

PERSONNEL  
MANAGEMENT  
INFORMATION SYSTEM

*PMIS DATA EXTRACTS &  
GENERAL SYSTEM  
INFORMATION*

OFFICE OF STATE PERSONNEL

APRIL 2000

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## 1. Introduction to the Personnel Management Information System (PMIS)

The Personnel Management Information System (PMIS) is an on-line, real-time IMS/DB2 database system that was custom-designed to serve all agencies and universities in State Government that are subject to the State Personnel Act (SPA). Some positions and employees that are exempt from the State Personnel Act (EPA) are also a part of this system as a result of individual agency request. Examples of EPA include the Judicial System and EPA University faculty that are processed by the State Controller's Central Payroll System. This open-ended, structured HR system was developed and has been continuously updated through its 25 year life for use by numerous organizations. PMIS is used by the Office of State Personnel and the agencies it serves, the Governor's Office, the Legislature, State Auditor's Office, Office of State Budget and Management, and the Office of the State Controller. The databases in PMIS are designed to accommodate the constant change in HR trends, policy administration, and laws implemented by the General Assembly. PMIS heavily interfaces with the IMS databases of Central Payroll and the Office of State Budget for elimination of duplicate data entry and to provide data overlap-type information when necessary.

Each of the current 3000 users of PMIS has access to over 75 queries/transactions as described in this manual. Listed on the following pages are the entry procedures for the various personnel displays that are available for users of the Personnel Management Information System. Several options are shown, when applicable, on each query procedure. Information not available by on-line query can be printed on any of 200+ available management reports, usually with overnight service, by request to the PMIS staff. If on-line query or hard-copy reports cannot meet information needs, both current and historical data file transfers are available for agency/university use. Any questions and/or suggestions are encouraged and should be directed to a member of the PMIS staff at (919) 733-2992.

Electronic entry of Personnel Action forms is addressed in the separate section entitled *Personnel Forms Direct Entry System*. Questions or suggestions relating to PD118 and/or PD105 electronic forms processing should be addressed to CATE DANIELS or ANITA NEWELL of the PMIS staff.

Also, instruction on the usage of the statewide vacancy-posting system (PMJOBS, PMVLIST) is addressed under the separate section entitled *PMJOBS – Automated Vacancy Management System*. Questions or suggestions relating to the vacancy-posting system should be addressed to ESTHER KINSEY of the PMIS staff

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## **GETTING INTO AND AROUND THE SYSTEM**

The Personnel Management Information System is an on-line information management system housed on the enterprise server (mainframe) at Information Technology Services (ITS, previously called SIPS).

When accessing PMIS, there are a variety of ways that the ITS IMS connection may be made. A computer systems person in your agency will assist you in making that connection. Depending on the type of 3270 emulation software your agency uses to make the connection to the mainframe, you may have the following display to fill in:

```
149.168.84.141  VIA TCP/IP TO THE NORTH CAROLINA STATE NETWORK --
                -- HELP:  (919)872-8841 / I-800-722-3946 --

*  UNAUTHORIZED OR PERSONAL USE OF COMPUTER INFORMATION AND/OR EQUIPMENT  *
*                                     IS A VIOLATION OF STATE AND FEDERAL LAWS.  *
```

### **APPLICATION:**

If you have a display like this, type **IMS** as the application and press ENTER. If your display does not look like this, you will probably specify IMS as the application through some other means, such as choosing IMS or ITS/SIPS from a menu or clicking on an IMS or ITS icon, depending on your agency's set-up.

### ***RACF (Resource Access Control Facility) Signon***

Once you have successfully connected to ITS and specified IMS as the application, the following should appear:

```
DFS3649A /SIGN COMMAND REQUIRED FOR IMS IMSA

DATE: 06/04/98      TIME: 17:13:05

NODE NAME: PMXI002A

USERID:

PASSWORD:

USER DESCRIPTOR:
GROUP NAME:
NEW PASSWORD:

        OUTPUT SECURITY AVAILABLE
```

Figure 1.1 - Signon

If this display does not appear, contact the ITS State Network Help Desk at 872-8841 or 1-800-772-3946 to check the status of IMS. If it is not operational, the Help Desk will provide an estimate of when IMS will become operational. It is important to know your user ID if you need to call the Help Desk concerning problems with your session/connection.

The display on page 8 is part of the Resource Access Control Facility (RACF) security system that governs access to the ITS mainframe. Unless you are changing your password, the only information you need to enter is your user ID (also called RACF-ID) and your password. Key in the USERID and tab to PASSWORD (**NOTE:** if you press ENTER instead of tabbing, you will get an error message and will need to key the USERID again). After keying in your password, press ENTER. When you successfully pass through this security check, this message will appear:

**DFS3650I SESSION READY FOR INPUT**

If any other message appears, a RACF security problem has occurred. Without this security approval, you will not be able to key in any IMS transactions. If you are a new user, not sure what your user ID is, or if you have forgotten your password, contact your agency RACF Security Administrator for assistance. PMIS has no control over the assignment of user ID's or passwords for users outside of the Office of State Personnel. Staff of agencies that do not have a RACF Security Administrator may contact Bob Dunn, ITS at (919) 981-5266 for assistance. Staff of universities that do not have a RACF Security Administrator may contact Art Duser at (919) 484-0089 or the UNC Educational Computing Service at 1-800-672-8244 for assistance.

### ***New Users***

After you have been assigned a RACF-ID through your Security Administrator, you may make a request to the Office of State Personnel for PMIS access. The Agency Personnel Office should forward all agency/university requests to PMIS. Requests should be made via memo or e-mail ([cchapman@ospadmin.osp.state.nc.us](mailto:cchapman@ospadmin.osp.state.nc.us)) with the following information:

- ◆ Employee Name (with middle initial)
- ◆ Employee Social Security Number
- ◆ RACF-ID
- ◆ Security Access Level (Choose one of three levels)
  1. Ability to display histories and to extract standard personnel data
  2. Same as level 1 plus the ability to create personnel action forms
  3. Same as level 1&2 plus the ability to approve personnel action forms.
- ◆ Work Station Location (Personnel Records, Budget, Payroll, etc.)
- ◆ Person authorizing connection to PMIS (Personnel Manager, Agency Head, etc.)
- ◆ Additional PMIS sub-systems for which access is also desired. Those choices include:
  - a) Grievance Tracking System
  - b) Disciplinary Tracking System
  - c) Workers Compensation System

- d) Performance Management System
- e) Training Records System
- f) Vacancy Posting System

**Security**

Security in PMIS is accomplished through RACF-ID (user-ID). RACF-ID's should not be shared and passwords should not be displayed, shared, or easily guessed. Someone with the ability to use your RACF-ID in IMS will effectively be able to electronically "sign your name", read your messages, or enter forms under your name. Your RACF-ID and password should be kept as confidential as possible for these reasons.

Agencies and universities are typically given access to information concerning their organization only. Some statewide users are given access to PMIS data on all state employees. You may query the various types of users in your agency using the **PMUSER** function. You may access this display (Figure 1.2) by keying **PMUSER F** from a blank screen or by choosing option 22 from the Main Menu. (Main Menu is discussed on page 31.)

The **PMUSER** transaction is similar to other PMIS extract transactions. If you have statewide access, you enter the code for the agency or university for which you are requesting information. (See **PMXDEPT**, page 125). If you have limited access, the system defaults to the organization for which you have access. As you can see, this function has several lists from which to choose. Figure 1.2 is an example of a query for all vacancy system users at NC A&T University. Figure 1.3 is the resulting output of this query. To request this information, key a "Y" next to "Vacancy System Users" and press the ENTER key. The department/division selection only needs to be specified if the user has "statewide authority".

PMUSER F		PMIS SECURITY SYSTEM MENU	
DEPT DIV		60 70	
AGENCY (EXAMPLE:DOT)	OR	XXX	
LIST DEPT ACTIVE		X	
LIST DEPT INACTIVE USERS		X	
LIST NONDIRECT-ENTRY USERS		X	
LIST PRINT CAPABILITY USERS		X	
LIST LIMITED SECTION USERS		X	
SUB-SYSTEM USERS			
DIRECT-ENTRY USERS		X	
DIRECT-ENTRY BUDGET SYSTEM USERS		X	
VACANCY SYSTEM USERS		Y	
TRAINING RECORDS SYSTEM USERS		X	
ACCIDENT/INJURY & WORKERS COMP SYSTEM USER		X	
GRIEVANCE SYSTEM USERS		X	
PERFORMANCE MANAGEMENT SYSTEM USERS		X	
PLEASE MAKE ONE SELECTION WITH A Y AND PRESS ENTER			

Figure 1.2 - PMUSER F Extract

PMUSER		PMIS SECURITY SYSTEM				PAGE: 01	
USER LIST DISPLAY FOR ATU							
SEL	USERID	NAME	RACF ID	AUTH	JOB TITLE		
---	---	---	---	---	---	---	---
-	ATULAC	LOLETA CHAVIS	UNEP02	38 U	PERSONNEL TECHNICIAN III		
-	ATUGLH	GLEN HART	UNEP03	38 U	ASSOC. DIR OF HUMAN RES		
-	ATUEJK	ESTER J. KAMARA	UNEP30	38 U	PERSONNEL TECHNICIAN II		
-	ATUTLP	TRACY L. PHILLIPS	UNEP29	00	PERSONNEL TECHNICIAN II		

**NEXT ACTION** \_\_\_\_ **SSN** \_\_\_\_ **POS NO** \_\_\_\_ **USER** \_\_\_\_  
 NEXT ACTION= V=VIEW, Q=QUEUE, P=PRINT, I=INACTIVE, ALL=ALL, B=BUDGET, ACT=ACTIVE  
 INQUIRY COMPLETE. TO DISPLAY USER INFORMATION, REPLACE WITH Y AND PRESS ENTER

Figure 1.3 - PMUSER F - Output generated from extract

### ***Changing Your Password***

If you are changing your password, key in USERID, tab to PASSWORD and key in your current password, then tab to NEW PASSWORD and key in your new password. Now press ENTER and you should be asked to key the new password one more time for verification.

Passwords require periodic changing using RACF security. PMIS recommends that you change your password monthly. When receiving a response “password has expired”, follow the procedure above to re-activate your security with a new password. This expiration takes place every 90 days. Upon failing to log on correctly five times in succession, your password will be revoked. Only Agency Security Administrators are able to re-activate your password for connection to ITS if this occurs. Also, non-use of your password after 45 days causes it to be revoked.

### ***Keyboard Tips***

There are mainframe keys you will need to locate on your keyboard in order to successfully use PMIS transactions or any mainframe system. If you are using a “dumb” terminal, the keys will be clearly marked on the keyboard. However, if you are using a PC, the keyboard will not specify the mainframe keys. Most software that enables you to access mainframe systems through a PC also provides a way to substitute existing keys on your keyboard for use as the mainframe keys. Check with your agency’s computer staff for the translation, more commonly known as the “keyboard mapping”.

Below is a list of the keys you will need in using PMIS with the more common PC keyboard equivalencies specified. If the PC equivalents listed do not work on your PC keyboard, don’t panic. There are many different ways the keyboards are mapped and it depends on the 3270 emulation software that your agency is using. Once you have determined where your mainframe keys are, you are home free!

#### Mainframe Key

#### Common PC Keyboard Equivalent

PA1 (used for paging)  
CLEAR  
RESET  
ENTER

PAGE UP Key or sometimes Ctrl + F1  
PAUSE  
ESC or ALT  
CTRL or ENTER

F1 thru F12  
F13 thru F24

F1 thru F12  
SHIFT + F1 thru SHIFT + F12

### ***Standard PMIS Paging***

Many PMIS transactions display multiple screen pages of output. Standard forward (and revolving) paging when using PMIS transactions is by use of the PA1 key (or the equivalent on a PC Keyboard -see “Keyboard Tips”). After the last page of data is displayed, you will see the following message:

**DFS223 09:56:11 PAGE REQUESTED NOT CONTAINED IN CURRENT MESSAGE**

Continue to page forward using the PA1 key and the system will revolve back to the first page of screen output. (For backward paging or advancing to a specific page, see “Alternate IMS Paging Method” on page 14).

### ***Getting stuck in “Response Mode”***

At the end of a multiple page PMIS transaction (as described in “Standard PMIS Paging”, above), you will get a display with the following message:

**DFS223 09:56:11 PAGE REQUESTED NOT CONTAINED IN CURRENT MESSAGE**

If you press the appropriate paging key (PA1) when you see this message, it will return you to the first page sent in the transaction. If, however, you press the CLEAR key on this display you will become stuck in “response mode” and all further IMS activity will give you the following message:

**DFS2162 09:52:27 TERMINAL IN RESPONSE MODE - ENTER PA1 OR PA2 THEN AWAIT REPLY**

To exit the “response mode”, press the PA1 key (or PC keyboard equivalent), as the message indicates. (The PA2 key is not used in PMIS.) The last screen of data that you were viewing before you went into response mode should then appear. Now it will be okay to press the CLEAR key and key in your next transaction.

### ***Alternate IMS Paging Method***

Standard forward paging in PMIS transactions is by use of the PA1 key; however, an alternate IMS method is available. The built-in IMS method of paging allows the user to go directly to a specific page in the group of output pages displayed. This can be accomplished by using the following procedure:

- 1) Overlay the **PM** in the transaction name in the top left corner of the display with the desired paging command (listed below).
- 2) Press the SPACE BAR
- 3) Press ENTER.

#### Paging Commands (enter everything in the quotes)

- “=L” Takes you to the last page in the group of pages displayed
- “=n” Takes you to the page specified by *n* (forward or backward)
- “=+n” Advances *n* pages
- “=-n” Goes back *n* pages

#### Example:

- PMHIS 123-45-6789** (Transaction name and Social security number in top left corner)
  
- =3 IS 123-45-6789** (Overlaying the transaction name with “=3 (space)” and pressing ENTER will cause the system to advance to the 3rd page in the group of pages currently displayed)

Note: If viewing the 2<sup>nd</sup> set of 8 pages in a 16 page list (applicable to PMTOT F, EMEMP F, PMACTION F, or PMXPMR F), =3 will take you to page 11, which is the 3<sup>rd</sup> page in the group of pages currently displayed (numbered 9-16).

### ***Function Keys***

Function keys may be used to help you quickly navigate through PMIS. No matter where you are in the system you will see a menu of choices at the bottom of your inquiry. It will look similar to the following:

PF13=PMXDEPT, PF14=PMXCTY, PF15=PMDESC, PF19=PMXSCHM
--

These choices will help you choose function keys to facilitate movement around the system. On most workstations, F13-F24 can be invoked by using SHIFT + PFKEY. Example: F13 = SHIFT + F1, F14 = SHIFT + F2, etc. The following is a complete listing of function keys and their corresponding values. You may access a similar list from the employee history transaction (**PMHIS**) by pressing F12.

<b>Function Key</b>	<b>Transaction ( dependent upon location in system)</b>
F1	Credentials Verification / Payroll Menu (for payroll users)
F2	Position History
F3	Employee History
F4	PD-135 Partial Lgv, Creditable Service Change
F5	PD-105 - Personnel Action Form
F6	PD-118 - Position Action Form
F7	PD-SEP - Employee Separation Action Form
F8	Employee Address, Payroll Deduction Query
F9	Direct Entry Selection Menu / Return to Extract Format
F10	Form History Selection Menu
F11	Return to PMNAME list
F12	Navigation instructions from PMHIS
F13	User pending forms / List of Departments
F14	Agency pending forms / List of Counties
F15	Forms for specified employee / Department Description
F16	Used to print the entire position or employee history if an "IMS addressable" printer is connected to your PC.
F17	Severance Pay Calculation
F18	Employee Form History
F19	Public Information Display / Alphabetical list of Job Titles
F20	Performance Rating Entry
F21	Not used
F22	Disciplinary (Warning) Entry
F23	Position/Employee Information Sub-Menu
F24	PMIS Main Menu

### ***Transaction “Abends”***

Occasionally, when you are working in PMIS, instead of getting a normal response from pressing ENTER or one of the F (Function) keys, you may see a string of data that looks like this:

```
DFS55S1 TRAN PMD105  ABEND SOC7,UG000 ; MSG IN PROCESS:
                    PMD105 2238350474
                    92/260 11:49:57
```

When you see two lines of data that look similar to this, the transaction you have just tried has “abended” (abnormally ended). This abnormal ending is caused by a PMIS programming failure.

When you get an “abend”, you should call PMIS and describe what you were doing. This helps us more quickly determine the nature of the problem and informs us that the transaction needs to be restarted. You should not try the same transaction again before calling PMIS! Until the program is fixed, you will just generate another “abend”.

Until the transaction is restarted, everyone in the system who tries to use the same transaction will receive this message:

```
TRAN/LTERM STOPPED
```

For instance, the “abend” pictured above, was on a PMD105 transaction. Until the PMD105 transaction is restarted by the PMIS staff, no PMD105 processing can take place by anyone in the system.

### ***Leaving the System***

When you are finished with the system, you need to “sign off” IMS. To do this, type /RCL and press ENTER. The system should then return you to the display you were on when you specified IMS as the application.

## 2. How information gets into PMIS

Throughout this manual, you will learn how to extract various information regarding state government positions and employees. This information is input into PMIS via 7 basic entry transactions.

- ◆ PD-118
- ◆ PD-105
- ◆ PD-SEP
- ◆ PD-135
- ◆ Grievance Tracking
- ◆ Performance Management
- ◆ Disciplinary

The PD-118, PD-105, PD-SEP, and PD-135 are the main input components of the system. To complete the personnel system, information on grievances, performance, and disciplinary actions are added using their respective sub-systems. The following is a brief overview of each input method. For more information, please see the appropriate chapter in the PMIS manual.

### *Position Information*

The **PMD118** transaction is the method used by all state agencies and universities to input position information. Some actions require OSP approval and some are approved and updated immediately into the system by the agency/university. If a new position is being set up, all information is filled in by the data entry personnel in the agency/university personnel office. If a position is being reallocated or changed in any way, then only the “change” information is entered. Figure 2.1, 2.2, and 2.3 are examples of **PMD118** input transactions.

```

PMD118                PD-118 DIRECT ENTRY                REV/PRIOR: Y
                                                           ATTACHED FORMS: 1 OF 1
*** POSITION IS FILLED ***
EFFECTIVE DATE:  ___ __ __          POSITION NUMBER: 4250-0306-0317-049
EMPLOYEE NAME: WESWOOD JR , RONALD   SOC SEC NUMBER: 238-75-1073

      **** CHOOSE A PD-118 ACTION BELOW ****
- NEW POSITION                               - SOURCE OF FUNDS CHG (BUD TRANSFER)
- REALLOCATE POSITION UP                     - BUDGETED SALARY CHANGE
- REALLOCATE POSITION DOWN                   - POSITION TRANSFER
- REALLOCATE POSITION HORIZONTALLY          - POSITION-EMPLOYEE TRANSFER
- ADJUSTMENT FROM AUTHORIZATION            - POSITION HOURS CHANGE (VALUE)
- POS REALLOCATION - DIFFERENTIAL           - POSITION TYPE CHANGE
- REMOVE DIFFERENTIAL                      - COUNTY CHANGE
- RE-ESTABLISH POSITION                     - RANGE REVISION ON POSITION
- EXTEND TEMPORARY POSITION                  - POSITION TITLE CHANGE
- EXTEND TIME-LIMITED POSITION              - EPA POSITION TITLE CHANGE
- FUND POSITION                             - POSITION CGRA
- REMOVE FUNDING                          - REMARKS ONLY
- ABOLISH POSITION                          - OTHER

NEXT ACTION  ___  SSN  ___  ___  POS NO  ___  ___  ___  USER  ___  ___

HIT ENTER AFTER CHOOSING A PD-118 ACTION. PF9 KEY = DIRECT ENTRY MAIN MENU
    
```

Figure 2.1 - PMD118 - Position Action Input - 1

```

PMD118                PD-118 DIRECT ENTRY                * WTG *
                                                           * REVISED *
ACTION: REALL POS UP
DEPT/UNIV: TRANS-DIV OF HIGHWAY          DATE PREP: 02 18 00          PD-118 NO:  ___
SECTION: HIWAY DESIGN,CADD MGMT TM       EFF DATE: 06 26 99          TEXT: 1 IMAGES: N

SCHEM  CLASSIFICATION TITLE  GRD  SALARY RANGE  BUD SAL  W/H M/S AUTH
08327  TRANSPORTATION ENG I   73   34410 - 54581  43676   E   N   606
CHG: 08328                      76

POSITION NUMBER  OLD NO  CTY  MOS/YR  FND LTH  SUPV POSITION NO  EX TYP
4250 0306 0317 049 17049  WAKE  12.0          4250 0306 0317 002
CHG:  ___  ___  ___  ___  17049  ___  ___  ___  ___  ___  ___

POS TYPE: PERMANENT FULL-TIME (MARK CHANGES BELOW)
| _ PERM  _ TEMP  _ INT  | _ FULL-TIME | IF TEMP:  ___ DAYS, | IF PART-TIME: |
| _ EXMT  _ TMLD          | _ PART-TIME |  ___ WKS OR  ___ MTHS |  ___ HRS PER WK |

RMKS:  _____ OVR:  _ BUD  _ AUTH  _ ACT  _ OTHER

NEXT ACTION  ___  SSN  ___  ___  POS NO  ___  ___  ___  USER  ___  ___

ENTER=SAVE, PFKEYS: 2=PMHIS 8=BUDG 9=MNU 10=ACTIONS 11=TEXT 17=FHS 19=PMXSCHM
    
```

Figure 2.2 - PMD118 - Position Action Input - 2



### Employee Information

The **PMD105** transaction is the method used by all state agencies and universities to input employee information. Some actions require OSP approval and some are approved and updated immediately into the system by the agency/university. If a new employee is being added to the database, the data entry personnel staff in the agency/university Personnel Office fills in all information. If an employee's status is changing, then only the "change" information is entered. More detailed instructions are specified in the PMIS Direct Entry Manual. Figure 2.4, 2.5, and 2.6 are examples of the **PMD105** input transactions.

