USE PA CODE = 168</b>	
<b>XA/LD REASON:</b>	Choose one of the following codes: S, R, Q, T
<b>PERS CDE:</b> <b>WAGE/JOB CLASS:</b>	PBED automatically populates this field as R = PERS Retiree for PA code 168.
<b>CLASS COMP:</b>	Enter the repr XAO in this field. Let the system populate the rest of the class comp field for you.
<b>WORK: CLASS COMP</b>	Use on of the following repr codes for SEIU in the Work Class Comp: OA, OB, OXN, OXS (examples for work class comp: <b>OA</b> C0104 AA)
<b>BENEFIT:</b>	XO = SEIU Benefit Code (This code is automatically populated from the XAO used in Class Comp field)
<b>HOLIDAY:</b>	When Class Comp = XAO then the Holiday code must be O (letter).

<b>“SEIU” TEMPORARY APPOINTMENT</b> <b>“STATE” GOVERNMENT PERS RETIREE</b> <b>USE PA CODE = 168</b>	
<b>XA/LD REASON:</b>	Choose one of the following codes: S, R, Q, T
<b>PERS CDE:</b> <b>WAGE/JOB CLASS:</b>	PBED automatically populates this field as R = PERS Retiree for PA code 168.
<b>CLASS COMP:</b> <b>(Employee Repr)</b>	Enter the repr XA in this field. Let the system populate the rest of the class comp field for you.
<b>WORK: CLASS COMP</b>	Use “UA” for the repr code in the Work Class Comp to show employee is unrepresented. <b><i>SEIU contract Recognition Article 2 refers to the SEIU Temporaries who are State Retirees are not represented.</i></b> (e.g. UA C0104 AA) <ul style="list-style-type: none"> <li>➤ <b>IMPORTANT:</b> If you get this error: E0217-WORK CLASS COMP NOT FOUND ON RATES TABLE, please email PPDB Group to ask for this class/comp to be added onto the rates tables so you can make the hire with the proper class comp. (Only if necessary to hire a Temp Retiree)</li> </ul>
<b>BENEFIT:</b>	XA = No benefits for Temporaries (This code is automatically populated from XA used in Class Comp field.
<b>HOLIDAY:</b>	When Class Comp = XA then the Holiday code must be N

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<b>“SEIU” TEMPORARY APPOINTMENT NOT PERS RETIREE USE PA CODE = 167</b>	
<b>XA/LD REASON:</b>	Choose one of the following codes: W, C, I, J, L
<b>PERS CDE: WAGE/JOB CLASS:</b>	Work with Payroll to determine the correct Wage/Job Class Code. See listing on our website: <a href="http://egov.oregon.gov/DAS/HR/docs/ppdb/wagejobclcd.pdf">http://egov.oregon.gov/DAS/HR/docs/ppdb/wagejobclcd.pdf</a>
<b>CLASS COMP: (Employee Repr)</b>	Enter the repr XAO in this field. Let the system populate the rest of the class comp field for you.
<b>WORK: CLASS COMP</b>	Use one of the following repr codes for SEIU in the Work Class Comp: OA, OB, OXN, OXS (examples for work class comp: <b>OA</b> C0104 AA)
<b>BENEFIT:</b>	XO = SEIU Benefit Code (This code is automatically populated from the XAO used in Class Comp field)
<b>HOLIDAY:</b>	When Class Comp = XAO then the Holiday code must be O (letter).

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<b>TEMPORARY APPOINTMENT (NOT SEIU)</b> <b>PERS RETIREE – STATE OR NON STATE GOVERNMENT</b> <b>Use This Pa Code = 168</b>	
<b>XA/LD REASON:</b>	This field requires a code for the Reason for the temporary appointment. Choose one of the following codes: S, R, Q, T (also see help screen for this field in PBED)
<b>PERS CDE: AGE/JOB CLASS:</b>	R = PERS Retiree (PBED assigns the “R” in PBED automatically upon using PA Code 168) Work with Payroll to determine the correct Wage/Job Class Code.
<b>CLASS COMP: (Employee Repr)</b>	XA = Temporary Appointments that are not represented by SEIU. <ul style="list-style-type: none"> <li>➤ Complete the Repr (XA) only in this field, and the rest of the Class Comp field will be completed automatically.</li> </ul>
<b>WORK: CLASS COMP</b>	USE <b>APPROPRIATE REPR CODE</b> FOR TEMP HIRES that are not hired as SEIU.  (examples for work class comp: <b>UA</b> C0104 AA, <b>MMS</b> C0108 AA, <b>AAON</b> C0118 AA)
<b>BENEFIT:</b>	XA = No Benefits (This code assigns in PBED automatically)
<b>HOLIDAY:</b>	When Class Comp = XA then the Holiday code must be N

<b>TEMPORARY APPOINTMENT (NOT SEIU)</b> <b>NOT PERS RETIREE</b> <b>USE PA CODE = 167</b>	
<b>XA/LD REASON:</b>	This field requires a code for the Reason for the temporary appointment. Choose one of the following codes: W, C, I, J, L, (also see help screen for this field in PBED)
<b>PERS CDE: WAGE/JOB CLASS:</b>	Work with Payroll to determine the correct Wage/Job Class Code. See listing on our website: <a href="http://egov.oregon.gov/DAS/HR/docs/ppdb/wagejobclcd.pdf">http://egov.oregon.gov/DAS/HR/docs/ppdb/wagejobclcd.pdf</a>
<b>CLASS COMP: (Employee Repr)</b>	XA = Temporary Appointments that are not represented by SEIU.  Complete the Repr (XA) in this field, and the rest of the Class Comp field will be completed automatically.
<b>WORK: CLASS COMP</b>	USE <b>APPROPRIATE REPR CODE</b> FOR TEMP HIRES that are not hired as SEIU. <ul style="list-style-type: none"> <li>➤ Examples for work class comp: <b>UA</b> C0104 AA, <b>MMS</b> C0108 AA, <b>AAON</b> C0118 AA)</li> </ul>
<b>BENEFIT:</b>	XA = No Benefits (This code assigns in PBED automatically)
<b>HOLIDAY:</b>	When Class Comp = XA then the Holiday code must be N