PMD105	PD-105 DIRECT ENTRY	REV/PRIOR: N
SOCIAL SECURITY NO: 238 22 9816		ATTACHED FORMS: 1 OF 1
EFFECTIVE DATE: _ _ _ _		
- EOD (NEW HIRE)	- DEMOTION-PERS CONDUCT	- IN-RANGE - HIGHER LVL
- RE-INSTATEMENT	- DEMOTION-UNSAT PERF	- IN-RANGE - INCR VAR
- APPOINTMENT CHANGE	- DEMOTION-GROSS INEFF	- IN-RANGE - EQUITY
- EXTENSION OF APPT	- RE-ASSIGNMENT	- IN-RANGE - RETENTION
- PART-TIME HRS CHANGE	- SPC ENTRY RATE INCR	- IN-RANGE - TURNOVER
- HORIZONTAL TRANSFER	- REALL-GEOGRAPHIC DIFF	- IN-RANGE - OTHER
- PROMOTION	- SALARY ADJUSTMENT	- NAME CHANGE
- PRO INC-AFTER EFF	- SAL ADJ- RETENTION	- SOC SEC NUMBER CHG
- ACTING PROMOTION	- SAL ADJ- TRAINEE	- COLA
- ACTING PROM CANCEL	- TRAINEE REALLOCATION	- CGRA
- REALLOCATION UP	- SAL ADJ- LEAD WKR	- CANCEL COLA &/OR CGRA
- REAL INC-AFTER EFF	- SAL ADJ- CANCEL LEAD	- TITLE CHANGE
- REALLOCATION DOWN	- RANGE REVISION	- EPA TITLE CHANGE
- REALLOCATION HORIZ	- RR INC-AFTER EFF DTE	- REMARKS ONLY
- REALL-WORK AGAINST	- EPA SUPPLEMENTAL PYMT	- OTHER
NEXT ACTION _ _ _ SSN _ _ _ _ POS NO _ _ _ _ USER _ _ _		
HIT ENTER AFTER CHOOSING A PD-105 ACTION. PF9 KEY = DIRECT ENTRY MAIN MENU		

Figure 2.4 - PMD105 - Employee Action Input - 1

```

PMD105                PD-105 DIRECT ENTRY                * WTG *
DEPT/UNIV: DHHS-CASWELL CENTER    DATE PREPARED: 01 06 00    PAYROLL UNIT: 51M
ACTION: EOD (NEW HIRE)            EFFECTIVE DATE: 01 03 00    TEXT: 1    IMAGES: Y

      LAST NAME      FIRST      MIDDLE      SOC SEC NO.    DOB      CITIZEN M/S
NEW: PHILLIPS        ELLEN      NMN          238 22 9816 04 15 73  YES ___ N

      SCHEM      CLASSIFICATION TITLE      SALARY GRADE STEP  W/H      POSITION NUMBER
NEW: 05391    HEALTH CARE TECHNICIAN I    009.47  58    MIN      S    4469 0000 0039 022

APPT TYPE:                HRS/WK  MTHS/YR      TEMPORARY DURATION
_ PERM _ PROB _ TRNE _ TMLD | X FT |          |          |          |
X TEMP _ INT _ RET _ STU | _ PT |  ___ | 12.0 | CHG:  ___ DAYS ___ WKS 06 MTHS

REMARKS:
OVER- _ SAL _ CRED _ APT _ INCR _ ACT _ OVRL N EQV
RIDES: _ BUD _ DUAL _ SCH _ SPCL _ STP _ OTHR _ DTE NEW: NO N 4 B F

      NEXT ACTION  ___  SSN  ___  ___  ___  POS NO  ___  ___  ___  USER  ___  ___

ENTER=SAVE, PFKEYS:1=CRED 16=HELP 8=BUDG 10=ACTIONS 11=TEXT 17=FHS 19=PMXSCHM
    
```

Figure 2.5 - PMD105 - Employee Action Input - 2

```

PMD105                PD-105 POSITION INFORMATION                * WTG *
DEPT/UNIV: DHHS-CASWELL CENTER    DATE PREPARED: 01 06 00    PAYROLL UNIT NO: 51M
ACTION: EOD (NEW HIRE)            EFFECTIVE DATE: 01 03 00    TEXT: 1    IMAGES: Y

POS NUMBER: 4469-0000-0039-022      OLD NO: 89021      COUNTY: LENOIR
POS TITLE: HEALTH CARE TECHNICIAN I  POS TYPE: PMFT
POS SCHEM: 05391    POS GRADE: 58      MTHS/YR: 12.0

***** EMPLOYEE SALARY FUNDING INFORMATION *****
      COMPANY      ACCOUNT      CENTER      S/F      EMPLOYEE SALARY      BUDGETED SALARY      PCT
01      3001      1211      13304202      G      9.47      19500      100 %

SALARY RESERVE NOT CALCULATED BECAUSE FROM/TO SALARY IS DESIGNATED AS HOURLY.

REQUEST AMT FROM RESERVE: $ _____    FUNDS TO BE PLACED IN RESERVE: $ _____

      NEXT ACTION  ___  SSN  ___  ___  ___  POS NO  ___  ___  ___  USER  ___  ___

ENTER=SAVE, PF8=EMP INFO, PF10=ACTION SCREEN, PF11=ATTACH TEXT
    
```

Figure 2.6 - PMD105 - Employee Action Input - 3

### Separation Information

The **PMDSEP** transaction is the method used by all state agencies/universities to separate an employee when (s)he leaves State Government or is placed on leave without pay. Most separations are processed into PMIS at the agency or university and not submitted to the Office of State Personnel. This transaction is used to input the date of separation, the separation reason, payroll data, and leave information. More detailed instructions are outlined in the Direct Entry Manual. Figure 2.7 is an example of the **PMDSEP** separation transaction.

```

PMDSEP
NAME: SMITH, BAILEY J.          SOC SEC NO: 162-53-5055  PAYROLL UNIT: 002
POSNO: 4000-0707-0007-052  OLD NO: 04051  SALARY: $42818  TEXT: 0  IMAGES: N
AGENCY: OFFICE OF STE PERSNL  TITLE: APPLICATIONS PROGRAMMER I  ATTACHED: 1 OF 1
- L-FAM MED LEAVE - L-OTHR(EXPLAIN) - MILITARY SERV - DISM-CONDUCT
- L-PAR(NOT FMLA) - TEMP APPT TERM - DISSAT-PAY - DISM-UNSAT PERF
- L-EXTENDED ILL - PERSONAL REASON - DISSAT-WK CONDS - DISM-GRSLY INEF
- L-SHRT TERM DIS - BETTER EMPLOYMT - DISSAT-SHIFT - APPOINT ENDED
- L-WORKMANS COMP - SELF EMPLOYMENT - PROB APPT TERM - RETIRE-SERVICE
- L-MILITARY - EMPLOYEE MOVED - EPA CONTR ENDED - LONG TERM DISAB
- L-EDUCATION - SPOUSE MOVED - INVOL RESIGN - RIF
- L-EXTENDED VAC - FAMILY REASONS - RES W/O NOTICE - DEATH
- L-SUSP CONDUCT - MARRIAGE - DID NOT REPORT - SPA TO EPA
- L-SUSP UNSAT PR - HEALTH - TRANSFERRED - OTHER(EXPLAIN)
- L-SUSP GRS INEF - EDUCATION - TLTD APPT TERM

LAST DAY: ___ . . . HRS . . . SEP DATE: ___ . . . HRS . . . HRS PAID: ___ . . .
SCK LVE EXH: ___ . . . FRM: ___ / ___ . . . TO: ___ / ___ . . . BAL: ___ . . .
VAC LVE EXH: ___ . . . FRM: ___ / ___ . . . TO: ___ / ___ . . . BAL: ___ . . .
REMARKS: _____  OVERRIDE: _  REV/PRIOR: N

NEXT ACTION ___  SSN ___  POS NO ___  USER ___

ENTER=SAVE, PF1=CRED, PF2=POS HIST, PF3=EMP HIST, PF11=TEXT, PF17= FORM HIST
    
```

Figure 2.7 - PMDSEP - Separation Action Input

### ***Longevity Information / Creditable Service Information***

The **PMD135** transaction is the method used to input longevity pay requests and creditable state service adjustments. The longevity pay request is used to make partial payments or to make full payments when an employee is omitted from the monthly longevity report (PM807). Figure 2.8 is an example of the longevity menu. This transaction prompts you to choose between making a pay request or making a creditable state service adjustment. More detailed instructions are specified in the PMIS Direct Entry Manual. Figure 2.9 is an example of the Longevity Pay Request Transaction and Figure 2.10 is an example of the Creditable State Service Adjustment Transaction.

```
PMD135                                PD-135 DIRECT ENTRY

SOCIAL SECURITY NO:  161 53 5055      EMPLOYEE NAME:  SMITH, BAILEY J.
EFFECTIVE DATE:    _ _ _             POSITION NUMBER:  4000-0707-0004-077

          ***** CHOOSE ACTION BELOW *****

          _ LONGEVITY PAY REQUEST (PD-135)
          _ CREDITABLE STATE SERVICE ADJUSTMENT (PD-135A)

NEXT ACTION _ _ _  SSN _ _ _ _ _  POS NO _ _ _ _ _  USER _ _ _ _ _
HIT ENTER AFTER CHOOSING A PD-135 ACTION.  PF9 KEY = DIRECT ENTRY MAIN MENU
```

Figure 2.8 - PD-135 - Longevity Pay / Creditable Service Adj. Menu

```

PMD135                PD-135 DIRECT ENTRY
                       LONGEVITY PAY REQUEST                ATTACHED FORMS: 1 OF 1

DEPT/UNIV: OFFICE OF STE PERSNL    DATE PREPARED: 01 07 00    PAYROLL UNIT: 002
POS NUMBER: 4000 0707 0004 077    EFFECTIVE DATE: 01 01 00    TEXT: 0

NAME: SMITH, BAILEY J.                CLASS TITLE: APPLICATIONS PROGRAMMER I
SOC SEC NO: 162 53 5055                ELIGIBILITY DATE: 10 01 99
PERCENTAGE: 1.50                        TOTAL STATE SERVICE: 123 AS OF 01 01 00
ADJUSTED STATE SERVICE: _____ (IF DIFFERENT)
SEPARATION DATE: _ _ _ _ MONTHS OF LONGEVITY: 03

PRESENT SALARY:          $47818
LONGEVITY PAY AMOUNT:   $179.25

*OVERRIDE: _ LONGV MTHS _ LONGV PAY

NEXT ACTION _ SSN _ _ _ _ POS NO _ _ _ _ _ USER _ _ _ _

ENTER=SAVE, PFKEYS: 9=MENU 11=TEXT 17=FORM HISTORY,8=CREDITABLE SVC AGENCIES
    
```

Figure 2.9 - PD-135 - Longevity Partial Pay Request

```

PMD135                PD135-A DIRECT ENTRY
                       CREDITABLE STATE SERVICE ADJUSTMENT    ATT FORMS: 1 OF 1

DEPT/UNIV: OJJ-12TH DISTRICT    DATE PREPARED: 04 18 00    TEXT: 0
NAME: SMITH, BRANDON J          EFFECTIVE DATE: 05 01 00    * WTG *
SSN: 267 54 7034                ELIGIBILTY DATE: 00 00 00

EMPLOYMENT DATES    APPT    LWOP DATES    CRED SVC
CODE AGENCY/INSTITUTION --FROM-- --TO--    TYPE --FROM-- --TO--    MONTHS
0276 SOCIAL SERVICES    01 05 92  09 14 94  PMFT    _ _ _ _ _    032
0276 SOCIAL SERVICES    09 19 94  03 21 00  PMFT    _ _ _ _ _    066
1812 OJJ-12TH DISTRICT  03 22 00  05 01 00  PMFT    _ _ _ _ _    001
____ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
____ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
____ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
____ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
____ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
*** CURRENT STATE SERVICE 000                *** CORRECTED STATE SERVICE 099

NEXT ACTION _ SSN _ _ _ _ POS NO _ _ _ _ _ USER _ _ _ _

ENTER=SAVE, PFKEYS: 9=MENU 11=TEXT 17=FORM HISTORY,8=CREDITABLE SVC AGENCIES
    
```

Figure 2.10 - PD-135 - Creditable State Service Adjustment

### Grievance Tracking System

The grievance tracking sub-system is used by all state agencies and universities to record information pertaining to grievances. This information is reported to the General Assembly at their request yearly to comply with Senate Bill 886 reporting requirements. This system has three entry transactions. The first (Figure 2.11) brings you into the system and prompts you to enter some identifying information and to select a grievance type. The following three display list the various grievance types. Figures 2.12 – 2.14 are examples of the three displays. Each lists the types of grievances for Discrimination, Policy Violation, and Disciplinary Actions respectively. Figures 2.15 and 2.16 are examples of displays used to post activity. The post activity display for Work Place Harassment cases is slightly different since some of the actions pertaining to those cases are different. More detailed instructions regarding this sub-system are specified in the Grievance Tracking Manual.

```
PMXGRIEV 241-39-0322          OPTION 01 - ADD GRIEVANCE

  EMPL NAME: GRANT, DONALD E.          AGENCY/UNIV: PUB INST-INSTRUC SRV
  EMPL SSN: 242-39-0323 GRV NO: 01     DATE FILED:  __ __ __ APPEALABLE TO SPC:  _
  POS NUMBER: 3516-0202-0015-227      WHERE FILED:  _ AGN _ SPC/OAH _ EEOC _ DOL
  ASSC PARTY:  __ __ __              GRIEVANCE TYPE:

                                     *****
                                     **
                                     **   ENTER DESIRED COMMENTS AND   **
                                     ** PRESS F8 TO CHOOSE GRIEVANCE TYPE **
                                     **                                     **
                                     *****

COMMENTS _____
_____

CHOOSE OPTION:  __  SSN:  __ __ __
OPTIONS: ENTER=UPDATE  02=POST ACTIVITY  03=EMPL HIS  04=VIEW LOG  09=MENU
          06=LIST GRIEVANCES 24=PMIS MENU
```

Figure 2.11 - PMXGRIEV - Grievance Input

```

PMXGR TYP 241-39-0322      OPTION 01- SELECT GRIEVE TYPE

EMPL NAME: GRANT, DONALD E.      AGENCY/UNIV: PUB INST-INSTRUC SRV
EMPL SSN: 242-39-0323 GRV NO: 01  DATE FILED: 01/01/00
WHERE FILED: STATE PERSONNEL COMMISSIO

          - DISCRIMINATION -
_ DISCR - RACE                      _ UNLAW WKPL HAR - RACE
_ DISCR - SEX/GENDER                _ UNLWA WKPL HAR - SEX/GENDER
_ DISCR - AGE                       _ UNLAW WKPL HAR - AGE
_ DISCR - RELIGION                  _ UNLAW WKPL HAR - RELIGION
_ DISCR - CREED                     _ UNLAW WKPL HAR - CREED
_ DISCR - COLOR                     _ UNLAW WKPL HAR - COLOR
_ DISCR - NATIONAL ORIGIN           _ UNLAW WKPL HAR - NATL ORIGIN
_ DISCR - DISABILITY/HANDICAP       _ UNLAW WKPL HAR - HANDCP COND
_ DISCR - POLITICAL AFFILIATION     _ UNLAW WKPL HAR - SEXUAL HAR.
_ DISCR - OTHER

CHOOSE OPTION:  __  SSN:  ____  __  ____
OPTIONS: ENTER=UPDATE  02=POST ACTIVITY  03=EMPL HIS  04=VIEW LOG  09=MENU
** PA1 = NEXT PAGE **  06=LIST GRIEVANCES 24=PMIS MENU
    
```

Figure 2.12 - PMXGR TYP - Grievance Type - Discrimination Reasons

```

PMXGR TYP 242-39-0323      OPTION 01- SELECT GRIEVE TYPE

EMPL NAME: GRANT, DONALD E.      AGENCY/UNIV: PUB INST-INSTRUC SRV
EMPL SSN: 242-39-0323 GRV NO: 01  DATE FILED: 01/01/00
WHERE FILED: STATE PERSONNEL COMMISSIO

          - POLICY VIOLATION -
_ FALSE/MISLEADING INFO            _ DENIED EMPLOYMENT-POL INFL
_ DENIED PROMOTION                  _ DENIED LAT TRANS-POL INFL
_ DENIED VET PREF (INIT EMPL)      _ DENIED PROMOTION-POL INFL
_ DENIED VET PREF (RIF)            _ RETAL-POLITICAL TESTIMONY
_ RIF                               _ RETAL-GROSS MISMANAGEMENT
_ DENIED PRTY REEMPL (RIF)         _ RETAL-GROSS MISUSE/AUTH
_ DENIED PRTY REEMPL (EXMT)       _ RETAL-VIOL LAWS/SAFETY
_ DEMOTION                          _ RETAL-PREVIOUS GRIEVANCE
_ DESIG OF EXEMPT STATUS           _ RETAL-UNLAW WKPL HARASSMENT
_ DENIED STATE EMPLOYEE PREF       _ OTHER

CHOOSE OPTION:  __  SSN:  ____  __  ____
OPTIONS: ENTER=UPDATE  02=POST ACTIVITY  03=EMPL HIS  04=VIEW LOG  09=MENU
** PA1 = NEXT PAGE **  06=LIST GRIEVANCES 24=PMIS MENU
    
```

Figure 2.13 - PMXGR TYP - Grievance Type - Policy Violation Reasons

```

PMXGRRTYP 242-39-0323      OPTION 01- SELECT GRIEVE TYPE

EMPL NAME: GRANT, DONALD E.      AGENCY/UNIV: PUB INST-INSTRUC SRV
EMPL SSN: 242-39-0323 GRV NO: 01  DATE FILED: 01/01/00
WHERE FILED: STATE PERSONNEL COMMISSIO

- DISCIPLINARY -
* REASON FOR DISCIPL ACTION *
- WARNING
- SUSPENSION WITHOUT PAY      - PERSONAL CONDUCT
- DEMOTION                    - UNSATISFACTORY JOB PERFORMANCE
- DISMISSAL                   - GROSSLY INEFFICIENT JOB PERF

CHOOSE OPTION:  __  SSN:  __  __  __
OPTIONS: ENTER=UPDATE  02=POST ACTIVITY  03=EMPL HIS  04=VIEW LOG  09=MENU
** PA1 = NEXT PAGE **  06=LIST GRIEVANCES 24=PMIS MENU
    
```

Figure 2.14 - PMXGRRTYP - Grievance Input - Disciplinary Reasons

```

PMXGRRACT 162-52-5077,01  OPTION 02 - POST ACTIVITY
EMPL NAME: MATT, DANA D.      AGENCY/UNIV: OFFICE OF STE PERSNL
EMPL SSN: 162-52-5077 GRV NO: 01  CASE STATUS: _____
GRIEVANCE TYPE: GRIEVANCE TYPE UNKNO  EFFECTIVE DATE:  __  __  __

- CHOOSE RES METHOD      - ADR-AGREEMENT          ***** COSTS *****
- EMP CHG RES METHOD     - NO ADR-AGREE / TO AGP  BACK PAY      $ 0000000
- ADR-ARBITRATION       - FAD (FINAL AGN DECISION)  ATTORNEY FEES $ 0000000
- ADR-CONCILIATION      - FILED W/ OAH/APPLD TO SPC  OTHER COSTS   $ 0000000
- ADR-MEDIATION         - OAH RECOMM DECISION      TOTAL        $ _____
- AGN GRIEV PROCED      - RECORD SENT TO SPC
- DISMISSED AT AGENCY   - SPC DECISION & ORDER     - BEGIN FRONT PAY
- DISMISSED AT OAH     - PET/JUD REV (SUPERIOR CT)  ANNUAL AMOUNT $ 0000000
- DISMISSED AT EEOC    - APPEAL TO CRT OF APPEALS  - END FRONT PAY
- NON-GRIEVABLE        - APPEAL TO SUPREME COURT
- UNTIMELY FILED       - REMANDED                 IN FAVOR OF (IF DECISION):
- WITHOUT JURISD       - COURT DECISION          - EMPL  _ AGN  _ MODIFIED
- GRIEVANCE WITHDRAWN  - COMPLIANCE DISPUTE
- RESLVD PRIOR TO FAD  - SETTLEMENT              - COMMENTS ONLY

COMMENTS _____

CHOOSE OPTION:  __  SSN:  __  __  __
ENTER EFFECTIVE DATE AND CHOOSE ONE ACTION. ENTER=UPDATE, 01=ADD A GRIEVANCE
04=VIEW LOG          06=LIST GRIEVANCES  09=MENU  24=PMIS MAIN MENU
    
```

Figure 2.15 - PMXGRRACT - Post Grievance Activity

```

PMXGRACT 162-52-5077,01      OPTION 02 - POST ACTIVITY
  EMPLOYEE NAME: MATT, DANA D.      AGENCY/UNIV: OFFICE OF STE PERSNL
  EMPLOYEE SSN: 162-52-5077  GRV NO: 01  CASE STATUS: _____
GRIEVANCE TYPE: WKPL HAR-CREED      EFFECTIVE DATE:  __ __ __

  _ CHOOSE RES METHOD                ***** COSTS *****
  _ EMP CHG RES METHOD                BACK PAY          $ 0000000
  _ ADR-ARBITRATION                  ATTORNEY FEES    $ 0000000
  _ ADR-CONCILIATION  _ APPEALED TO OAH/SPC  OTHER COSTS      $ 0000000
  _ ADR-MEDIATION                    _ OAH RECOMM DECISION      TOTAL            $ _____
  _ AGN GRIEV PROCED                 _ RECORD SENT TO SPC
  _ DISMISSED AT AGENCY              _ SPC DECISION & ORDER      _ BEGIN FRONT PAY
  _ DISMISSED AT OAH                 _ PET/JUD REV (SUPERIOR CT)  ANNUAL AMOUNT $ 0000000
  _ DISMISSED AT EEOC               _ APPEAL TO CRT OF APPEALS  _ END FRONT PAY
  _ NON-GRIEVABLE                   _ APPEAL TO SUPREME COURT
  _ UNTIMELY FILED                   _ REMANDED                  IN FAVOR OF (IF DECISION):
  _ WITHOUT JURISD                   _ COURT DECISION            _ EMPL  _ AGN  _ MODIFIED
  _ GRIEVANCE WITHDRAWN             _ COMPLIANCE DISPUTE
  _ RESOLVED AT AGENCY              _ SETTLEMENT                 _ COMMENTS ONLY
COMMENTS _____

  CHOOSE OPTION:  __  SSN:  __ __ __
ENTER EFFECTIVE DATE AND CHOOSE ONE ACTION. ENTER=UPDATE, 01=ADD A GRIEVANCE
04=VIEW LOG          06=LIST GRIEVANCES  09=MENU  24=PMIS MAIN MENU
    
```

Figure 2.16 - PMXGRACT - Post Grievance Activity for Work Place Harassment Cases

### Performance Tracking System

Data on performance ratings is another component of information necessary to complete the Personnel System. To use this transaction, the agency/university data entry personnel display staff by their social security number and enter the appropriate rating. The **PMPERF** transaction is the method used by most state agencies and universities to input this information. Figure 2.17 is an example of the performance rating input transaction.

Some agencies provide OSP this information in electronic form. To do this, agencies are required to adhere to PMIS data record specifications.

```

PMPERF 333-44-5555
NAME: WEST, BRENDA MAY                DEPT/DIV= OFFICE OF STE PERSNL
POSNO= 4000-0203-0004-078 PAYROLL= 04051 BUDCODE COMP ACCOUNT CENTER
TITLE= APPLICATIONS PROGRAMMER I      14100 1301 531211 13113114
GRADE=74, RACE=WHITE SEX=FEMALE, AGE=32 DISABILITY=NONE/PREFER NOT TO REPT

P E R F O R M A N C E   M A N A G E M E N T   S U M M A R Y   R A T I N G S
-----RATING VALUES-----
| 5 = OUTSTANDING          | *****
| 4 = VERY GOOD           | * CYCLE#11 (07/01/98-06/30/99) RATING: 4 *
| 3 = GOOD                 | * REMARKS: _____ *
| 2 = BELOW GOOD          | *****
| 1 = UNSATISFACTORY      |
| 7 = INSUFFICIENT TIME TO |
|   EVALUATE              |
| 8 = LWOP STATUS         |
| 9 = EVALUATION NOT DONE |
|-----|
| W = FINAL DISCIPLINARY  |
|   PROCEDURE             |
|-----|

| NOTE: PLEASE NOTICE THE CYCLE DATES. IF
| YOU HAVE THE WRONG CYCLE, ENTER THE CYCLE#
| AFTER THE SSN: PMPERF XXX-XX-XXXX,Y Y=CYCLE
|_____

PLEASE KEY IN CYCLE RATING, THEN DEPRESS ENTER. ENTER 0 TO REMOVE RATING.
    
```

Figure 2.17 - PMPERF - Performance Rating Entry

### Disciplinary Tracking System

The Disciplinary Tracking System is used to record information relating to disciplinary actions taken on employees. Since the nature of disciplinary action often requires some type of action to demote, suspend or dismiss an employee, the PD-105 and PD-SEP transactions described in the "Employee Information" section are the entry mechanisms for this type of information. Warnings are the other component of Disciplinary Tracking that is not captured in the Direct Entry system because pay is not affected. Therefore, they require a separate entry. Figure 2.18 is an example of this type of entry. Data entered on either of these three displays supply the information required to track disciplinary actions.

```

PMXWARN 172-53-5077      DISCIPLINARY TRACKING SYSTEM
EMPLOYEE NAME: MACK, MARY ELIZABETH      TITLE: APPLICATIONS PROGRAMMER I
AGENCY/UNIV: OFFICE OF STE PERSNL      SECTION: ADMINISTRATIVE SERVICES
EMPLOYEE SSN: 172-53-5077      RACE: WHITE      SEX: F      AGE: 32
POSITION NO: 4000-0202-0004-078      EFFECTIVE DATE: MM DD YY

_ WARNING - UNSATISFACTORY JOB PERFORMANCE      EFFECTIVE DATE OF
_ WARNING - GROSSLY INEFFICIENT JOB PERFORMANCE      APPLICABLE WARNING
_ WARNING - PERSONAL CONDUCT      OR DISCP ACTION:
_ WARNING RESOLVED - NO FURTHER ACTION TAKEN -----> MM DD YY
_ WARNING EXTENDED -----> MM DD YY
_ DISCIPLINARY ACTION EXTENDED -----> MM DD YY
_ DELETE WARNING - KEYED IN ERROR-----> MM DD YY
REMARKS: _____
*-----*
IF MORE THAN ONE WARNING, PLEASE ENTER THE EFFECTIVE DATE OF THE APPLICABLE
WARNING ON WARNING RESOLVED, WARNING EXTENDED, DISCIP ACTION EXTENDED, AND
DELETE WARNING. IF DISCIPLINARY ACTION INVOLVES A DEMOTION, USE THE PMD105
DISPLAY. IF DISCIPLINARY ACTION INVOLVES A SUSPENSION WITHOUT PAY OR A
DISMISSAL, USE THE PMDSEP DISPLAY.
*-----*
CHOOSE OPTION:  __  SSN:  __  __  __

F3=EMP HIS W/WARNINGS  F6=EMP HIS/WARNINGS ONLY  F5=PMD105  F7=PMDSEP
    
```

Figure 2.18 - PMXWARN - Entering Warnings

### 3. How information is extracted from PMIS

#### PMIS Main Menu

All systems available in PMIS may be invoked through the *PMIS Main Menu*. To use this menu, clear your screen and key **PMXMENU** (space) or **PMX** (space) (all IMS transactions must be followed by a space - use the SPACE BAR). The menu (shown in figure 3.1) allows you to access the various systems by keying the number corresponding to the system on the line next to CHOOSE OPTION. For example, to access the Position/Employee Information Sub-Menu, described on the following page, you would choose option 10. Experienced users will probably not navigate through this menu every time they enter the system; however, it is a valuable tool for novice or infrequent PMIS users.

```

PMX          P P P P P P P P P P M M M M M M M M M M I I I I I I I I I I S S S S S S
             P P      P P      M M M M M M M M M M      I I      S S      S S      *-----*
             P P      P P      M M M M M M M M M M      I I      S S      | DATE: 02/18/00 |
             P P P P P P P P P P      M M      M M M M M M      I I      S S      | TIME: 11:46 AM |
             P P      M M      M M      M M      I I      S S      | USER: OSP DDL |
             P P      M M      M M      M M      I I      S S      S S      | RACF: SPPA006 |
             P P      M M      M M      I I I I I I I I I I      S S S S S S      *-----*
             NORTH CAROLINA OFFICE OF STATE PERSONNEL
             PERSONNEL MANAGEMENT INFORMATION SYSTEM

01 PD105/PD118 DIRECT ENTRY SYSTEM          11 PERSONNEL ACTION CODES
02 VACANCY POSTING SYSTEM (PMJOBS)          12 SECTION DESCRIPTIONS
03 TRAINING RECORDS SYSTEM                  13 DEPT/DIV/UNIVERSITY CODES
04 ACCIDENT/INJURY & WORKERS' COMP          14 COUNTY CODES
05 GRIEVANCE TRACKING SYSTEM

07 COUNSELING & CAREER SUPPORT              16 (OSP ONLY) TEMPORARY SOLUTIONS
08 SCHEMATIC/CLASSIFICATION                 17 (OSP ONLY) PUBLIC MANAGER PGM
09 BUDGET/ACCOUNTING INFORMATION            18 (OSP ONLY) PD118 LOGGING SYSTEM
10 POSITION/EMPLOYEE INFORMATION              22 (USR) ADD/CHANGE/DISPLAY USERS
                                           29 OSBM SALARY CONTROL SYSTEM

CHOOSE OPTION:  10

CHOOSE OPTION BY NUMBER. FUNCTION KEYS MAY BE USED FOR OPTIONS 01-18.
    
```

Figure 3.1 - PMX - Main Menu

### Position/Employee Menu

The Position/Employee Menu provides you with several options for conducting queries on positions and/or employees. As you see in figure 3.2, there are 19 transactions that you may branch to from this menu. You may access this menu by:

1. choosing option 10 from the Main Menu (**PMX**) or
2. keying **PMXPEMNU** (space) from a blank screen.

```

PMXPEMNU      PPPPPPPP  MMMMM  MMMMM  IIIIIIIII  SSSSSS
              PP      PP  MM MM  MM MM      II      SS  SS  *-----*
              PP      PP  MM MM  MM MM      II      SS      | DATE: 04/08/99 |
              PPPPPPPP  MM  MMMM  MM      II      SS      | TIME: 03:14 PM |
              PP      MM      MM      II      SS      | USER: OSP DBL |
              PP      MM      MM      II      SS  SS      | RACF: SPPA006 |
              PP      MM      MM  IIIIIIIII  SSSSS      *-----*

              PERSONNEL MANAGEMENT INFORMATION SYSTEM
              POSITION/EMPLOYEE INFORMATION

01 CREDENTIALS VERIFICATION/PROFILE      11 LIST EMPLOYEE(S) USING NAME
02 POSITION HISTORY                        12 LOCATE EMPLOYEE(S) USING NAME
03 EMPLOYEE HISTORY                      13 RETIREMENT PROJECTION
04 ON-LINE POSITION REPORTS/TOTALS        14 SEVERANCE PAY CALCULATION
05 ON-LINE VACANT POS REPTS/TOTALS      15 PERFORMANCE MANAGEMENT
06 ON-LINE EMPLOYEE REPORTS/TOTALS      16 DISPLAY PUBLIC INFORMATION ONLY
07 ON-LINE POS/EMPL ACTIVTY REPORTS     17 AGENCY POSITION/EMPLOYEE FLAG
08 ADDRESS/PAYROLL DEDUCTION INFO       18 DISCIPLINARY TRACKING SYSTEM
09 EEOC ETHNIC TOTALS & PERCENTAGES     19 HISTORICAL TOTALS
10 POSITION TOTALS BY AGENCY              24 PMIS MAIN MENU

CHOOSE OPTION  ___  SSN  ___  ___  ___  POS NO  ___  ___  ___  NAME  ___
CHOOSE OPTION BY NUMBER.  FUNCTION KEYS MAY BE USED FOR OPTIONS 01-24.
    
```

Figure 3.2 - PMXPEMNU - Position/Employee Menu

The following pages describe individual PMIS queries as shown on the above menu. They are not discussed in the order specified on the menu; rather, transactions are described in order of efficiency - that is, the most efficient method of retrieving personnel data even if you have only limited information.

### List Employee(s) Using Name

PMIS provides access to personnel information by the following three methods:

1. By Social Security Number
2. By Position Number
3. By Employee Name

Frequently, Social Security Number and/or Position Number are not known, so this inquiry is used to display a list of "sound-alike" employee names showing social security number, salary, county (code), state-EOD-date, department/division (or university), and employment status (LWOP, SEPARATED, or BLANK for active). The name query may be invoked by:

1. choosing option 11 from the Position/Employee Information Sub-Menu (PMXPEMNU),
2. branching from selected transactions using F11,
3. keying one of the following from a blank screen:

**PMNAME ONEAL,V,A** (Last name, First Initial, Middle Initial)

**PMNAME ONEAL,A** (Last name, First Initial)

**PMNAME ONEAL** (Last name)

Figures 3.3 through 3.5 give an example of the type of displays you will see if you enter the parameters specified above, either last name including both initials, one initial, or only last name.

<b>PMNAME O'NEAL,V,A</b>							PAGE: 01
EMPLOYEE NAME	SOCIAL SEC.	SALARY	STATE CTY	EOD-DATE	DEPARTMENT/DIV	STATUS	
* O'NEAL, VIRGINIA A	343-52-3917	\$ 21546	068 05 31 93	UNC	HOSPITALS		
TO SWITCH TRANSACTIONS: REPLACE THE * WITH Y AND DEPRESS THE DESIREDPFKEY. PMPROF=F1, POS HIS=F2 EMP HIS=F3 PMD135=F4 PMD105=F5 PMD118=F6 PMDSEP=F7 PMADDR=F8 PMXEMER=F10 PMXDEPT=F13 PMXPUB=F19 PMXWARN=F20 PMXGRMNU=F21							
<b>END OF INQUIRY</b>							

Figure 3.3 - PMNAME - Name Search with Last Name, First and Middle Initial

```

PMNAME O'NEAL,V                                     PAGE: 01

```

EMPLOYEE NAME	SOCIAL SEC.	SALARY	CTY	EOD-DATE	STATE	DEPARTMENT/DIV	STATUS
* O'NEAL, VIRGINIA A	143-47-2617	\$ 21546	068	05 24 93	NC	UNC HOSPITALS	
* O'NEAL, VIOLET E	346-74-9174	\$ 33821	025	06 01 90	NC	ENR-FOREST RES	
* OMILE, VERNON N	254-65-3278	\$ 8.13	092	09 17 97	NC	DHHS-DOR DIX HOSP.	
* O'NEAL, VAHNIS S.	247-60-6241	\$ 27897	092	07 06 71	NC	DHHS-MEDICAL ASST	SEP

TO SWITCH TRANSACTIONS: REPLACE THE \* WITH Y AND DEPRESS THE DESIRED PFKEY.  
 PMPROF=F1, POS HIS=F2 EMP HIS=F3 PMD135=F4 PMD105=F5 PMD118=F6 PMDSEP=F7  
 PMADDR=F8 PMXEMER=F10 PMXDEPT=F13 PMXPUB=F19 PMXWARN=F20 PMXGRMNU=F21

END OF INQUIRY

Figure 3.4 - PMNAME - Name Search with Last Name and First Initial

```

PMNAME O'NEAL                                     PAGE: 01

```

EMPLOYEE NAME	SOCIAL SEC.	SALARY	CTY	EOD-DATE	STATE	DEPARTMENT/DIV	STATUS
* O'NEILL, ANNE S	123-45-6789	\$ 3180	011	08 23 93	NC	UNC-CHARLOTTE	SEP
* O'NEAL, ARLENE R	234-56-7890	\$ 24904	028	07 03 93	NC	TRANS-DIV OF HIGHWAY	
* O'NEAL, ALBERT R	439-71-5827	\$ 20356	060	05 28 96	NC	REV-FIELD OPERATIONS	SEP
* O'NEAL, BONNIE S	234-92-1593	\$ 24972	054	01 01 85	NC	DHHS-CASWELL CENTER	SEP
* O'NEAL, BEVERLY W	266-43-9122	\$ 13568	028	12 23 79	NC	TRANS-DIV OF HIGHWAY	SEP
* O'NEAL, BERNARD	254-44-8282	\$ 53000	034	11 05 85	NC	WINSTON-SALEM STATE	SEP
* O'NEAL, B J	231-74-1955	\$ 27906	092	12 15 74	NC	NC STATE UNIVERSITY	
* ONEAL, BERTHA C	281-34-3050	\$ 11240	092	00 00 68	NC	DHHS-VOC REHAB	SEP
* ONEAL, BOBBIE D	257-26-3314	\$ 9544	048	05 04 76	NC	TRANS-DIV OF HIGHWAY	SEP
* O'NEAL, BOYD	239-53-6532	\$ 16612	060	07 15 92	NC	UNC-CHARLOTTE	SEP
* O'NEAL, BRYON G	231-87-7652	\$ 28994	028	06 01 93	NC	CULT RES-ARCH & HIST	
* O'NEAL, BEATRICE	234-94-3418	\$ 25195	064	00 00 72	NC	CORRECTION-PRISONS	SEP
* ONEAL, BENNY J	237-91-5267	\$ 7080	092	00 00 71	NC	CORRECTION-PRISONS	SEP

TO SWITCH TRANSACTIONS: REPLACE THE \* WITH Y AND DEPRESS THE DESIRED PFKEY.  
 PMPROF=F1, POS HIS=F2 EMP HIS=F3 PMD135=F4 PMD105=F5 PMD118=F6 PMDSEP=F7  
 PMADDR=F8 PMXEMER=F10 PMXDEPT=F13 PMXPUB=F19 PMXWARN=F20 PMXGRMNU=F21

TO VIEW ADDITIONAL PAGES, DEPRESS THE PA1 KEY.

Figure 3.5 - PMNAME - Name Search with Last Name only

For those offices with STATEWIDE (all department) access:

1. **PMNAME ONEAL,A,S,XX** (Where XX = department code shown by the
2. **PMNAME ONEAL,A,XX** numbering scheme on page 36.)
3. **PMNAME ONEAL,XX**

For those offices with STATEWIDE access, a more specific department/division parameter selection may substitute for the department-only parameter selection. In all the above examples, XX may be specified as XX-YY (or XXYY) where XX is the department code and YY is the division code shown by the more comprehensive department/division/university numbering scheme shown on page 127. Also, F13 may be used to branch to **PMXDEPT** for a list of departments and their associated codes. Based on the navigation instructions at the bottom of the display, you may also branch to several other sub-systems using your function keys.

Standard State of N.C. departmental numbering scheme:

<b>Agency</b>	<b>Code</b>
Administration, Dept. of	41
Agriculture, Dept. of	37
Boards and Commissions	80-84
Commerce, Dept. of	46
Community Colleges, Dept. of	68
Correction, Dept. of	45
Crime Control and Public Safety, Dept. of	49
Cultural Resources, Dept. of	48
Environment and Natural Resources, Dept. of	43
Governor's Office	30
Health and Human Resources, Dept. of	44
Insurance, Dept. of	39
Judicial System	2000
Justice, Dept. of	36
Labor, Dept. of	38
Lt. Governor's Office	31
Public Instruction, Dept. of	35
Revenue, Dept. of	47
Secretary of State	32
State Auditor's Office	33
State Controller, Office of	50
State Personnel, Office of	40
State Treasurer's Office	34
Transportation, Dept. of	42
University System	60

Figures 3.6 and 3.7 give examples of the types of displays you will see if you combine names with department and/or department/division numbers.

```

PMNAME O'NEAL,V,44                                     PAGE: 01

                STATE
EMPLOYEE NAME      SOCIAL SEC. SALARY CTY EOD-DATE DEPARTMENT/DIV  STATUS
* O'NEAL, VAHNIS S  246-50-6240 $ 27897 092 07 06 71 DHHS-MEDICAL ASST  SEP
* OMILE, VICTOR N   234-75-3658 $   8.13 092 09 17 97 DHHS-DOR DIX HOSP.

TO SWITCH TRANSACTIONS: REPLACE THE * WITH Y AND DEPRESS THE DESIRED PFKEY.
PMPROF=F1, POS HIS=F2 EMP HIS=F3 PMD135=F4 PMD105=F5 PMD118=F6 PMDSEP=F7
PMADDR=F8 PMXEMER=F10 PMXDEPT=F13 PMXPUB=F19 PMXWARN=F20 PMXGRMNU=F21

END OF INQUIRY
    
```

Figure 3.6 - PMNAME - Name Search with Last Name, First Initial, and Department Code

```

PMNAME O'NEAL,44-62                                     PAGE: 01

                STATE
EMPLOYEE NAME      SOCIAL SEC. SALARY CTY EOD-DATE DEPARTMENT/DIV  STATUS
* O'NEAL, BAKER O  337-51-6169 $ 27549 092 07 01 91 DHHS-DOR DIX HOSP.  SEP
* O'NEILL, CHARLS D 051-70-1587 $ 13704 092 11 16 84 DHHS-DOR DIX HOSP.  SEP
* O'NEAL, CAROL B  342-26-5262 $   7972 092 01 12 82 DHHS-DOR DIX HOSP.  SEP
* ONEILL, MARY A   251-92-7957 $   9808 092 07 15 75 DHHS-DOR DIX HOSP.  SEP
* ONEAL, SAMMY J   441-78-2806 $ 14676 092 00 00 00 DHHS-DOR DIX HOSP.  SEP
* O'NEAL, TYLYN   253-47-4072 $ 17658 092 09 12 94 DHHS-DOR DIX HOSP.
* OMILE, VICTOR N   234-75-3658 $   8.13 092 09 17 97 DHHS-DOR DIX HOSP.

TO SWITCH TRANSACTIONS: REPLACE THE * WITH Y AND DEPRESS THE DESIRED PFKEY.
PMPROF=F1, POS HIS=F2 EMP HIS=F3 PMD135=F4 PMD105=F5 PMD118=F6 PMDSEP=F7
PMADDR=F8 PMXEMER=F10 PMXDEPT=F13 PMXPUB=F19 PMXWARN=F20 PMXGRMNU=F21

END OF INQUIRY
    
```

Figure 3.7 - PMNAME - Name Search with Last Name, Department and Division Code

*PMNAME transaction - Helpful Hints:*

- ◆ Do not insert spaces within any of the PMIS transactions except to always separate the transaction type (**PMNAME**) and the data that follows (ONEAL). Also, on transactions that do not have data (like a name, social security number, etc.) following the transaction type, a space must be inserted after the transaction type. Example: **PMX** (space), which is used to display the main menu.
- ◆ Use only initials for first and middle names - do not spell out any but last name.
- ◆ Use commas to separate last name from first and middle initials.
- ◆ Use period or a comma to separate first and middle initials.
- ◆ If the first initial is not known, neither initial should be used.
- ◆ Since this is a computer-generated "phonetic" list, sometimes employee names are contained on the list that possibly should be excluded.
- ◆ The resulting list is alphabetized by first and middle initial, not by full first name.
- ◆ Standard forward (and revolving) paging on this transaction, as with all PMIS transactions, is by use of the PA1 key (or its equivalent).
- ◆ The "STATUS" column contains the following values:

<i>Status</i>	<i>Meaning</i>
SEP	Employee has separated from State Government
LWOP	Employee is on Leave Without Pay
CHGD	Employee's Social Security Number has changed
Spaces	Active Employee

**Locator Tool**

The **PMLOC** transaction displays a statewide list of "sound-alike" employee names (similar to **PMNAME** transaction). You may access this transaction by:

1. choosing option 12 from the Position/Employee Information Sub-Menu (**PMXPEMNU**),
2. keying **PMLOC** and the last name from a blank screen.

This display purposely contains no salary information and is therefore accessible by all users in the PMIS network. This is valuable for agency personnel when they are attempting to locate employees who have transferred to another agency. As in the **PMNAME** transaction, you may enter Last Name only, Last name and First Initial, or Last Name, First and Middle Initial. Figure 3.8 is an example of the type of display you would see if you used this transaction to find the location of an employee's employment using Last Name, First and Middle initial.

LOCATION OF EMPLOYEE BY DEPARTMENT/DIVISION & COUNTY				PAGE 002
EMPLOYEE NAME	DEPARTMENT/DIVISION	COUNTY	STATUS	
SMITH, GENEVA A.	OFFICE OF STE PERSNL	WAKE	SEP	
SMITH, GLENDA A.	DHHS-MURDOCH CENTER	GRANVILLE	SEP	
SMITH, GARY A.	CRIME-HIGHWAY PATROL	PASQUOTANK		
SMITH, GEORGE A.	CRIME-HIGHWAY PATROL	CARTERET		
SMITH, GLORIA A.	ENR-ENVIR MGMT	WAKE	SEP	
SMITH, GURNEY A.	TRANS-DIV OF HIGHWAY	STANLY	SEP	
SMITH, GAIL A.	UNC-CHAPEL HILL	ORANGE	SEP	
SMITH, GREGORY A.	UNC HOSPITALS	ORANGE		
SMITH, GARY A.	EAST CAROLINA UNIV	PITT	SEP	
SMITH, GREGORY A.	TRANS-DIV OF HIGHWAY	WAKE		
SMITH, GLENN A.	EAST CAROLINA UNIV	PITT	SEP	
SMITH, GLORIA A.	DHHS-CASWELL CENTER	LENOIR		
SMITH, GARY A.	DOC-CORR ENTERPRISE	WAKE		
SMITH, GREGORY A.	ENR-FOREST RES	BUNCOMBE		
SMITH, GREGORY A.	COMMERCE-ESC	BEAUFORT		
SMITH, GREGORY A.	DHHS-JOHN UMSTEAD HS	GRANVILLE	SEP	

INQUIRY IS COMPLETE.

Figure 3.8 - PMLOC - Locator using Last Name, First and Middle Initial

### ***Position and Employee Histories***

The **PMHIS** transaction allows you to view position and employee histories using the employee's position number or social security number. The position history may be invoked by:

1. choosing option 02 from the Position/Employee Information Sub-Menu (**PMXPEMNU**),
2. branching from other selected transactions using F2,
3. keying **PMHIS XXXX-XXXX-XXXX-XXX** (where X = the position number) from a blank screen (position number may be entered with or without dashes); or, for non-statewide users, **PMHIS XXXXX** where X = payroll 5 digit position number.

The employee history may be invoked by:

1. choosing option 03 from the Position/Employee Information Sub-Menu (**PMXPEMNU**),
2. branching from other selective transactions using F3,
3. or by keying **PMHIS XXX-XX-XXXX** (where X = the social security number) from a blank screen (social security number may be entered with or without dashes).

Since PMIS was implemented in the 1975/76 fiscal year, position histories begin with that date unless the position was set up as "new" or "transferred" from another position. Similarly, employee histories begin with the 1975/76 fiscal year unless the employee was a "new hire" since that date.

The first seven lines of the history contain current information; the remaining lines are in chronological order detailing the actions taking place in the employment history. As applicable, the following notation will show on the 6<sup>th</sup> line in the top left (current) portion of the history:

- ◆ Work-against
- ◆ Policy-Making
- ◆ Health Care System (applicable to designated UNC-CH, ECU, and all UNC Hospital employees)
- ◆ Part-time and hours per week
- ◆ Temporary and duration

Figure 3.9 and 3.10 are examples of a *Position History* and Figure 3.11 - 3.12 are examples of an *Employee History*.

```

PMHIS 4540-0000-0079-844  POS#=79844, PTYP=PMFT, FTE=1.00, MTH/YR=12.0, PG=01
POS SCHM=06111 POS GRD=62  POS TITLE=CORRECTIONAL OFFICER      P-FLSA=SUBJECT
DOC-PRISONS, AVERY/MITCHELL CORR CTR                          SUPERVISOR=NO
SECTION CODE=004680,    SUPV= LINKOUS, MICHAEL C. ,SUPV#=4540-0000-0079-739
COUNTY= AVERY          BUDCDE COMPANY ACCOUNT    CENTER    BUD-SAL SRC PCT%
                          14500  4201  531211      131014680    $23306  G  100%
-----
EMPLOYEE NAME           APPT DATE    ACTION      SALARY  GRD STEP  SCHEM OP SEQ
                          01/01/99 POS FUNDED    $021781  62      06111  XXX001
                          01/01/99 NEW POSITION  $021781  62      06111  DMX002
                              PD118# 00118      DMX002

      WHITE,DONNA L.  TRFT 02/04/99 EOD          $020744  NG    0    06110  GMX003
SSN = 626-55-4237  REMARKS: S.A.: 08-99.
                          TRFT 03/23/99 SEP OTHER    $020744  NG    0    06110  TMX004
                          REMARKS: RESIGNED - NO REASON GIVEN
                              TMX004

BLAKE,RODNEY W.      PMFT 05/01/99 HOR TRNS FRM $022627  62  -MP  06111  GMX005
SSN = 344-63-7652          4540-0000-0029-702
                              GMX005
                          PMFT 07/01/99 COLA          $022853  62  -MP  06111  XXX007
                          PMFT 07/01/99 CGRA          $023306  62  -MP  06111  XXX008
                          PMFT 07/01/99 COMP BONUS    $023306  62  -MP  06111  XXX009
                          REMARKS: AMT= $0125
                              XXX009
    
```

Figure 3.9 - PMHIS - Position History

```

PMHIS 4540-0000-0079-844  POS#=79844, PTYP=PMFT, FTE=1.00, MTH/YR=12.0, PG=02
POS SCHM=06111 POS GRD=62  POS TITLE=CORRECTIONAL OFFICER      P-FLSA=SUBJECT
DOC-PRISONS, AVERY/MITCHELL CORR CTR                          SUPERVISOR=NO
SECTION CODE=004680,    SUPV= LINKOUS, MICHAEL C. ,SUPV#=4540-0000-0079-739
COUNTY= AVERY          BUDCDE COMPANY ACCOUNT    CENTER    BUD-SAL SRC PCT%
                          14500  4201  531211      131014680    $23306  G  100%
-----
EMPLOYEE NAME           APPT DATE    ACTION      SALARY  GRD STEP  SCHEM OP SEQ
      BLAKE, RODNEY W.  PMPT 09/04/99 APPT CHG    $011653  62  -MP  06111  FFX010
                          REMARKS: XXX
                              XXXXXX
                              XXXXXX

***END OF HISTORY***   (DEPRESS F12 FOR FUNCTION KEY NAVIGATION WITHIN PMIS.)
    
```

Figure 3.10 - PMHIS - Position History, 2<sup>nd</sup> page

PMHIS 344-63-7652	EMP NAME = BLAKE, RODNEY WAYNE	PG= 01										
SALRY=\$ 011653 GRD= 62	EMP TITLE= CORRECTIONAL OFFICER	,FLSA= SUBJECT										
POSNO= 4540-0000-0079-844	DEPT/DIV = DOC-PRISONS	,LGV DUE = N/A										
WHITE MALE DOB=10/28/73	033 MONTHS AS OF 03/01/00,	STE EOD=06/09/97										
EDU=HIGH SCH VET=NO,	HANDICP=NONE/PREFER NOT TO REPT,	DIV EOD=06/09/97										
	SECTION CODE=004680, MTHS/YR=12.0	SUPERVISOR= NO										
	SUPV= LINKOUS, MICHAEL C. ,	SUPV#=4540-0000-0079-739										
DEPT/DIV= DOC-PRISONS, MARION CORR INST												
POSITION#= 4540-0000-0029-702 OLD#= 29702												
DATE	ACTION	P-SCH	E-SCH	PGD	EGD	STEP	SALARY	APPT	DUR	%INCR	OP	SEQ
06/09/97	EOD	06111	06110	62	NG	0	\$020136	TRFT				DMX013
	REMARKS: SA: 12/97											
07/01/97	COLA	06111	06110	62	NG	0	\$020539	TRFT		2.00%		XXX015
07/01/97	CGRA-POS	06111	06110	62	NG	0	\$020539	TRFT				XXX016
12/01/97	REMARKS ONLY	06111	06110	62	NG	0	\$020539	TRFT				RDX017
	REMARKS: S.A. DELAYED TO 1-1-98-NOT COMPL. B.T..											
01/01/98	TRNE REALL	06111	06111	62	62	MIN	\$021565	PMFT		5.00%		RDX018
01/01/98	CGRA	06111	06111	62	62	-MP	\$021968	PMFT		1.87%		RDX019
07/01/98	COLA	06111	06111	62	62	-MP	\$022188	PMFT		1.00%		XXX021
07/01/98	CGRA	06111	06111	62	62	-MP	\$022627	PMFT		2.00%		XXX022
07/01/98	PERF BONUS	06111	06111	62	62	-MP	\$022627	PMFT				XXX023
	REMARKS: AMT= \$0220 BASED ON 6/30/98 SALARY											

Figure 3.11 - PMHIS - Employee History

PMHIS 244-53-6652	EMP NAME = BENNETT, RODNEY WAYNE	PG= 02										
SALRY=\$ 023306 GRD= 62	EMP TITLE= CORRECTIONAL OFFICER	,FLSA= SUBJECT										
DEPT/DIV= DOC-PRISONS, MARION CORR INST												
POSITION#= 4540-0000-0029-702 OLD#= 29702												
DATE	ACTION	P-SCH	E-SCH	PGD	EGD	STEP	SALARY	APPT	DUR	%INCR	OP	SEQ
05/01/99	HOR TRNS	06111	06111	62	62	-MP	\$022627	PMFT				GMX024
DEPT/DIV= DOC-PRISONS, AVERY/MITCHELL CORR CTR												
POSITION#= 4540-0000-0079-644 OLD#= 79644												
05/01/99	HOR TRNS FRM	06111	06111	62	62	-MP	\$022627	PMFT		0.00%		GMX005
	4540-0000-0029-702											
07/01/99	COLA	06111	06111	62	62	-MP	\$022853	PMFT		1.00%		XXX007
07/01/99	CGRA	06111	06111	62	62	-MP	\$023306	PMFT		2.00%		XXX008
07/01/99	COMP BONUS	06111	06111	62	62	-MP	\$023306	PMFT				XXX009
	REMARKS: AMT= \$0125											
01/01/99	APPT CHG	04033	04033	68	68	-MP	\$011653	PMPT	20HR	0.00%		FFX010
	***** ACCUM % INCREASE FROM 06/09/97= +14.87% *****											
	***** TOTAL % SAL INCR FROM 06/09/97= +15.74% *****											
***END OF HISTORY*** (DEPRESS F12 FOR FUNCTION KEY NAVIGATION WITHIN PMIS.)												

Figure 3.12 - PMHIS - Employee History, 2<sup>nd</sup> page

Note that F12 from the history displays a list of function keys that facilitate standard navigation within PMIS (Figure 3.13).

NOTE: NAVIGATION TO OTHER DISPLAY SCREENS IN PMIS ARE POSSIBLE BY USING FUNCTION KEYS (F1-F24). ON MOST WORKSTATIONS, F13-F24 CAN BE ACCESSED BY USING SHIFT+PFKEY. EXAMPLE F13=SHIFT+F1, F14=SHIFT+F2, ETC. THE PFKEY DEFINITIONS ARE AS FOLLOWS:

F1 = CREDENTIALS VERIFICATION/PAYROLL MENU	F13= USER PENDING FORMS
F2 = POSITION HISTORY	F14= AGENCY PENDING FORMS
F3 = EMPLOYEE HISTORY	F15= FORMS FOR SPECIFIED EMPLOYEE
F4 = PD135 PARTIAL LGV/CREDITABLE SERV CHG	F16= PRINT HISTORY
F5 = PD105 PERSONNEL ACTION FORM	F17= SEVERANCE PAY CALCULATION
F6 = PD118 POSITION ACTION FORM	F18= EMPLOYEE FORM HISTORY
F7 = EMPLOYEE SEPARATION ACTION FORM	F19= PUBLIC INFORMATION DISPLAY
F8 = EMP ADDRESS/PAYROLL DEDUCTION DISPLAY	F20= PERFORMANCE RATING ENTRY
F9 = DIRECT EMTRY SELECTION MENU	F21= NOT USED
F10= FORM HISTORY SELECTION MENU	F22= DISCIPLINARY (WARNING) ENTRY
F11= RETURN TO PMNAME LIST	F23= POSITION/EMPLOYEE INFO SUB-MENU
F12= NAVIGATION SCREEN	F24= PMIS MAIN MENU

Figure 3.13 - PMHIS - Navigation Instructions

You may extract various types of information using these transactions in combination with a letter code. The following outlines information available.

<b>Key In:</b>	<b>Result:</b>
<b>PMHIS XXXXX</b>	Keying the last 5 digits of the full position number prompts the system to convert automatically to the complete 15 digit position number. This option is only available to <u>non</u> -statewide users. Statewide and multi-divisional users need to key the entire 15 digit position number or key the dept/div number and then the 5 digit "old" position number. (Input is xx-yy, P P P P P , where xx-yy is the dept/div number and P P P P P is the 5 digit position number).
<b>PMHIS YYYY-YYYY-YYYY-YYY or PMHIS YYYYYYYYYYYYYYYY</b>	As shown in Figure 3.9, by keying the 15-digit position number, a standard position history will be displayed. Note that the entry may be made with or without the "dashes" in the position number.
<b>PMHIS YYYY-YYYY-YYYY-YYY,A</b>	Keying an "A" after the 15-digit position number will cause the effective date of each history line to be replaced with actual date of entry (posting date) into the PMIS database.
<b>PMHIS YYYY-YYYY-YYYY-YYY,B</b>	Keying a "B" after the 15 digit position number causes the system to search "backward" and display the entire "chain" of position history from the point in time that it was originally posted (possibly as another number) as opposed to only displaying (without the "B") from the point in time that the specified position number actually became active, disregarding previous number changes.
<b>PMHIS YYYY-YYYY-YYYY-YYY,T</b>	Keying a "T" after the 15 digit position number prompts the system to display the job title on each history line in addition to the most current job title always displayed at the top of the history.
<b>PMHIS YYYY-YYYY-YYYY-YYY,S</b>	Keying a "S" after the 15-digit position number prompts the system to display the job title each time it changes.

<b>Key In:</b>	<b>Result:</b>
<b>PMHIS YYYY-YYYY-YYYY-YYY,D</b>	Keying a “D” after the 15 digit position number prompts the system to display history entries that have been deleted (if applicable) due to inaccurate entry or revised forms.
<b>PMHIS XXX-XX-XXXX or PMHIS XXXXXXXXX</b>	As shown in Figure 3.11, by keying the Social security number, a standard employee history is displayed. Note that the entry may be made with or without the "dashes" in the Social security number.
<b>PMHIS XXX-XX-XXXX,A</b>	Keying an “A” after the Social security number prompts the system to display the actual date the form was posted rather than the effective date.
<b>PMHIS XXX-XX-XXXX,T</b>	Keying a "T" after the Social security number prompts the system to display the job title on each employee history line rather than only the most current employee title displayed at the top of the history.
<b>PMHIS XXX-XX-XXXX,S</b>	Keying a “S” after the Social security number prompts the system to display the job title on each history line only when the job title changes. This option provides an abbreviated version of the “T” option described above.
<b>PMHIS XXX-XX-XXXX,D</b>	Keying a “D” after the Social security number prompts the system to display history entries that have been deleted (if applicable) due to inaccurate entry or revised forms.

**Position Reports/Totals**

The **PMTOT** transaction presents a current list of positions within a department, division, or university that meets selected criteria specified. This transaction may be invoked by:

1. choosing option 04 from the Position/Employee Information Sub-Menu (**PMXPEMNU**)
2. keying **PMTOT F** from a blank screen

As with all the extract queries and reports available from PMIS, **PMTOT** has multiple extract capabilities. Figure 3.14 is an example of an extract request for positions between salary grades 54 and 56 at the Department of Crime Control and Public Safety. If no selected criteria had been specified, all the positions at the Department of Crime Control and Public Safety would have displayed. Note at the bottom of the screen is displayed a “help” line of function keys that might facilitate the extract. These function keys allow the user to switch to other transactions in PMIS that display codes for Departments/Divisions, Sections, Counties, and Job Title codes. For non-statewide users, the DEPARTMENT/DIVISION parameter is not necessary. The extract will default to the DEPARTMENT/DIVISION for which the user has access. Figures 3.15 and 3.16 are examples of the output generated from this extract request. Figure 3.16 is an example of the Position count and salary analysis similar to ones given at the end of all **PMTOT** extracts. To switch back to the **PMTOT** parameter-request options, depress the F9 key as instructed at the bottom of the display.

```

PMTOT F
*****
*****  FILL IN PARAMETERS TO EXTRACT SPECIFIC POSITIONS  *****
*****
DEPARTMENT/DIVISION                49 - 99
SECTION (NON-UNIV USE 00 AND 4 DIGITS)  XXXXXX
POS SCHEM EXTRACT ----- RANGE (Y=YES)  X  XXXXX  XXXXX  XXXXX  XXXXX  XXXXX
POS GRADE OR GRADE RANGE (ACCEPTS FR/NG)  XX          OR  54 - 56
COUNTY EXTRACT -INCLUDE/EXCLUDE (I/E)  X  XXX  XXX  XXX  XXX  XXX
POSITION MTHS / YR (09.0 FOR 9 MTHS)    X  XX.X  INCLUDE/EXCLUDE (I/E)
FUNDED, BUT NOT ESTABLISHED POSITIONS    X

          **** POSITION TYPE EXTRACT (CHOOSE ANY COMBINATION) ****
PERM _          TMLD _          TEMP _          INT _
FULL-TIME ONLY _  PART-TIME ONLY _  EPA ONLY          INCLUDE EPA _

          **** CHOOSE ANY OPTION BELOW WITH A Y /OR/ (LAST LINE) APPROP. VALUE ****
TOT PAGE ONLY _  T-GRDS ONLY _  POL MKG ONLY _  DISPLAY CTY _  EMPLOYEE INFO _
POS FLAG ONLY _  DISPLAY SECTION TITLE _

PF13=PMXDEPT, PF14=PMXCTY, PF15=PMDDESC, PF19=PMXSCHM
    
```

Figure 3.14 - PMTOT F - Position Extract

PMTOT 49-99,99999 PAGE: 001  
 \*\* GRADES 54 TO 56 ONLY  
 DEPT: DEPT OF CRIME CONTROL & PUBLIC SAFETY DIV: ALL  
 JOB CLASS: ALL SCHEMATICS

POSITION NUMBER	B-SAL	TYPE	DTE-VAC	JOB TITLE	GRADE
* 4960-0600-4007-052	\$20540	PMFT	FILLED	MAIL CLERK I	54
* 4960-0000-9002-030	\$23111	PMFT	FILLED	STOCK CLERK II	55
* 4960-0000-9002-038	\$25014	PMFT	FILLED	COOK II	55
* 4960-0000-9002-039	\$25014	PMFT	FILLED	COOK II	55
* 4960-0600-0002-166	\$21904	PMFT	FILLED	STOCK CLERK II	55
* 4960-0600-0002-167	\$22090	PMFT	FILLED	STOCK CLERK II	55
* 4920-0000-0000-362	\$18100	PMFT	10/29/99	GROUNDWORKER	56
* 4920-0000-0000-397	\$17755	PMFT	03/10/00	GROUNDWORKER	56
* 4920-0000-0020-140	\$21962	PMFT	FILLED	GROUNDWORKER	56

REPLACE \* WITH Y. PF2=POS HIS, PF3=EMP HIS, PF5=PMD105, PF6=PMD118, PF7=PMDSEP

INQUIRY DISPLAY IS COMPLETE, DEPRESS PA1 KEY FOR COUNT & SALARY ANALYSIS SCREEN

Figure 3.15 - PMTOT F- Position Extract Output

PMTOT 49-99,99999 PAGE: 002  
 \*\* GRADES 54 TO 56 ONLY  
 DEPT: DEPT OF CRIME CONTROL & PUBLIC SAFETY DIV: ALL  
 JOB CLASS: ALL SCHEMATICS

POSITION COUNT & BUDGETED SALARY ANALYSIS

----- TOTAL POSITIONS (INCL VACANCIES) -----				----- VACANCIES ONLY -----			
TYPE	TOTAL	FTE	SALARY TOTAL	AVG SAL	TYPE	TOTAL	SALARY TOTAL
PMFT =	9	9.00	\$195,490	\$21,721	PMFT =	2	\$35,855
PMPT =	0	0.00	\$0		PMPT =	0	\$0
TLFT =	0	0.00	\$0		TLFT =	0	\$0
TLPT =	0	0.00	\$0		TLPT =	0	\$0
EXFT =	0	0.00	\$0		EXFT =	0	\$0
EXPT =	0	0.00	\$0		EXPT =	0	\$0
TMFT =	0				TMFT =	0	
TMPT =	0				TMPT =	0	
TOTAL =	9	9.00	\$195,490	\$21,721	TOTAL =	2	\$35,855

AVG SALARY AMOUNTS AT 12 MTH FULL-TIME EQUIVALENCY - HOURLY SALARIES EXCLUDED  
 HIT PF9 KEY FOR FORMATTED REQUEST SCREEN

Figure 3.16 - PMTOT F- Position Extract Output

To view positions within a specified budget code and subhead, use the **PMBTOT** query (see page 85).

Explanation for position type abbreviations listed in Figure 3.16 are as follows:

<b><i>Abbreviation</i></b>	<b><i>Position Type</i></b>
PMFT	Permanent Full-Time
PMPT	Permanent Part-Time
TLFT	Time-Limited Full Time
TLPT	Time-Limited Part-Time
EXFT	Exempt Full-Time
EXPT	Exempt Part-Time
TMFT	Temporary Full-Time
TMPT	Temporary Part-Time

### Position Totals

The **PMPOS F** query displays a menu from which a category of position totals may be chosen. This transaction may be invoked by keying **POS F** from a blank screen. Figure 3.17 is an example. As shown in the example, choices range from an individual department and division to all of state government. Figure 3.18 is an example of the type information retrieved if “Governor/Lt. Governor Office Only” is chosen. Position totals may also be extracted using the **PMPOS** transaction (see page 51).

PMPOS	
DEPARTMENT/DIVISION	XX XX
(ABSENCE OF DEPT/DIV IMPLIES STATEWIDE)	
JUDICIAL ONLY	X
GOVERNOR/LT GOVERNOR OFFICE ONLY	X
COUNCIL OF STATE ONLY	X
CABINET AGENCIES ONLY	X
GENERAL STATE GOVERNMENT ONLY	X
UNIVERSITIES ONLY	X
TOTAL STATE GOVERNMENT	X

Figure 3.17 - PMPOS F - Position Totals Extract

DEPARTMENT/UNIVERSITY	PMFT POS	PMPT POS	EXFT POS	EXPT POS	TEMP POS	PAGE 01	
						TOT POS INCL	VACANT POS
GOVERNOR'S OFFICE	0	0	67	0	2	69	6
GOV-CITIZEN & COMM	0	0	13	0	0	13	1
GOV -STATE PLANNING	69	0	1	0	4	74	6
GOV OFFICE-BUDGET	54	0	1	0	0	55	4
GOV OFF-HOUSING FINC	2	0	95	1	0	98	5
GOVERNOR'S OFFICE	125	0	177	1	6	309	22
LT GOVERNOR'S OFFICE	1	0	8	0	0	9	0
TOT GOV./LT. GOV	126	0	185	1	6	318	22

PA1= NEXT PAGE, F9= EXTRACT MENU. TIME-LTD POSITIONS SHOW IN PERM TOTALS.

Figure 3.18 - PMPOS F - Results from Extract

The **PMPOS** transaction displays current position totals by department/division or university; or displays position totals by department/division/university for a selected job title code, or displays position totals for a job title statewide. (This is available to all users, not just those with statewide access.) This transaction may be invoked by:

1. choosing option 10 from the Position/Employee Information Sub-Menu (**PMXPEMNU**),
2. keying **PMPOS** (space) from a blank screen,
3. keying **PMPOS F** from a blank screen and making no change in menu selection (defaults to statewide).

There are several options using the **PMPOS** transaction.

1. **PMPOS (space)** – displays totals current position totals for all departments/divisions/universities within state government.

Figure 3.19 and 3.20 are examples of the first and last pages of a position count using this transaction.

PMPOS						PAGE 01	
DEPARTMENT/UNIVERSITY	PMFT POS	PMPT POS	EXFT POS	EXPT POS	TEMP POS	TOT POS INCL	VACANT POS
JUVENILE JUSTICE	2061	35	1	0	79	2176	226
JUDICIAL SYSTEM	0	0	5312	150	109	5571	191
GOVERNOR'S OFFICE	125	0	176	1	6	308	21
LT GOVERNOR'S OFFICE	1	0	8	0	0	9	0
TOT GOV/LT GOV	126	0	184	1	6	317	21
SECRETARY OF STATE	149	1	1	0	4	155	9
STATE AUDITOR'S OFF	192	0	1	0	1	194	3
TREASURER'S OFFICE	277	4	1	0	3	285	32
PUBLIC INSTRUCTION	504	1	2	0	15	52	23
DEPT OF JUSTICE	1260	10	1	0	0	1271	107
DEPT OF AGRICULTURE	1447	8	2	0	2	1459	118
DEPT OF LABOR	461	0	4	0	0	465	37
DEPT OF INSURANCE	416	8	1	0	3	428	23
COUNCIL OF STATE	4706	32	13	0	28	4779	352
OFFICE OF STE PERSNL	130	4	1	0	3	138	11
DEPT OF ADMIN.	885	7	9	0	51	952	63
MOTOR VEHICLES	1846	0	1	0	54	1901	215

PA1= NEXT PAGE, F9= EXTRACT MENU. TIME-LTD POSITIONS SHOW IN PERM TOTALS.

Figure 3.19 - PMPOS transaction - first page of a general position count

PMPOS						PAGE 06	
DEPARTMENT/UNIVERSITY	PMFT POS	PMPT POS	EXFT POS	EXPT POS	TEMP POS	TOT POS INCL	VACANT POS
NC SCH SCIENCE/MATH	109	2	85	2	0	198	19
TOTAL UNIVERSITIES	23040	1048	3908	364	148	28508	4997
UNC HOSPITALS	4363	148	2	0	1	4514	775
COMM COLLEGES	163	3	16	0	0	182	12
BOARD OF ELECTIONS	19	0	0	0	0	19	1
BOARD OF BARBER EXAM	7	0	0	0	1	8	0
COSMETIC ARTS	27	0	0	0	0	27	1
NC BOARD-OPTICIANS	2	0	0	0	0	2	1
BOARD OF PRACT PSYCH	0	0	5	0	0	5	0
NC BOARD-NURSING ADM	2	1	0	0	0	3	0
NC AUCT LICENSING BD	0	0	4	1	3	8	1
OFFC OF ADM HEARINGS	44	0	1	0	0	45	7
MAJOR MEDICAL PLAN	16	0	1	0	0	17	7
STATE OF NC	99981	1710	9534	516	1648	113389	12637

PA1= NEXT PAGE, F9= EXTRACT MENU. TIME-LTD POSITIONS SHOW IN PERM TOTALS.

Figure 3.20 - PMPOS transaction - last page of a general position count

2. **PMPOS DD-DD**, where DD-DD = department number and division number (or university). If the division number = 99 all divisions within the non-university department will display. Figure 3.21 is an example of a position count for the Department of Labor.

PMPOS 38-99						PAGE 01	
DEPARTMENT/UNIVERSITY	PMFT POS	PMPT POS	EXFT POS	EXPT POS	TEMP POS	TOT POS INCL	VACANT POS
LABOR-ALL BUT OSHA	230	0	1	0	0	231	19
LABOR-OSHA PROGRAM	231	0	3	0	0	234	19
DEPT OF LABOR	461	0	4	0	0	465	38

PA1= NEXT PAGE, F9= EXTRACT MENU. TIME-LTD POSITIONS SHOW IN PERM TOTALS.

Figure 3.21 - PMPOS transaction - Position Count for the Department of Labor

3. **PMPOS DD-DD, TTTTT** where DD = Division Code and TTTTT = Job title code. Displays position totals by division for a specified job title. Figure 3.22 is an example of a position count for Agricultural Marketing Specialist I's within the Department of Agriculture and Consumer Services.

PMPOS 37-99,09211	CLASSIFICATION	TITLE =	AGRICULTURAL	MKT	SPEC I	PAGE	01
DEPARTMENT/UNIVERSITY	PMFT POS	PMPT POS	EXFT POS	EXPT POS	TEMP POS	TOT POS INCL	VACANT POS
DEPT OF AGRICULTURE	2	0	0	0	0	2	1

PA1= NEXT PAGE, F9= EXTRACT MENU. TIME-LTD POSITIONS SHOW IN PERM TOTALS.

Figure 3.22 - PMPOS transaction - Position Count for a particular schematic and agency

4. **PMPOS TTTTT** where TTTTT = job title code. Displays position totals by department/division/university statewide for a selected job title. Figure 3.23 is a position count of all Chemist I's within state government.

PMPOS 04750	CLASSIFICATION	TITLE =	CHEMIST I	PAGE	01		
DEPARTMENT/UNIVERSITY	PMFT POS	PMPT POS	EXFT POS	EXPT POS	TEMP POS	TOT POS INCL	VACANT POS
DEPT OF JUSTICE	8	0	0	0	0	8	0
DEPT OF AGRICULTURE	13	0	0	0	0	13	2
TRANSPORTATION	2	0	0	0	0	2	0
ENR - EXCL WILDLIFE	11	0	0	0	0	11	1
DHHS-PUBLIC HEALTH	3	0	0	0	0	3	1
DEPT OF CORRECTION	1	0	0	0	0	1	0
STATE OF NC	38	0	0	0	0	38	4

PA1= NEXT PAGE, F9= EXTRACT MENU. TIME-LTD POSITIONS SHOW IN PERM TOTALS.

Figure 3.23 - PMPOS transaction - Statewide Position Count for a particular Schematic

### Historical Position/Employee Totals

The **PMXHTOT** transaction displays totals as they were at a previous date. This query allows the user to specify up to 5 dates for comparison. This transaction is accessed by:

1. choosing option 19 from the Position/Employee Information Sub-Menu (**PMXPEMNU**)
2. or by keying **PMXHTOT F** from a blank screen.

As with other PMIS extracts, you may tailor your query to meet your specific needs. Position, employee, EEO, or policy-making type data can be selected for viewing. If you are looking for information on a specific schematic (job title) or range of schematics, you may enter them in the space provided. If you want information on the entire organization, just leave the schematic fields blank. Each date specified must be in the Month/Year format. The information displayed will be as of the last day of the month you specified. Figure 3.24 is an example of this extract transaction. Figure 3.25 –3.28 are examples of query results produced from choosing different options on this extract.

```
PMXHTOT      FILL IN PARAMETERS TO EXTRACT SPECIFIC DATA

DEPARTMENT/DIVISION  40 - 99
SCHEMATIC (RANGE=Y)X  XXXXX  XXXXX  XXXXX  XXXXX  XXXXX

REQUESTED DATES      12 95  12 96  12 97  12 98  12 99

POSITION DATA  y  EMPLOYEE DATA  _  EEO DATA  _  POLICY MAKING ONLY  _

FOR EEO DATA, CHOOSE ONE OF THE FOLLOWING:
    SPA ONLY  _      EPA ONLY  _      BOTH EPA/SPA  _

CHOOSE OPTIONS AND PRESS ENTER
```

Figure 3.24 - PMXHTOT Extract

PMXHTOT		HISTORICAL TOTALS FOR POSITION DATA								
<b>DEPT/DIV:</b> 40-99 OFFICE OF STE PERSN										
<b>JOB TITLES:</b> ***** ALL JOB TITLES *****										
POSITION COUNTS BY POSITION TYPE (ALL COLUMNS INCLUDE VACANT POSITIONS)										
AS OF	PMFT	PMPT	TLFT	TLPT	EXFT	EXPT	TEMP	TOTAL POS	VACANT	
DATE	POS	POS	POS	POS	POS	POS	POS	INCL VAC	POS	
12/31/95	118	6	1	0	1	0	6	132	3	
12/31/96	122	3	0	0	1	0	3	129	7	
12/31/97	125	4	0	0	1	0	4	134	14	
12/31/98	128	3	1	0	1	0	3	136	12	
12/31/99	128	4	2	0	1	0	3	138	12	
<b>CHOOSE OPTION:___</b>										
ENTER OPTION OR USE PF KEY.										
9=FORMATTED INPUT SCREEN.										

Figure 3.25 - PMXHTOT - Position Extract Example

PMXHTOT		HISTORICAL TOTALS FOR EMPLOYEE DATA											
<b>DEPT/DIV:</b> 40-99 OFFICE OF STE PERSN													
<b>JOB TITLES:</b> ***** ALL JOB TITLES *****													
EMPLOYEE COUNTS BY APPOINTMENT TYPE													
AS OF	PMFT	PMPT	PRFT	PRPT	TLFT	TLPT	EXFT	EXPT	TMFT	TMPT	LWOP	TOTAL	
DATE	EMPS	EMPS	EMPS	EMPS	EMPS	EMPS	EMPS	EMPS	EMPS	EMPS	EMPS	EMPS	EMPS
12/31/95	111	5	5	0	0	0	0	0	2	5	0	128	
12/31/96	114	3	0	0	0	0	0	0	2	3	0	122	
12/31/97	104	6	4	0	0	0	0	0	1	4	0	119	
12/31/98	108	7	4	1	0	0	0	0	0	3	0	125	
12/31/99	108	7	1	1	0	0	0	0	3	5	0	128	
<b>CHOOSE OPTION:___</b>													
ENTER OPTION OR USE PF KEY.													
9=FORMATTED INPUT SCREEN.													

Figure 3.26 - PMXHTOT - Employee Extract Example

```

PMXHTOT                HISTORICAL TOTALS USING EEO DATA

                        OFFICE OF STE PERSN
                        TOTALS BY ETHNIC GROUP - PERMANENT FULL-TIME * INCLUDES EPA *
***** ALL JOB TITLES *****
AS OF    WHITE    BLACK    HISPANIC    ASIAN    AMER INDIAN    DEPT TOTALS
12/31/95    75      38      2          1          0          116
            64.7    32.8    1.7        0.9        0.0        100.0

12/31/96    74      38      1          1          0          114
            64.9    33.3    0.9        0.9        0.0        100.00

12/31/97    68      38      1          1          0          108
            63.0    35.2    0.9        0.9        0.0        100.00

12/31/98    72      38      2          2          0          114
            63.2    33.3    1.8        1.8        0.0        100.00

12/31/99    71      38      0          3          0          112
            63.4    33.9    0.0        2.7        0.0        100.00

CHOOSE OPTION:      M=MALE BREAKDOWN; F=FEMALE BREAKDOWN; T=TOTALS
ENTER OPTION OR USE PF KEY.
9=FORMATTED INPUT SCREEN.
    
```

Figure 3.27 - PMXHTOT - EEO Data Extract Example

```

PMXHTOT                HISTORICAL TOTALS FOR POLICY MAKING                PAGE: 1

** ALL JOB TITLES **                CRME CNTRL/PUB SAFTY
                                02/28/00
AGENCY/UNIVERSITY    POS EMPL    POS EMPL    POS EMPL    POS EMPL    POS EMPL
CRIME CNTRL-ADMIN      6      6
CRIME CNTRL-NAT GUARD  1      1
CRIME CNTRL-CAP        0      0
CRIME-ALCOHL LAW ENF  1      1
CRIME CNTRL-EMER MGMT  1      1
CRIME-HIGHWAY PATROL   5      5
GOVERNORS CRIME COMM   1      1
CRI CNTL-VICTM & JUS   1      1
CRIME CONTROL-BUTNER   1      1
** DEPT TOTALS **     17     17

CHOOSE OPTION:
ENTER OPTION OR USE PF KEY.
9=FORMATTED INPUT SCREEN.
    
```

Figure 3.28 - PMXHTOT - Policy-Making Extract Example

**Listing five digit (payroll) position numbers**

The **PMOLD** transaction (figure 3.29) displays a list of all 5-digit position numbers within a department, division, or university. From this list, the terminal user has the capability to select access to either a specific position history or employee history using the F2 or F3 key. The **PMOLD** transaction is invoked from a blank screen by keying **PMOLD DD-DD** where DD-DD = the department and division number (or university). If the division number = 99, all divisions within the department for non-universities will display.

PMOLD 46-99						
PAYROLL POSNO	15-DIGIT POSITION NUMBER	ESTABLISH DATE	PAYROLL POSNO	15-DIGIT POSITION NUMBER	ESTABLISH DATE	
* 05204	4601-0000-0000-002	04/17/75	* 01202	4601-0000-0001-202	06/01/93	
* 12112	4601-0000-0000-015	07/01/77	* 01203	4601-0000-0001-203	06/01/93	
* 01000	4601-0000-0001-000	04/17/75	* 01204	4601-0000-0001-204	06/01/93	
* 01001	4601-0000-0001-001	07/01/97	* 01205	4601-0000-0001-205	06/01/93	
* 01002	4601-0000-0001-002	06/01/93	* 01206	4601-0000-0001-206	06/01/93	
* 01003	4601-0000-0001-003	06/01/93	* 01208	4601-0000-0001-208	06/01/93	
* 01005	4601-0000-0001-005	06/01/93	* 01209	4601-0000-0001-209	06/01/93	
* 01006	4601-0000-0001-006	06/01/93	* 01210	4601-0000-0001-210	06/01/93	
* 01007	4601-0000-0001-007	06/01/93	* 01211	4601-0000-0001-211	06/01/93	
* 01009	4601-0000-0001-009	06/01/93	* 01213	4601-0000-0001-213	06/01/93	
* 01012	4601-0000-0001-012	06/01/93	* 01216	4601-0000-0001-216	06/01/93	
* 01013	4601-0000-0001-013	06/01/93	* 01217	4601-0000-0001-217	06/01/93	
* 01022	4601-0000-0001-022	10/01/93	* 01218	4601-0000-0001-218	06/01/93	
* 01100	4601-0000-0001-100	06/01/93	* 01219	4601-0000-0001-219	06/01/93	
* 01101	4601-0000-0001-101	06/01/93	* 01220	4601-0000-0001-220	06/01/93	
* 01102	4601-0000-0001-102	06/01/93	* 01221	4601-0000-0001-221	06/01/93	
* 01103	4601-0000-0001-103	06/01/93	* 01223	4601-0000-0001-223	05/01/88	
* 01201	4601-0000-0001-201	06/01/93	* 01224	4601-0000-0001-224	10/01/93	

TO VIEW HISTORY, REPLACE \* WITH -Y-, DEPRESS PF2=POS HISTORY, PF3=EMPL HISTORY.

Figure 3.29 - PMOLD - Five digit position numbers

### Vacant Position Reports/Totals

The **PMVAC** extract (figure 3.30) is used to view current position vacancies. This transaction may be invoked by:

1. choosing option 05 from the Position/Employee Information Sub-Menu (**PMXPEMNU**)
2. keying **PMVAC F** from a blank screen.

As with all extract queries in PMIS, you may narrow your selection by specifying criteria on this display. If you wish to view all vacancies, press the ENTER key without specifying selection criteria. *It is important to remember that this tool is used to view vacant positions. When a position is vacant it does not necessarily mean that it is under recruitment. To view vacant positions which are currently open for recruitment, use the PMJOBS transaction described in the PMJOBS – Automated Vacancy Management System Manual.*

```

PMVAC F
*****
***** FILL IN PARAMETERS TO EXTRACT SPECIFIC VACANT POSITIONS *****
*****
DEPARTMENT/DIVISION                XX - XX
SECTION (NON-UNIV USE 00 AND 4 DIGITS)  XXXXXX
POS SCHEM EXTRACT ----- RANGE (Y=YES) X  XXXXX  XXXXX  XXXXX  XXXXX  XXXXX
POS GRADE OR GRADE RANGE (ACCEPTS FR/NG) XX      OR  XX - XX
COUNTY EXTRACT -INCLUDE/EXCLUDE (I/E) X  XXX  XXX  XXX  XXX  XXX
VACANT POSITIONS VACATED ON OR AFTER  XX XX XX
VACANT POSITIONS VACATED ON OR BEFORE  XX XX XX
*** FILL IN BOTH DATES FOR A RANGE

          **** POSITION TYPE EXTRACT (CHOOSE ANY COMBINATION) ****
PERM _          TMLD _
FULL-TIME ONLY _  PART-TIME ONLY _  EPA ONLY          _  INCLUDE EPA          _

          **** CHOOSE ANY OPTION BELOW WITH A Y /OR/ (LAST LINE) APPROP. VALUE ****
TOT PAGE ONLY _  T-GRADES ONLY _  POL MKG ONLY _  DISPLAY COUNTY _
POS FLAG ONLY _  DISPLAY SECTION TITLE _

PF13=PMXDEPT, PF14=PMXCTY, PF15=PMDESC, PF19=PMXSCHM
    
```

Figure 3.30 - PMVAC - Position Vacancy Extract

When using this or any extract query, you may need to know Department/Division/University codes, Schematic (Job Title) Codes, and/or County Codes. These codes may be accessed on-line by using the function keys listed at the bottom of the display. Once you have the appropriate code, you may use F9 to navigate back to the extract option screen. These codes are also accessible from a blank screen by keying **PMXDEPT** (space) for a list of departments, divisions, and universities , **PMXSCHM** (space) for a list of schematic (job title) codes , and **PMXCTY** (space) for a list of county codes. On each of these transactions, remember to place a SPACE after the transaction code. You may also access these codes by navigating through choices available on the main menu. Please see page 122 for more information on descriptions and codes.

Example:

Figure 3.31 shows the input necessary to obtain a list of Computing Consultant vacancies that meet the following criteria:

- ◆ Permanent
- ◆ Full-time
- ◆ Located in Catawba County
- ◆ In DOT's Division of Highways Highway Design CADD Management Team
- ◆ Positions that are vacant at the present time and became vacant between January 1, 1999 – June 1, 1999

In developing this query, F13 was used to gain to gain DOT's department code, and the Division of Highways division code. After locating the division code and replacing the \* with a y, the **PMDESC** transaction was displayed for the purpose of obtaining the CADD Management Team's section code. (This transaction may be invoked directly using **PMDESC 42-50.**) Use F19 to gain the schematic (job title) code range for Computing Consultant I-IV and F14 to obtain the code for Catawba County. Whenever a function key is used to obtain to a selected code list, use F9 to return to the Position Vacancy Extract screen. Figure 3.32 is the output this inquiry generated.

```

PMVAC F
*****
***** FILL IN PARAMETERS TO EXTRACT SPECIFIC VACANT POSITIONS *****
*****
DEPARTMENT/DIVISION                42 - 50
SECTION (NON-UNIV USE 00 AND 4 DIGITS) 003218
POS SCHEM EXTRACT ----- RANGE (Y=YES) Y 02226 02229 XXXXX XXXXX XXXXX
POS GRADE OR GRADE RANGE (ACCEPTS FR/NG) XX          OR  XX - XX
COUNTY EXTRACT -INCLUDE/EXCLUDE (I/E) X 018  XXX  XXX  XXX  XXX
VACANT POSITIONS VACATED ON OR AFTER 01 01 99
VACANT POSITIONS VACATED ON OR BEFORE 06 01 99
*** FILL IN BOTH DATES FOR A RANGE

          **** POSITION TYPE EXTRACT (CHOOSE ANY COMBINATION) ****
PERM X          TMLD _
FULL-TIME ONLY X  PART-TIME ONLY _   EPA ONLY          _   INCLUDE EPA          _

          **** CHOOSE ANY OPTION BELOW WITH A Y /OR/ (LAST LINE) APPROP. VALUE ****
TOT PAGE ONLY  _   T-GRADES ONLY  _   POL MKG ONLY  _   DISPLAY COUNTY  _
POS FLAG ONLY  _   DISPLAY SECTION TITLE  _

PF13=PMXDEPT, PF14=PMXCITY, PF15=PMDESC, PF19=PMXSCHM
    
```

Figure 3.31 - PMVAC F - Position Vacancy Extract Input Example

```

PMVAC 42-50,99999,018                                     PAGE: 001
** POS VACATED FROM 01/01/99 TO 06/01/99 ONLY ** SELECTED F-TIME POS TYPES
DEPT: DEPARTMENT OF TRANSPORTATION                       DIV: DIVISION OF HIGHWAYS

POSITION NUMBER    SCHEM TYPE  DTE-VAC  BUDSAL BUDCD  SUBHEAD/RCC  COUNTY
* 4250-0306-0317-044 02228 PMFT 03/06/99 $50115 80000 3218-0020-0000 CATAWBA
* 4250-0306-0317-045 02228 PMFT 03/06/99 $50115 80000 3218-0020-0000 CATAWBA

REPLACE * WITH Y. PF2=POS HIS, PF3=EMP HIS, PF5=PMD105, PF6=PMD118, PF7=PMDSEP

INQUIRY DISPLAY IS COMPLETE, DEPRESS PA1 KEY FOR COUNT & SALARY ANALYSIS
    
```

Figure 3.32 - PMVAC - Position Vacancy Extract Output Example

At this end of this output you will find a position count and a budgeted salary analysis (figure 3.33)

```

PMVAC 42-50,99999,018                                     PAGE: 002
** POS VACATED FROM 01/01/99 TO 06/01/99 ONLY ** SELECTED F-TIME POS TYPES
DEPT: DEPARTMENT OF TRANSPORTATION                       DIV: DIVISION OF HIGHWAYS

POSITION COUNT & BUDGETED SALARY ANALYSIS

----- TOTAL POSITIONS (INCL VACANCIES) -----
TYPE      TOTAL      FTE      SALARY TOTAL  AVG SAL  TYPE      TOTAL      SALARY TOTAL
PMFT =    2          2.00     $100,230     $50,115  PMFT =    2          $100,230
PMPT =    0          0.00         $0          PMPT =    0          $0
TLFT =    0          0.00         $0          TLFT =    0          $0
TLPT =    0          0.00         $0          TLPT =    0          $0
EXFT =    0          0.00         $0          EXFT =    0          $0
EXPT =    0          0.00         $0          EXPT =    0          $0
TMFT =    0          0.00         $0          TMFT =    0          $0
TMPT =    0          0.00         $0          TMPT =    0          $0
TOTAL =    2          2.00     $100,230     $50,115  TOTAL =    2          $100,230

AVG SALARY AMOUNTS AT 12 MTH FULL-TIME EQUIVALENCY - HOURLY SALARIES EXCLUDED
HIT PF9 KEY FOR FORMATTED REQUEST SCREEN
    
```

Figure 3.33 - PMVAC - Vacant Position Count and Budgeted Salary Analysis

To view vacancies within a specified budget code and subhead use the **PMBVAC** query (see page 86).

**Employee Reports/Totals**

The **PMEMP** transaction is similar to the **PMTOT** transaction; however, this query displays a current list of individual employees within a department, division, or university. This query may be invoked by:

1. choosing option 06 from the Position/Employee Information Sub-Menu (**PMXPEMNU**)
2. keying **PMEMP F** from a blank screen.

As with all the extract queries and reports available from PMIS, **PMEMP** has multiple extract capabilities. Figure 3.34 is an example of an extract request for disabled Computing Consultant I's within the Division of Highways at DOT. If no schematic (job title) had been specified, all disabled employees in the Division of Highways would have displayed. Note at the bottom of the display that function keys are available to facilitate your extract. These function keys provide on-line access to codes used for Departments/Divisions, Sections, Counties and Job Titles (schematics); with the ability to return to the **PMEMP F** display by pressing the F9 (return) key upon retrieval of these codes. If you do not have statewide access, the DEPARTMENT/DIVISION parameter is not necessary. The extract will default to the DEPARTMENT/DIVISION for which you have access. In this particular extract, the F13 was used to obtain the Division of Highways code and F19 to obtain the schematic (job title) code for Computing Consultant I. Figure 3.35 is an example of the output generated from this extract request. Figure 3.36 is an example of the Employee count and salary analysis that is displayed at the end of **PMEMP F** extracts.

```

PMEMP F *** FILL IN PARAMETERS TO EXTRACT SPECIFIC EMPLOYEES ***
DEPARTMENT/DIVISION                42 - 50
SECTION (NON-UNIV USE 00 AND 4 DIGITS)  XXXXXX
EMP SCHEM EXTRACT ----- RANGE (Y=YES)  X  02226  XXXXXX  XXXXXX  XXXXXX  XXXXXX
EMPLOYEE SALARY OR SALARY RANGE      XXXXXX      OR  XXXXXX - XXXXXX
EMP GRADE OR GRADE RANGE (ACCEPTS FR/NG)  XX      OR  XX - XX
COUNTY EXTRACT -INCLUDE/EXCLUDE (I/E)  X  XXX  XXX  XXX  XXX  XXX
RACE (W,B,H,A,I) AND/OR SEX (M,F)      X      AND/OR  X
AGGREGATE SERV MTHS OR RANGE OF MTHS    XXX      OR  XXX - XXX
LONGEVITY DUE DATE (MONTH)              XX
STEP EXTRACT (ENTER Z, 0, MIN, OR MAX)  XXX
DISABILITY EXTRACT (B-M, Y=ALL HDCP)    Y
EMPLOYEE AGE OR AGE RANGE              XX      OR  XX - XX
EMPLOYEE MTHS / YR (09.0 FOR 9 MTHS)    X  XX.X  INCLUDE/EXCLUDE (I/E)

      **** APPOINTMENT TYPE EXTRACT (CHOOSE ANY COMBINATION) ****
PERM _   PROB _   TRNE _   TMLD _   TEMP _   INT _   RET _   STU _
FULL-TIME ONLY _   PART-TIME ONLY _   EPA ONLY _   INCLUDE EPA _
      **** CHOOSE ANY OPTION BELOW WITH A Y /OR/ (LAST LINE) APPROP. VALUE ****
TOTALS ONLY _   T-GRDS ONLY _   POL MKG ONLY _   W/A EMP ONLY _   LWOP EMP ONLY _
DISPLAY CTY _   DISPLAY SSN _   DISPLAY TITLE _   LEO EMP ONLY _   NO CGRA GIVEN _
EMPL FLAGS _   LEAD WORKER _   DISPLAY EDUC _   DISPLAY SECTION TITLE _

PF13=PMXDEPT, PF14=PMXCTY, PF15=PMDESC, PF19=PMXSCHM
    
```

Figure 3.34 - PMEMP F - Employee Extract

```

PMEMP 42-50,02226                                     PAGE: 001
** HANDICAPPED EMPLOYEES ONLY
DEPT: DEPARTMENT OF TRANSPORTATION                   DIV: TRANS-DIV OF HIGHWAY
JOB CLASS: COMPUTING CONSULTANT I                     GRADE: 70

POSITION NUMBER      OLD #    EMPLOYEE NAME      SALARY GRDE  STEP APPT
* 4250-0303-2409-602  05602 WILLIAM JR, MARK  $34855  70  -MP PMFT
  HANDICAP DESCRIPTION = SEMI-AMBULATORY

REPLACE * WITH Y. PF2=POS HIS, PF3=EMP HIS, PF5=PMD105, PF6=PMD118, PF7=PMDSEP

INQUIRY DISPLAY IS COMPLETE, DEPRESS PA1 KEY FOR COUNT & SALARY ANALYSIS SCREEN
    
```

Figure 3.35 - PMEMP- Output from Employee Extract

```

PMEMP 42-50,02226                                     PAGE: 002
** HANDICAPPED EMPLOYEES ONLY
DEPT: DEPARTMENT OF TRANSPORTATION                   DIV: TRANS-DIV OF HIGHWAY
JOB CLASS: COMPUTING CONSULTANT I                     GRADE: 70

EMPLOYEE COUNT & EMPLOYEE SALARY ANALYSIS

TYPE              COUNT      EMPLOYEE SALARY  AVG EMP SAL
PMFT, TRNE =      1          $34,855          $34,855
PRFT, TLPF =      0              $0
TLFT =            0              $0
PMPT, TRPT =      0              $0
PRPT, TLPP =      0              $0
TLPT =            0              $0
TMFT,INT,RET,STU = 0
TMPT =            0
LWOP =            0              $0
*TOTAL =          1          $34,855          $34,855

AVG SALARY AMOUNTS AT 12 MTH FULL-TIME EQUIVALENCY - HOURLY SALARIES EXCLUDED
HIT PF9 KEY FOR FORMATTED REQUEST SCREEN
    
```

Figure 3.36 - PMEMP - Output from Employee Extract

Explanation for appointment type abbreviations listed in Figure 3.36 are as follows:

<b><i>Abbreviation</i></b>	<b><i>Appointment Type</i></b>
PMFT	Permanent Full-Time
TRNE	Trainee Full-Time
PRFT	Probationary Full-Time
TLPF	Time-Limited Probationary Full-Time
TLFT	Time-Limited Full Time
PMPT	Permanent Part-Time
TRPT	Trainee Part-Time
PRPT	Probationary Part-Time
TLPP	Time-Limited Probationary Part-Time
TLPT	Time-Limited Part-Time
TMFT	Temporary Full-Time
INT	Intermittent
RET	Retired
STU	Student
TMPT	Temporary Part-Time
LWOP	Leave Without Pay

### Position and Employee Activity Reports

The **PMACTION** is similar to **PMEMP** described on the previous pages in that it provides multiple extract capability; however, instead of extracting current employee data (as does **PMEMP F**), this format extracts from the history file. This makes it possible to extract information on individual actions for a specific time period. Figure 3.37 is an example of this query. This query may be invoked by:

1. choosing option 07 from the Position/Employee Information Sub-Menu (**PMXPEMNU**)
2. keying **PMACTION F** from a blank screen.

```

PMACTION          DATE RANGE =  MM DD YY - MM DD YY
*****          SELECT ACTION BY MARKING X BESIDE ACTION-TYPE *****
- =NEW-HIRES  (--) - =PERFORM INCR      - =PROM INC AFTER EFF - =NEW POS (---)
- =RE-INSTATE (--) - =PERFORM BONUS     - =REALL INCR          - =ABOLISH POS
- =PROMOTIONS (--) - =RNGE REV-EMP (-)   - =RRV INCR AFTER EFF - =REALL UP-POS
- =RE-ASSIGN  (--) - =EMP REALL UP (--)  - =SPC ENT RATE INCR  - =REALL DN-POS
- =DEMOTIONS (--) - =EMP REALL DWN      - =ACCL PAY ADJ       - =REALL HZ-POS
- =HORIZ TRNS (--) - =EMP REALL HORIZ   - =SAL ADJ (RETENTN)  - =RNGE REV-POS
- =APPT CHANGES - =SEPARATIONS (--)    - =SAL ADJ (TRAINEE)  - =POS-MKG CHG
- =NAME CHANGES - =LWOPS ONLY (--)    - =SAL ADJ (OTHER)   --- =OTHER (CODED)

DEPARTMENT/DIVISION..... XX - XX (ONLY IF MULTIPLE ACCESS)
SECTION (NON-UNIV USE 00 AND 4 DIGITS) XXXXXX
EMP SCHEM EXTRACT.....RANGE (Y=YES) X XXXXX XXXXX XXXXX XXXXX XXXXX
EMPLOYEE SALARY RANGE..... XXXXXX - XXXXXX COUNTY XXX (I/E) X
EMP GRADE RANGE (ACCEPTS FR/NG)..... XX - XX AGE RANGE..... XX - XX
RACE (VALUE: W, B, H, A, OR I)..... X SEX (M/F)..... X
STEP EXTRACT (ENTER 0, MIN, MAX, OR Z) XXX HANDICAPPED ONLY (Y=YES) X

*****          CHOOSE ANY OPTION BELOW BY REPLACING X WITH Y *****
APPT-TYPE: X=PERM ONLY, X=PROB ONLY, X=TEMP ONLY, X=TIME-LTD ONLY, X=EPA ONLY
INCL ALL INCOMING EMPL AS EODS..... X T-GRD ONLY= X WORK/AGNST ONLY= X
INCL ALL OUTGOING EMPL AS SEPS..... X TOTAL PAGE ONLY..... X
PRESS ENTER AFTER SELECTING SPECIFIC INFO:F13=PMXDEPT,F14=PMXCITY,F19=PMXSCHM
    
```

Figure 3.37 - PMACTION F - Action Extract

This display (Figure 3.37) provides the format for choosing various extract parameters. Please note the following as you use this function.

- ◆ You will enter the beginning and ending date range for the desired query at the top of the display format. If the ending date is left blank, it is assumed that the beginning and ending date are the same.
- ◆ An action is selected by placing an **X** (or any designation) beside it. You may only select one action-type at a time. Several actions have further selection criteria associated with them; for example, if a specific separation code is specified in (--) after the “separation” action-type is marked, then only that separation reason activity will be displayed. If the type of action you desire to query is not shown, you may enter the action code in “other”. For a complete list of action codes (including separation codes), you may use the **PMACT** transaction (page 122), or refer to the action-code lists in numeric order starting on page 176 and in alphabetical order

starting on page 184. Separation codes start at code 051 and continue through code 098; also from code 502 through code 508.

If selecting Range Revision as the action-type plus specifying 'Y' in the (-) following the Range Rev-Emp designation on the display, then only Range Revisions involving a salary change will be displayed; otherwise, all Range Revisions, whether involving a salary increase or not, will be displayed.

If the "New Position" action-type is specified and "G/A" is specified in the space provided immediately following the action-type (--), then only those positions authorized to be established by the General Assembly will be displayed. If "606" is specified, then only those positions established using funds identified on a BD-606 will be displayed. If neither "G/A" nor "606" is specified, then all "new" positions will be displayed.

Several other combinations are available. Enter "?" within any of the parenthesis following the action of interest and then press ENTER to receive on-line help which will be shown at the bottom of the display.

- ◆ If you have single division access, nothing needs to be entered into the DEPARTMENT/DIVISION field. The system defaults to the security level for which you have access. If you have multiple division or statewide access, you will need to enter the code for the department, division or university for which you are seeking information.
- ◆ To invoke any query using **PM ACTION** you will minimally need to enter a date range and the action-type desired. You may further narrow your query by marking the appropriate criteria. The F9 key is used to return to the extract format from the activity listing result display.

Note at the bottom of the display that function keys are available to facilitate your extract. These function keys provide access to codes used for Departments/Divisions, Sections, Counties, and Job Titles (schematics) with the ability to return to the **PM ACTION F** display by pressing the F9 (return) key.

Figure 3.38 is an example of the query request made for a list of time-limited employees hired at the Department of Correction between June 1, 1999 and August 1, 1999. Figure 3.39 shows the result of this data request. Figure 3.40 is an example of the race/sex totals and percentages shown for all employee activity extracts using **PM ACTION F**. Position related activity, which may be selected by marking an action in the far right column, is summarized by position-type.

```

PMACTION                DATE RANGE = 06 01 99 - 08 01 99
***** SELECT ACTION BY MARKING X BESIDE ACTION-TYPE *****
X =NEW-HIRES  (--) - =PERFORM INCR      - =PROM INC AFTER EFF - =NEW POS (---)
- =RE-INSTATE (--) - =PERFORM BONUS    - =REALL INCR          - =ABOLISH POS
- =PROMOTIONS (--) - =RNGE REV-EMP (-)  - =RRV INCR AFTER EFF - =REALL UP-POS
- =RE-ASSIGN  (--) - =EMP REALL UP (--) - =SPC ENT RATE INCR  - =REALL DN-POS
- =DEMOTIONS (--) - =EMP REALL DWN     - =ACCL PAY ADJ       - =REALL HZ-POS
- =HORIZ TRNS (--) - =EMP REALL HORIZ   - =SAL ADJ (RETENTN)  - =RNGE REV-POS
- =APPT CHANGES - =SEPARATIONS (--) - =SAL ADJ (TRAINEE)  - =POS-MKG CHG
- =NAME CHANGES - =LWOPS ONLY (--) - =SAL ADJ (OTHER)   --- =OTHER (CODED)

DEPARTMENT/DIVISION..... 45 - 99 (ONLY IF MULTIPLE ACCESS)
SECTION (NON-UNIV USE 00 AND 4 DIGITS) XXXXXX
EMP SCHEM EXTRACT.....RANGE (Y=YES) X XXXXX XXXXX XXXXX XXXXX XXXXX
EMPLOYEE SALARY RANGE..... XXXXXX - XXXXXX COUNTY XXX (I/E) X
EMP GRADE RANGE (ACCEPTS FR/NG)..... XX - XX AGE RANGE..... XX - XX
RACE (VALUE: W, B, H, A, OR I)..... X SEX (M/F)..... X
STEP EXTRACT (ENTER 0, MIN, MAX, OR Z) XXX HANDICAPPED ONLY (Y=YES) X

***** CHOOSE ANY OPTION BELOW BY REPLACING X WITH Y *****
APPT-TYPE: X=PERM ONLY, X=PROB ONLY, X=TEMP ONLY, Y=TIME-LTD ONLY, X=EPA ONLY
INCL ALL INCOMING EMPL AS EODS..... X T-GRD ONLY= X WORK/AGNST ONLY= X
INCL ALL OUTGOING EMPL AS SEPS..... X TOTAL PAGE ONLY..... X
PRESS ENTER AFTER SELECTING SPECIFIC INFO:F13=PMXDEPT,F14=PMXCTY,F19=PMXSCHM
    
```

Figure 3.38 - PMACTION example

```

PMEOD 45-99,06/01/99,08/01/99                PAGE: 1
DEPT/DIV: DEPARTMENT OF CORRECTION           ACTION TYPE: NEW HIRES
JOB TITLE: ** ALL JOB TITLES * *             FOR 06/01/99 THRU 08/01/99

EMPLOYEE NAME      JOB TITLE                SALARY-GRD-STP APPT      EFF-DATE
* FRYE, SHERRY LUT  EDUCA/DEVELOP AIDE II   $17238 56 MIN TLPF      06/02/99
4590-0000-0094-501                                WTE,F,47YR 241-86-8381
* MCDONOUGH, ELIZA  CORR. TRNG. SPEC. II    $28500 67T -MP TLPF      06/07/99
4590-0000-0094-480                                WTE,F,28YR 345-74-8708
* WEBB, HELENA MAE  COMPUTER SYSTEMS ADM II $32174 70 -MP TLPF      08/01/99
4540-1500-0015-036                                BLK,F,40YR 181-48-2992

TO SWITCH TRANSACTIONS, REPLACE THE * WITH Y AND DEPRESS DESIRED PF KEY.
INQUIRY DISPLAY COMPLETE. SEE NEXT PAGE FOR TOTALS.                PF16=PRINT
    
```

Figure 3.39 - Results from PMACTION example

PMEOD 45-99,06/01/99,08/01/99												PAGE: 2
DEPT/DIV: DEPARTMENT OF CORRECTION												ACTION TYPE: NW HIRES
JOB TITLE: ** ALL JOB TITLES * *												FOR 06/01/99 THRU 08/01/99
WHITE		BLACK		HISPANIC		ASIAN-AMER		AMER-IND		TOTAL		TOTAL
MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM	
***** PERMANENT FULL-TIME ONLY *****												
0	2	0	1	0	0	0	0	0	0	0	3	3
0%	66%	0%	33%	0%	0%	0%	0%	0%	0%	0%	100%	
***** PERMANENT PART-TIME ONLY *****												
0	0	0	0	0	0	0	0	0	0	0	0	0
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
***** OTHER THAN PERMANENT ONLY *****												
0	0	0	0	0	0	0	0	0	0	0	0	0
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
***** OVERALL TOTALS *****												
0	2	0	1	0	0	0	0	0	0	0	3	3
0%	66%	0%	33%	0%	0%	0%	0%	0%	0%	0%	100%	

DEPRESS PF9 TO RETURN TO -PMACTION- SELECTION SCREEN.

Figure 3.40 - Results from PMACTION example

### Schematic and Classification Information

Information regarding the various classifications/job titles/schematics can be found by using the classification menu. This menu may be invoked by:

1. choosing option 08 from the PMIS Main Menu
2. keying **PMXCLMNU** (space) from a blank screen.

Various information is available by choosing the corresponding option or by keying the “PM” transaction from a blank screen (see figure 3.41).

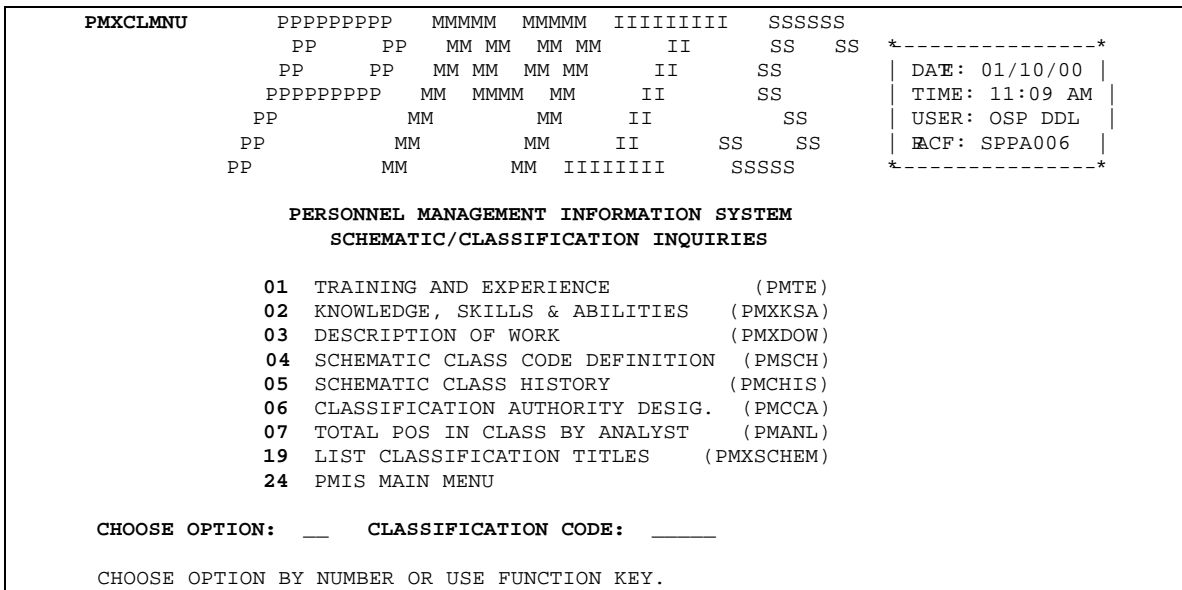


Figure 3.41 - PMCLMNU - Classification Menu

The **PMTE** query displays the training and experience requirements for a specified classification. This transaction may be invoked by:

1. choosing option 01 from the Schematic/Classification Sub-Menu (**PMXCLMNU**).
2. keying **PMTE** followed by a schematic (job title) code on a blank screen and pressing ENTER.

Figure 3.42 is an example of this transaction. This transaction displays schematic (job title) code, classification title, required T&E, salary grade and salary range. Additionally, in the top right corner, there is an indicator of whether there are additional notes on this T&E pattern. The ECC Pay and Policy Section of OSP maintains these notes.



The **PMXKSA** query displays the generic knowledge, skills and abilities required for a specified classification. In addition, this transaction displays the schematic (job title) code, classification title, salary grade, and salary range. This transaction may be invoked by:

1. choosing option 02 from the Schematic/Classification Sub-Menu (**PMXCLMNU**)
2. keying **PMXKSA** followed by the schematic (job title) code on a blank screen and pressing ENTER.

Figure 3.43 is an example of this transaction.

```
PMXKSA 04245          EDUCATIONAL PROG & TRAINING DIR II-A/G GRD: NG
                               SAL RANGE: $26650
THOROUGH KNOWLEDGE OF THE PRINCIPLES AND METHODS OF INSTRUCTION AS
RELATED TO THE POPULATION BEING SERVED. THOROUGH KNOWLEDGE OF THE
PRINCIPLES AND PHILOSOPHY OF EDUCATION, ITS THEORIES, PRACTICES, AND
TECHNIQUES. CONSIDERABLE KNOWLEDGE OF EDUCATIONAL ORGANIZATION AND
ADMINISTRATION, AND ABILITY TO IMPLEMENT THESE STRUCTURES. ABILITY TO
MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH INSTITUTIONAL PERSONNEL,
OTHER AGENCIES, AND THE GENERAL PUBLIC. ABILITY TO ASSUME THE
AUTHORITY AND RESPONSIBILITY FOR EVALUATING EMPLOYEE RELATIONSHIPS
AND PROGRESS. ABILITY TO ACCEPT NEW IDEAS AND INCORPORATE THEM INTO
THE EDUCATIONAL PROGRAM.
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
KEY KNOWLEDGE, SKILLS & ABILITIES---PRESS ENTER TO UPDATE.
PF1 KEY WILL SWITCH BACK TO PMVLIST
```

Figure 3.43 - PMXKSA - Knowledge, Skills, and Abilities

The **PMXDOW** query is similar to **PMXKSA** except it displays the generic description of work for a specified classification. In addition, this transaction displays the schematic (job title) code, classification title, salary grade, and salary range. This transaction may be invoked by:

1. choosing option 03 from the Schematic/Classification Sub-Menu (**PMXCLMNU**)
2. by keying **PMXDOW** followed by the schematic (job title) code on a blank screen and pressing ENTER

Figure 3.44 is an example of this transaction.

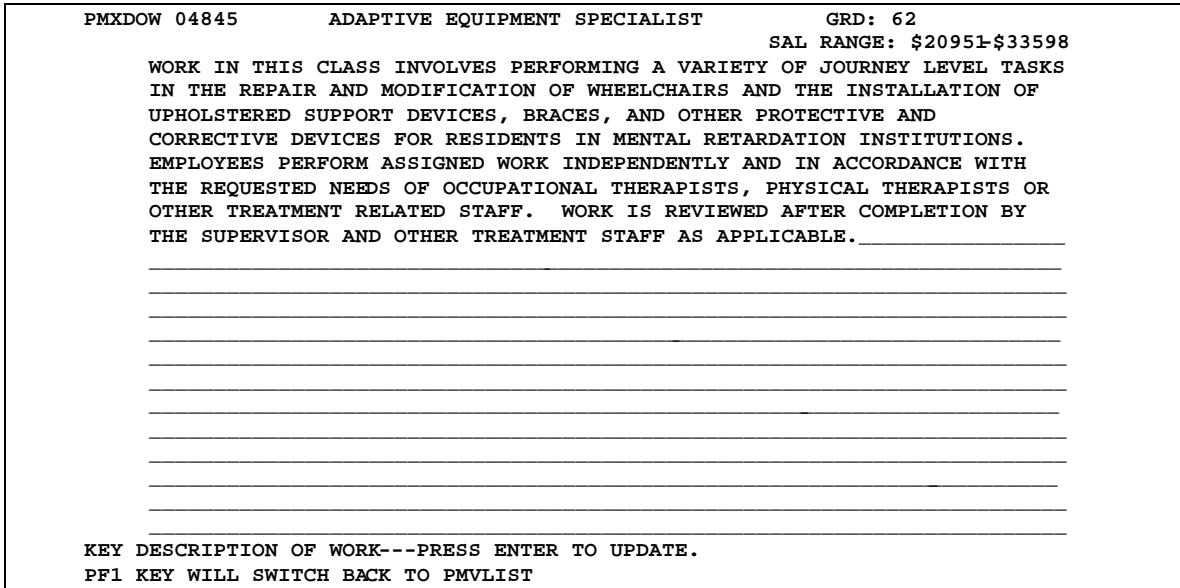


Figure 3.44 - PMXDOW - Description of Work

Not all generic K,S,A's and DOW's have been entered by the Office of State Personnel and are therefore not available on-line. K,S,A's and DOW's specific to the job are available through the PMJOBS – Automated Vacancy Management System. A complete description of this system is available in the Chapter on Vacancy Posting. Briefly, however, the following outlines how you may access specific K,S,A's and DOW's using this sub-system.

From a blank screen, key **PMJOBS** and press ENTER.

- Step 1 Figure 3.45 - Select Option 2 “Announcement Module” and press ENTER
- Step 2 Figure 3.46 – Enter the Dept/Div and Position Number as prompted and press ENTER
- Step 3 Figure 3.47 – Locate and Select the appropriate Position Number and overlay the \* with a “Y” and press ENTER
- Step 4 Figure 3.48 – 3.50– View information including a Description of Work and Knowledge, Skills and Abilities required for the position by continuing to press enter for the next screen.

```
PMJOBS      OPTION: _   FOR OPTION 1 & 6, ENTER DEPT/DIV: __-__
              O F F I C E   O F   S T A T E   P E R S O N N E L
              A U T O M A T E D   V A C A N C Y   M A N A G E M E N T   S Y S T E M
              1 - GENERATION MODULE
              2 - ANNOUNCEMENT MODULE
              3 - CONTACT INFO MODULE
              4 - DISPLAY MODULE (BRIEF)
              5 - DISPLAY MODULE (DETAIL)
              6 - MANAGEMENT STATISTICS MODULE
              7 - NON-ESTAB POS ANNOUNCEMENT MODULE
              SELECT ONE OF THE ABOVE OPTIONS AND PRESS ENTER
```

Figure 3.45 - PMJOBS Menu

```
PMJOBS      NEXT OPTION: 2   DEPT/DIV: __-__ VAC NUM: ____-____-____-__
              OPTION 2 - ANNOUNCEMENT MODULE
DEPT:
              DIV:
              VACANCY NUMBER      JOB TITLE
              POST DTE CLSE DTE STAT
              PF9=RETURN TO PMJOBS MAIN MENU
              ENTER DEPT/DIV OR VACANCY NUMBER
```

Figure 3.46 - PMJOBS - Example

```

PMJOBS  NEXT OPTION: 2  DEPT/DIV: 43-99 VAC NUM: 4330-0000-0030-065

                OPTION 2 - ANNOUNCEMENT MODULE
DEPT: ENVIRONMENT & NATURAL RESOURCES          DIV: ALL

VACANCY NUMBER  JOB TITLE                                POST DTE  CLSE DTE  STAT
* 4324-0000-0024-113 INFORMATION & COMMUNICATIONS SP 02/07/00 02/22/00 ESC
* 4324-0000-0024-822 HYDROGEOLOGICAL TECHNICIAN II 02/14/00 02/25/00 ESC
* 4324-0000-0024-854 HYDROGEOLOGIST I              02/14/00 02/22/00 ESC
* 4324-0000-0024-871 ENVIRONMENTAL ENGINEER I      01/31/00 02/11/00 ESC
* 4324-0000-0024-873 ENVIRONMENTAL ENGINEER I      01/31/00 02/11/00 ESC
* 4324-0000-0024-909 HYDROGEOLOGICAL TECHNICIAN II 01/31/00 02/11/00 ESC
* 4327-0000-0027-101 NATURAL SCIENCE CURATOR II   02/07/00 02/18/00 ESC
* 4327-0000-0027-163 GENERAL UTILITY WORKER       02/14/00 02/25/00 ESC
* 4327-0000-0027-164 GENERAL UTILITY WORKER       02/14/00 02/25/00 ESC
* 4327-0000-0027-166 MEDIA TECHNICIAN II          02/14/00 02/25/00 ESC
* 4327-0000-0027-177 ADMINISTRATIVE OFFICER I     02/07/00 02/11/00 INTERNAL
* 4328-0000-0028-198 NATURAL SCIENCE CURATOR I     02/07/00 02/11/00 INTERNAL
* 4330-0000-0030-065 ENVIRONMENTAL SUPERVISOR IV  02/14/00 02/25/00 ESC
* 4330-0000-0030-067 ENVIRONMENTAL ENGINEER II    02/14/00 02/25/00 ESC
* 4330-0000-0030-126 CHEMISTRY TECHNICIAN II      02/14/00 02/25/00 ESC
* 4330-0000-0031-137 HYDROGEOLOGICAL TECHNICIAN I 02/14/00 02/22/00 ESC
PRESS PA1 FOR NEXT PAGE
TO UPDATE A VACANCY: CHG * TO Y, PRESS ENTER, PF9=RETURN TO PMJOBS MAIN MENU
    
```

Figure 3.47 - PMJOBS - Example

```

PMJOBS  NEXT OPTION: 2  DEPT/DIV: 43-99 VAC NUM: 4330-0000-0030-065 UPDT: N

                OPTION 2 - ANNOUNCEMENT MODULE
DATE ENTERED: 02/09/00          LAST DATE UPDATED: 02/14/00

DEPARTMENT: ENVIRONMENT & NATURAL RESOURCES          STATUS: 1
DIVISION: ENR-WATER QUALITY                          1=ESC
SCHEMA: 08676                                         B=INTERNAL
JOB TITLE: ENVIRONMENTAL SUPERVISOR IV                C=STATE EMP
CLOSING DATE: 02 25 00      POSTING DATE: 02 14 00    I=INACTIVE
EXTND/REPOST: N
SALARY GRADE: 79          SALARY RANGE: $ 043476 - $ 065000
# OF VACANCIES: 001      SECTION: 000000 OLD POS#: 30065
LOCATION: WAKE             COUNTY: WAKE

TYPE OF APPOINTMENT: 1      CONTACT PERSON: MONTEZ BARET
1=PERM FULL-TIME           AGENCY: DENR/DWQ/CONST. GRANTS
2=PERM PART-TIME           ADDRESS: 1617 MAIL SERVICE CENTER
3=TEMP FULL-TIME
4=TEMP PART-TIME           CITY: RALEIGH          STATE: NC
5=TIME-LMTD FULL-TIME     ZIP CODE: 27699 - 1617  COURIER: 00 00 00
6=TIME LMTD PART-TIME     TELEPHONE: ( 919 ) 733 - 7015

UPDT: CHG N TO Y, MAKE CHGS, PRESS ENTER. PF9=RETURN TO PMJOBS MAIN MENU
ENTER=NEXT SCREEN, PF1=BEGINNING OF LIST, PF7=CONTINUATION OF LIST
    
```

Figure 3.48 - PMJOBS - Example

```
PMJOBS  NEXT OPTION: 2  DEPT/DIV: 43-99 VAC NUM: 4330-0000-0030-065 UPDT: N

                                OPTION 2 - ANNOUNCEMENT MODULE
DESCRIPTION OF WORK:
THE INDIVIDUAL IN THIS POSITION ACTS AS SUPERVISOR OF THE CONSTRUCTION
GRANTS AND LOANS SECTION'S ENGINEERING BRANCH. THIS POSITION IS
INTENDED TO PROVIDE ASSURANCES THAT ANY WASTEWATER PROJECT FUNDED WITH
FEDERAL OR STATE FUNDS IS DEVELOPED IN STRICT ACCORDANCE WITH ALL
PERTINENT FEDERAL AND STATE LAWS, REGULATIONS AND POLICIES THROUGH THE
REVIEW OF FACILITY PLANS, ENVIRONMENTAL ASSESSMENTS AND PRELIMINARY
ENGINEERING REPORTS; REVIEW OF ENGINEERING DRAWINGS AND SPECIFICATIONS,
REVIEW AND APPROVAL OF CONSTRUCTION CHANGE ORDERS, BIDDABILITY AND
CONSTRUCTABILITY REVIEWS, AND REVIEW AND EVALUATION OF THE DESIGN AND
OPERATION OF PUBLICLY-OWNED WASTEWATER TREATMENT FACILITIES. THIS
POSITION ALSO SERVES AS THE SECTION'S SENIOR WASTEWATER ENGINEER AND
LIASON BETWEEN THE SECTION, EPA TECHNICAL STAFF AND THE CONSULTING
ENGINEERING COMMUNITY FOR THE RESEARCH AND EVALUATION OF EXISTING AND
NEW WASTEWATER TREATMENT TECHNOLOGY. IT IS ALSO RESPONSIBLE FOR SPECIAL
PROJECTS AS ASSIGNED.
_____
_____
_____
UPDT: CHG N TO Y, MAKE CHGS, PRESS ENTER. PF9=RETURN TO PMJOBS MAIN MENU
ENTER=NEXT SCREEN, PF1=BEGINNING OF LIST, PF7=CONTINUATION OF LIST
```

Figure 3.49 - PMJOBS - Example

```
PMJOBS  NEXT OPTION: 2  DEPT/DIV: 43-99 VAC NUM: 4330-0000-0030-065 UPDT: N

                                OPTION 2 - ANNOUNCEMENT MODULE
KNOWLEDGE, SKILLS AND ABILITIES:
THOROUGH KNOWLEDGE OF THE PRINCIPLES, PRACTICES, AND ADMINISTRATION OF
AN ENVIRONMENTAL ENGINEERING PROGRAM FOR MUNICIPAL WASTEWATER TREATMENT
FACILITIES DESIGNED TO CONTROL WATER POLLUTION. THOROUGH KNOWLEDGE OF
ENGINEERING TECHNOLOGY RELATED TO THE DESIGN AND OPERATION OF
WASTEWATER TREATMENT FACILITIES. THOROUGH KNOWLEDGE OF FEDERAL, STATE
AND LOCAL LAWS, REGULATIONS, AND GUIDELINES PERTINENT TO WATER QUALITY.
ABILITY TO COORDINATE AND SUPERVISE THE ACTIVITIES OF VARIOUS UNITS
CHARGED WITH REVIEWING AND ADMINISTERING ENGINEERING PROJECTS. ABILITY
TO HANDLE WITH TACT, CONSISTENCY AND SOUND JUDGMENT THE DIVERSITY OF
PUBLIC AND PROFESSIONAL CONTACTS DEMANDED IN ENVIRONMENTAL ENGINEERING
CONSULTATION AND REGULATION. ABILITY TO COMMUNICATE CLEARLY IN ORAL
AND WRITTEN FORM.
_____
_____
_____
_____
_____
UPDT: CHG N TO Y, MAKE CHGS, PRESS ENTER. PF9=RETURN TO PMJOBS MAIN MENU
ENTER=NEXT SCREEN, PF1=BEGINNING OF LIST, PF7=CONTINUATION OF LIST
```

Figure 3.50 - PMJOBS - Example

The **PMSCH** query displays schematic (job title) information. This display is accessed by:

1. choosing option 04 from the Schematic/Classification Sub-Menu (**PMXCLMNU**)
2. keying **PMSCH** (space) followed by the schematic (job title) code from a blank screen.

Figure 3.51 is an example of this query.

```
PMSCH 01824 0643 UPDATE:X                = A ,ASSIGNED ANALYST = PERSONNELL
2 =FEDERAL JOB CATEGORY CODE              Y =SERIES INDICATOR (MUST BE Y OR N)
0 =LOCAL (COUNTY) CODE (L OR 0)         X =POS MGMT ABBR DOCUMENTATION
1 =STATE JOB CATEGORY CODE                PREVIOUS ANALYST = HINKLE
001430 =STANDARD OCCUPATIONAL CODE (SOC CODE)

PERSONNEL ANALYST III                    =CLASSIFICATION TITLE
PERSONNEL ANALYST III                    =ABBREVIATED TITLE
$ 034616 057762 =SALARY RANGE              X =BAND INDICATOR (A, B, C, D, OR E)
74 =SALARY GRADE                          X =SKILL BASED PAY INDICATOR (Y OR N)
08 01 75 =EFFECTIVE DATE                  X =BROAD BAND SALARY RULES (M OR S)
XX =PAY PLAN (ENTER DF IF DIFFERENTIAL)
10 01 =SPEC DATE
XXXXX =SCHEMATIC TRANSFERRED TO
XXXXX =CROSS REFERENCE 1
XXXXX =CROSS REFERENCE 2
XXXXX =CROSS REFERENCE 3
29400 =SEQUENTIAL ALPHABETIC ORDER NUMBER
11780 =SEQUENTIAL ORDER NUMERICAL NUMBER
000 =APPLICANT TEST BOOK NUMBER
0000 =SORT FIELD FOR PMJOBS

TO UPDATE SCHEMATIC RECORD, REPLACE THE X IN THE UPDATE FIELD WITH A Y
```

Figure 3.51 - PMSCH - Job Title (Schematic) Information

Listed below are the data items of interest:

**PMSCH:** The Schematic (Job Title) Code is used to indicate the major and minor occupational group and the specific class or class series. The digits following the schematic code are used to identify the class information. For a detailed explanation or class codes, please reference the Salary Plan Book.

**UPDATE:** Used when OSP staff is updating information.

**ASSIGNED ANALYST:** This field previously displayed classification analyst assigned to class. In 1999, assignment was changed and is now based on agency.

**FEDERAL JOB**

**CATEGORY CODE:**

These codes are used to group positions into one of eight job categories necessary for federal reporting. They are entered by the Equal Opportunity Services Division within OSP. The following outlines the code values.

<i>Code</i>	<i>Category</i>
1	Officials and Administrators
2	Professional
3	Technical
4	Protective Services
5	Paraprofessional
6	Administrative Support
7	Skilled Craft
8	Service & Maintenance

**SERIES**

**INDICATOR:**

Indicates whether class is in a series (example: Carpenter I, Carpenter II). Displayed as a yes (Y) or no (N).

**LOCAL (COUNTY)**

**CODE:**

County Government job title designation  
 0 = Non-local  
 L = Local (county) government

**POSITION MGMT**

**ABBR**

**DOCUMENTATION:**

Indicates whether OSP's Position Management accepts abbreviated documentation for class.

**STATE JOB CATEGORY**

**CODE:**

No longer applicable.

STANDARD  
OCCUPATIONAL  
CODE: (SOC CODE):

Used to group positions into one of eight job categories, each having a 6 digit code. This is similar to the Federal Job Category Code but provides more information that can be used for analysis. The EOS Division within OSP assigns both the Federal Job Category and the SOC Category.

<i>Category</i>
Officials and Administrators
Management Related
Professional
Technical
Protective Services
Administrative Support
Skilled Craft
Service & Maintenance

ABBREVIATED TITLE: Used to condense job titles of more than 25 characters into a 25-character limit for select printing situations. If a job title is less than 25 characters the “abbreviated title” is the same as the regular title.

BAND INDICATOR: Indicates whether class is in a band (for broad-banded pay classes only).

SKILL BASED PAY INDICATOR: Indicates whether class is a skill based pay class.

BROAD BAND SALARY RULES: This is a system-used field for broad-banded classes. M indicates that the system will use the beginning of the salary range shown rather the standard salary reserve rules; S indicates that the system will use the standard salary reserve rule. (See 5-47 of the Direct Entry Manual for more information regarding Salary Reserve calculation).

PAY PLAN:

SPEC DATE:

Indicator of type of pay plan  
DF = Differential  
TR = Trainee  
B = Apprentice  
C = Teacher or Related Class  
D = Physician  
E = Broad Banded

SCHEMATIC

TRANSFERRED TO:

Used for internal OSP processing

CROSS REFERENCE 1:

No longer applicable

CROSS REFERENCE 2:

No longer applicable

CROSS REFERENCE 3:

No longer applicable

SEQUENTIAL

ALPHABETIC

ORDER NUMBER:

Used for sequencing the Salary Plan Book

SEQUENTIAL ORDER

NUMERICAL NUMBER:

Used for sequencing the Salary Plan Book

APPLICANT TEST BOOK

NUMBER:

No longer applicable

SORT FIELD FOR

PMJOBS:

Used by OSP for placement of classifications on the vacancy posting system. This is used to allow more flexibility in Internet recruitment efforts.

### Classification Histories

PMCHIS displays a history of a particular classification (job title). To access this query:

1. choose option 05 from the Schematic/Classification Sub-Menu (PMCLMNU)
2. key PMCHIS followed by the schematic (job title) code from a blank screen.

Figure 3.52 is an example of this query.

PMCHIS 04845		***** CLASS HISTORY RECORD *****			PAGE= 1
TITLE= ADAPTIVE EQUIPMENT SPECIALIST					
ASSIGNED ANALYST= XXXXXXXXXXXXXXXXXXXXXXXXXX					
SALARY RANGE= \$20951- \$33598		PAY PLAN= XX		FEDERAL JOB CATEGORY= 7	
LOCAL GOVT CODE= 0		SERIES INDICATOR= N		STATE JOB CATEGORY= 2	
STANDARD OCCUP CODE=006869					
EFF DATE	ACTION TYPE	SALARY RANGE	GRADE	BOARD DATE	ACT/OP
07 01 99	SCHM-LEG INC	\$20951 - \$33598	62		X XX
	RMKS=				X XX
07 01 98	SCHM-LEG INC	\$20744 - \$33265	62		X XX
	RMKS=				X XX
07 01 97	SCHM-LEG INC	\$20539 - \$32936	62		X XX
	RMKS=				X XX
09 01 96	SCHM-LEG INC	\$20136 - \$32290	62		X XX
	RMKS=				X XX
07 01 95	SCHM-LEG INC	\$19645 - \$31502	62		X XX
	RMKS=				X XX
07 01 94	SCHM-LEG INC	\$19260 - \$30884	62		X XX
	RMKS=				X XX
ACTIONS: 700=LI, 701=EST CLASS, 702=GRADE CHG, 703=TITLE CHG, 704=ABOLISH CLASS					
USE -PMCREV- TRANS TO REVISE HISTORY. PF1=ADD FORMAT, PF2/PF3=VIEW HISTORY.					

Figure 3.52 - PMCHIS - Classification (Job Title) History

Listed below are the data items of interest:

ASSIGNED ANALYST: This field displays X's because classifications are no longer assigned by analyst in OSP. They are assigned by agency. This change took place in 1999.

**FEDERAL JOB**

**CATEGORY**

**CATEGORY CODE:**

These codes are used to group positions into one of eight job categories necessary for federal reporting. They are assigned by the Equal Opportunity Services Division within OSP. The following outlines the code values.

<i>Code</i>	<i>Category</i>
1	Officials and Administrators
2	Professional
3	Technical
4	Protective Services
5	Paraprofessional
6	Administrative Support
7	Skilled Craft
8	Service & Maintenance

**STATE JOB**

**CATEGORY:**

No longer applicable

**LOCAL GOV'T**

**CODE:**

County government job title designation

0 = Non-local

L = Local (county) government

**SERIES**

**INDICATOR:**

Indicates whether class is in a series (example: Carpenter I, Carpenter II). Displayed as a yes (Y) or no (N).

STANDARD  
OCCUPATIONAL  
CODE: (SOC CODE):

Used to group positions into one of eight job categories, each having a six digit code. This is similar to the Federal Job Category Code but provides more information that can be used for analysis. As with the Federal Job Category code, the SOC code is assigned by the EOS Division within OSP.

<i>Category</i>
Officials and Administrators
Management Related
Professional
Technical
Protective Services
Administrative Support
Skilled Craft
Service & Maintenance

### Classification Authority Designation

The **PMCCA** query displays a list of agencies and indicates whether they have authority for the class (job title) in question. This transaction may be accessed by:

1. choosing option 06 from the Schematic/Classification Sub-Menu (**PMCLMNU**)
2. keying **PMCCA** and the schematic (job title) code from a blank screen.

Figure 3.53 is an example of this query.

PMCCA 02226 COMPUTING CONSULTANT I				UPDATE: N		PAGE 01	
DEPARTMENT	CCA	DEPARTMENT	CCA	DEPARTMENT	CCA	DEPARTMENT	CCA
1800 OJJ-ADMINISTRATION	N 4420	DHHS-CHILD DEVELOP	N 4960	CRIME-HIGHWAY PATR	N		
1890 OJJ-YOUTH SRV ADMI	N 4424	DHHS/DEIE-W.SCH/DE	N 5000	NC OFFC OF STE CNT	N		
1893 OJJ-SAMARKAND MANO	N 4425	DHHS/DEIE-E.SCH/DE	N 5008	OSC-FINANCIAL SYST	N		
3000 GOVERNOR'S OFFICE	N 4426	DHHS/DEIE-C.SCH/DE	N 5009	OSC-STE ACCTING SY	N		
3400 STATE TREASURER	N 4431	DHHS-PUBLIC HEALTH	N 5012	OSC INFO RESOURC M	N		
3500 PUBLIC INSTRUCTION	Y 4440	DHHS-SOCIAL SERVIC	N 6010	UNC-GENERAL ADMIN	N		
3600 DEPT OF JUSTICE	Y 4445	DHHS-MEDICAL ASST	N 6020	UNC-CHAPEL HILL	Y		
3700 DEPT OF AGRICULTUR	N 4464	DHHS-CHERRY HOSPIT	N 6030	NC STATE UNIVERSIT	Y		
3800 DEPT OF LABOR	N 4465	DHHS-JOHN UMSTEAD	N 6040	UNC-GREENSBORO	Y		
4000 OFFICE OF STE PERS	N 4470	DHHS-FACILITY SERV	N 6050	UNC-CHARLOTTE	Y		
4100 ADMINISTRATION	N 4480	DHHS-VOC REHAB	N 6055	UNC-ASHEVILLE	N		
4270 TRANS-MOTOR VEHICL	Y 4481	DHHS-VR,DIS DETERM	N 6060	UNC-WILMINGTON	Y		
4299 TRANSPORTATION	Y 4490	DHHS-YOUTH SRV ADM	N 6065	EAST CAROLINA UNIV	Y		
4300 ENVIRONMENT/NAT RE	N 4499	HEALTH & HUMAN SER	Y 6070	N C A&T UNIVERSITY	N		
4311 ENR-WILDLIFE RES	Y 4500	DOC-SECRETARY'S OF	Y 6075	WEST CAROLINA UNIV	N		
4401 DHHS-ADATC,BLACK M	N 4600	COMMERCE	Y 6080	APPALACHIAN STATE	Y		
4406 DHHS-BLACK MTN CTR	N 4603	COMMERCE-ESC	Y 6082	UNC-PEMBROKE	N		
4410 DHHS-SECRETARY'S O	N 4900	CRIME CNTRL-SECR O	N 6084	WINSTON-SALEM STAT	N		

Figure 3.53 - PMCCA - Classification Authority

The **PMANL** query displays information on a particular classification. This is invoked by:

1. choosing option 07 from the Schematic/Classification Sub-Menu (**PMXCLMNU**)
2. keying **PMANL XXXXX** (where X= schematic code) from a blank screen.

At the top of this display (figure 3.54), the schematic code and job title are listed. Further to the right, statewide number of positions, vacancies, and employees in this class are shown. Previously, the OSP Classification Analyst was noted. However, as of 1999 Position Management assignment is based on agency rather than class. Therefore, this field is no longer applicable. This transaction also displays the Dept/Div where the class is used, the current number of positions and the current number of vacancies (figure 3.54).

PMANL 02228				PAGE: 1		
----- CODE	SCHMATIC TITLE	----- NUMBER OF			ANALYST	
		POSITIONS	VACANCIES	EMPLOYEES		
2228	COMPUTING CONSULTANT III	224	36	190		
DEPT/DIV	POS	VAC	DEPT/DIV	POS	VAC	
OJJ-YOUTH SRV ADMIN	1	1	DHHS-BLACK MTN CTR	1	0	
GOVERNOR'S OFFICE	4	0	DHHS-SECRETARY'S OFC	2	0	
STATE AUDITOR'S OFF	1	0	DHHS-CHILD DEVELOP	1	0	
STATE TREASURER	2	0	DHHS-PUBLIC HEALTH	6	0	
PUBLIC INSTRUCTION	8	0	DHHS-MEDICAL ASST	1	0	
DEPT OF JUSTICE	5	0	DHHS-SERV FOR BLIND	1	0	
DEPT OF AGRICULTURE	2	0	DHHS-DIV MENT HEALTH	1	0	
ADMINISTRATION	2	0	DHHS-VOC REHAB	1	0	
TRANS-MOTOR VEHICLES	1	0				
TRANSPORTATION	10	2				
ENVIRONMENT/NAT RES	15	2				
DHHS-NC SPC CARE CTR	1	0				

**PERMANENT FULL TIME POSITION & ACTUAL EMPLOYEE COUNTS ARE DISPLAYED.**  
**PRESS PA1 KEY FOR ADDITIONAL PAGES.**

Figure 3.54 - PMANL - Classification Information

### Alphabetical Listing of Classification Titles

An alphabetical list of classification titles is available by:

1. choosing option 19 from the Schematic/Classification Sub-Menu (**PMCLMNU**).
2. keying **PMXSCHM** from a blank screen

This list (figure 3.55) displays all active job titles in alphabetical order. To search for a title that corresponds to a schematic (job title) code, enter the code in the field designated "CODE/TITLE" in the bottom right corner of the screen and press ENTER. It also allows a search for a schematic (job title) code by providing entry of the first letters of the classification title. This transaction also allows you to branch to another action by keying the action type and Social Security Number or Position Number, where applicable.

PMXSCHM		LIST OF CLASSIFICATION TITLES		PAGE 1	
SCHEM CODE	CLASSIFICATION TITLE	GRADE	SALARY RANGE		
* 06076	ABC ASSISTANT ADMINISTRATOR	70	\$29184	\$48115	
* 32488	ABC CHIEF ADMINISTRATOR	80T	\$45485	\$76299	
* 00863	ABC FIELD AUDIT SUPERVISOR	71	\$30434	\$50329	
* 00861	ABC FIELD AUDITOR	69	\$27917	\$45953	
* 00860	ABC FIELD AUDITOR TRAINEE	NG	\$20151	\$20151	
* 33584	ABC FIELD REPRESENTATIVE	67T	\$25692	\$41936	
* 32807	ABC PROCESS OFFICER	71T	\$30434	\$50329	
* 00396	ABC WAREHOUSE EXAMINER	67	\$25692	\$41936	
* 80797	ACADEMIC ADVISER FOR SPCL/TALENTED STU	FR	\$33941	\$33941	
* 80412	ACADEMIC ADVISOR	FR	\$17550	\$17550	
* 80018	ACADEMIC AFFAIRS DIRECTOR	FR	\$48494	\$48494	
* 80441	ACADEMIC COMPUTER CONSULTANT	FR	\$23217	\$23217	
* 80976	ACADEMIC COORDINATOR	FR	\$20819	\$20819	
* 80064	ACADEMIC COUNSELOR	FR	\$23988	\$23988	
* 81146	ACADEMIC COUNSELOR/LECTURER	FR	\$38380	\$38380	
* 80400	ACADEMIC DEAN	FR	\$11219	\$11219	

NEXT ACTION \_\_\_\_ SSN \_\_\_\_ POS NO \_\_\_\_ CODE/TITLE \_\_\_\_  
 ENTER CODE OR FIRST LETTERS OF TITLE TO BEGIN W/ THAT CODE OR TITLE. REPLACE  
 \* WITH Y TO SELECT; F5=PD105 F6=PD118 F7=PM ACTION F17=PMEMP

Figure 3.55 - PMXSCHM - Alphabetical Listing of Classification Titles

The ability to "return" to a previous transaction after securing needed information from this query is accomplished by using the appropriate function keys shown at the bottom of the screen. In addition, the ability to branch to another transaction by keying action-type, Social Security Number or Position Number, where applicable, is available.

### Budget/Accounting Information

The **PMBTOT** extract allows you to display a current list of positions within a specified budget code and subhead. This transaction may be invoked by:

1. choosing option 01 from the Budget/Accounting Inquiries Sub-Menu (**PMXBUMNU**).
2. keying **PMBTOT BBBB,FFFF-OOOO** where BBBB = budget code; FFFF= fund code (or purpose code); and OOOO = object code on a blank screen.

Figure 3.56 is an example of a query for a list of positions with a 14410 budget code, 1110 fund code, and 1211 object code.

<b>PMBTOT 14410,1110-1211</b>										PAGE 1	
	POSITION NUMBER	POSNO	SALARY	FTE	FUND	STATUS	EFF	DT	CLASSIFICATION		
*	4410-1111-1300-730	00730	13673	.25	100	G	FIL	03/77	DIR COUNCIL ON DEV DISABI		
*	4410-1111-1300-740	00740	6920	.25	100	G	FIL	05/77	OFFICE ASSISTANT IV		
*	4410-1111-1400-732	00732	23250	.50	100	G	FIL	01/78	HUM SERV PLANNER/EVAL II		
*	4410-1111-1400-739	00739	15498	.50	100	G	FIL	09/77	ACCOUNTING TECHNICIAN III		
	SUBHEAD TOTAL		\$59,341	1.5	100%	GENERAL					
INQUIRY COMPLETE.											
TO SWITCH TRANSACTIONS: REPLACE THE * WITH A Y & DEPRESS DESIRED PF KEY											
PMHIS(POS)= PF2, PMHIS(EMP)= PF3, PM105= PF5, PM118= PF6, PMSEP= PF7											

Figure 3.56 - PMBTOT - Position Extract by Budget Code, Fund, Object

This inquiry does not function using Budget code only (omitting Subhead) nor does it function by additionally specifying RCC (or University Department).

Example: PMBTOT 14410 has **NOT** been implemented

PMBTOT 14410,1110-1211-1400 has **NOT** been implemented

The **PMBVAC** transaction allows you to display current vacancies within a specified budget code and subhead. This transaction is invoked by:

1. choosing option 02 from the Budget/Accounting Inquires Sub-Menu (**PMXBUMNU**).
2. keying **PMBVAC BBBB,FFFF-OOOO** where BBBB = budget code; FFFF= fund code (or purpose code); and OOOO = object code on a blank screen

Figure 3.57 is an example of this transaction where a list of vacancies was sought for 06040 budget code, 0160 fund code and 1210 object code.

PMBVAC 06040,0160-1210										PAGE 1
POSITION NUMBER	POSNO	SALARY	FTE	FUND	STATUS	VAC	DT	CLASSIFICATION		
* 6040-0000-0011-086	11086	8350	.50	100	R	VAC	08/97	HOUSEKEEPER		
* 6040-0000-0012-413	12413	34981	1.0	100	R	VAC	11/99	RECREATION WORKER II		
* 6040-0000-0012-417	12417	17798	1.0	100	R	VAC	12/99	HOUSEKEEPER		
* 6040-0000-0012-508	12508	28840	1.0	100	R	VAC	07/99	RECREATION WORKER II		
* 6040-0000-0012-599	12599	26125	1.0	100	R	VAC	06/97	STUDENT SERVICES MGR I		
SUBHEAD TOTAL		\$116,094	4.5							
										100% RECEIPTS
INQUIRY COMPLETE.										
TO SWITCH TRANSACTIONS: REPLACE THE * WITH A Y & DEPRESS DESIRED PF KEY										
PMHIS(POS)= PF2, PMHIS(EMP)= PF3, PM105= PF5, PM118= PF6, PMSEP= PF7										

Figure 3.57 - PMBVAC - Vacancies by Budget Code, Fund, Object

**EEOC Ethnic Totals & Percentages**

The **PMETH** query displays ethnic (race and sex) totals by department/division or university for permanent full-time SPA employees. To access this transaction, either:

1. choose option 9, "EEOC ethnic total and percentages" from the Position/Employee Information Sub-Menu (**PMXPEMNU**), or
2. key **PMETH xx-yy** (where xx-yy = department/division) from a blank screen.

To request all divisions in a department, use 99 for the division number (see figure 3.58). If you are a statewide user, and wish to view a certain department/division, you need to enter the appropriate department/division code. These codes are available by choosing option 13 from the PMIS main menu (**PMX**), by keying **PMXDEPT** (space) from a blank screen or in list form starting on page 126 of this manual. When accompanied by a job title code (available from **PMXSCHEM** (space), see page 84) or job title code range, ethnic totals by individual job title (or group) within a department/division or university may be displayed and compared to statewide totals for the same job title (Figure 3.59 and 3.60). Also, accompanied by a section code (displayed on the position and employee history), ethnic totals can be displayed by specified internal divisions/sections or university departments. Figure 3.61 is an example of a section extract for a University (6 digit section code), and figure 3.62 is an example of a section extract for an Agency (4 digit section code).

<b>PMETH 44-99</b>		DEPARTMENT OF HEALTH AND HUMAN SERVICES		
MALE- PERMANENT FULL-TIME SPA ONLY				
	TOT DEPT/DIV EMPLOYEES	PERCENT OF DEPT/DIVISION	TOTAL STATE EMPLOYEES	PERCENT OF TOTAL STATE
WHITE	2941	17.79	32811	37.25
BLACK	1890	11.43	10731	12.18
HISPANIC	33	0.19	331	0.37
ASIANS/PAC-ISLANDERS	57	0.34	427	0.48
INDIANS/ALASKAN NATIVE	14	0.08	715	0.81
FEMALE- PERMANENT FULL-TIME SPA ONLY				
WHITE	6858	41.50	27735	31.49
BLACK	4542	27.48	14051	15.95
HISPANIC	54	0.32	327	0.37
ASIANS/PAC-ISLANDERS	89	0.53	497	0.56
INDIANS/ALASKAN NATIVE	47	0.28	448	0.50
TOT EMP/DEPT-DIV	16525	100.00	88073	100.00
DEPRESS PA1 TO VIEW RACE/SEX TOTALS				

Figure 3.58 - PMETH - General Ethnic Extract

PMETH 44-99,05391-05395 SCHEMATIC RANGE TOTALS				
DEPARTMENT OF HEALTH AND HUMAN SERVICES				
MALE- PERMANENT FULL-TIME SPA ONLY				
	TOT DEPT/DIV EMPLOYEES	PERCENT OF DEPT/DIVISION	TOTAL STATE EMPLOYEES	PERCENT OF TOTAL STATE
WHITE	400	10.54	398	10.54
BLACK	774	20.40	769	20.38
HISPANIC	6	0.15	6	0.15
ASIANS/PAC-ISLANDERS	4	0.10	4	0.10
INDIANS/ALASKAN NATIVE	3	0.07	3	0.07
FEMALE- PERMANENT FULL-TIME SPA ONLY				
WHITE	700	18.45	695	18.42
BLACK	1891	49.85	1883	49.90
HISPANIC	6	0.15	6	0.15
ASIANS/PAC-ISLANDERS	5	0.13	5	0.13
INDIANS/ALASKAN NATIVE	4	0.10	4	0.10
TOT EMP/DEPT-DIV	3793	100.00	3773	100.00
DEPRESS PA1 TO VIEW RACE/SEX TOTALS				

Figure 3.59 - PMETH - Ethnic Extract by Job Title Range

PMETH 44-99,05391-05395 SCHEMATIC RANGE TOTALS				
DEPARTMENT OF HEALTH AND HUMAN SERVICES				
TOTALS BY ETHNIC GROUP- PERMANENT FULL-TIME SPA ONLY				
	TOT DEPT/DIV EMPLOYEES	PERCENT OF DEPT/DIVISION	TOTAL STATE EMPLOYEES	PERCENT OF TOTAL STATE
WHITE	1100	29.00	1093	28.96
BLACK	2665	70.26	2652	70.28
HISPANIC	12	0.31	12	0.31
ASIANS/PAC-ISLANDERS	9	0.23	9	0.23
INDIANS/ALASKAN NATIVE	7	0.18	7	0.18
TOTALS BY SEX- PERMANENT FULL-TIME SPA ONLY				
TOT MALE/DEPT-DIV	1187	31.29	1180	31.27
TOT FEMALE/DEPT-DIV	2606	68.70	2593	68.72
TOT EMP/DEPT-DIV	3793	100.00	3773	100.00
END OF INQUIRY				

Figure 3.60 - PMETH - Ethnic Extract by Job Title Range

PMETH 60-40,000576		UNC-GREENSBORO HUMAN RESOURCES		
MALE- PERMANENT FULL-TIME SPA ONLY				
	TOT DEPT/DIV EMPLOYEES	PERCENT OF DEPT/DIVISION	TOTAL STATE EMPLOYEES	PERCENT OF TOTAL STATE
WHITE	2	14.28	32788	37.32
BLACK	0	0.00	10766	12.25
HISPANIC	0	0.00	332	0.37
ASIANS/PAC-ISLANDERS	0	0.00	435	0.49
INDIANS/ALASKAN NATIVE	0	0.00	713	0.81
FEMALE- PERMANENT FULL-TIME SPA ONLY				
WHITE	8	57.14	27607	31.43
BLACK	3	21.42	13943	15.87
HISPANIC	0	0.00	319	0.36
ASIANS/PAC-ISLANDERS	0	0.00	492	0.56
INDIANS/ALASKAN NATIVE	1	7.14	441	0.50
TOT EMP/DEPT-DIV	14	100.00	87836	100.00
DEPRESS PA1 TO VIEW RACE/SEX TOTALS				

Figure 3.61 - PMETH - Ethnic Extract by Section Code for University

PMETH 36-13,1341		JUSTICE-SBI GENERAL INVESTIGATION		
MALE- PERMANENT FULL-TIME SPA ONLY				
	TOT DEPT/DIV EMPLOYEES	PERCENT OF DEPT/DIVISION	TOTAL STATE EMPLOYEES	PERCENT OF TOTAL STATE
WHITE	180	59.21	32813	37.23
BLACK	12	3.94	10751	12.19
HISPANIC	2	0.65	329	0.37
ASIANS/PAC-ISLANDERS	0	0.00	427	0.48
INDIANS/ALASKAN NATIVE	3	0.98	713	0.80
FEMALE- PERMANENT FULL-TIME SPA ONLY				
WHITE	89	29.27	27765	31.50
BLACK	13	4.27	14059	15.95
HISPANIC	3	0.98	325	0.36
ASIANS/PAC-ISLANDERS	0	0.00	497	0.56
INDIANS/ALASKAN NATIVE	2	0.65	445	0.50
TOT EMP/DEPT-DIV	304	100.00	88124	100.00
DEPRESS PA1 TO VIEW RACE/SEX TOTALS				

Figure 3.62 - PMETH - Ethnic Extract Using Section Code for Agency

**Supervisor (Span of Control) Information**

The “Span of Control” component of PMIS allows the supervisor’s position number to be maintained in current form as a result of electronic forms-processing already handled by the computer system (through processing of PD-118’s). It also provides the ability to view this “Span of Control” data on-line. This includes staffing patterns, ratios of supervisors to employees and lists of employees reporting to a particular supervisor. In the future, OSP plans to use this information to produce organizational charts in hard-copy format. Currently, hard-copy lists are available by supervisor’s name.

The **PMXSPAN dd-dd, all** (where dd-dd represents the agency’s statewide department/division code) transaction displays all positions within an organization, the employee who is in the position, the job title, and the position number of the supervisor over the position. Figure 3.63 is an example of this transaction.

PMXSPAN 57-99,ALL				UPDATE=N	PAGE	7
EMPL POS NUMBER	EMPLOYEE NAME	EMPLOYEE JOB TITLE	SUPV POS NUMBER			
* 5720-1020-0015-192	STANLEY, JA	MAINTENANCE MECHANIC I	5720 1020 0015 192			
* 5720-1020-0015-201	MOBB, JR, WIL	ASST DIR DOM&INTL MKT DEV	5720 1020 0015 022			
* 5720-1020-0015-206	MORRIS, WEND	COMPUTING SUPPORT TECH I	5720 1020 0015 222			
* 5720-1020-0015-216	BALL, CHARLE	INTL MARKETING SPEC II	5720 1020 0015 222			
* 5720-1020-0015-226	HILLS, CHARL	INTL MARKETING SPEC II	5720 1020 0015 222			
* 5720-1020-0015-223	BLACK, CHARL	INTL MARKETING SPEC II	5720 1020 0015 222			
* 5720-1020-0015-231	BELT, EMILY	INTL MARKETING SPEC II	5720 1020 0015 222			
* 5720-1020-0015-236	CHAMBERES, M	FACIL ENGINEERING SUPV II	5720 1020 0015 222			
* 5720-1020-0015-237	CATE, NEAL F	CONST & RENOV DESG TECH I	5720 1020 0015 247			
* 5720-1020-0015-241	PARROT, JEFF	FACILITY AGRIC ENGIN II	5720 1020 0015 247			
* 5720-1020-0015-246	LADDER, WIL	FACILITY AGRIC ENGIN II	5720 1020 0015 247			
* 5720-1020-0015-251	WHITE, DAVID	FACILITY AGRIC ENGIN II	5720 1020 0015 247			
* 5720-1020-0015-302	DISH, RONALD	MARKET NEWS SUPERVISOR	5720 1020 0015 242			
* 5720-1020-0015-303	BARREN, SHER	MARKET NEWS REPORTER I	5720 1020 0015 312			
* 5720-1020-0015-307	BARTKINS, CH	MARKET NEWS REPORTER I	5720 1020 0015 312			
* 5720-1020-0015-317	WHITE, DIANE	STATISTICAL ASSISTANT V	5720 1020 0015 312			
* 5720-1020-0015-318	**VACANT**	STATISTICAL ASSISTANT V	5720 1020 0015 312			
* 5720-1020-0015-327	HILLER, H WAY	LIVESTOCK GRADER	5720 1020 0015 312			
* 5720-1020-0015-352	DILL, AMANDA	ARTIST ILLUSTRATOR	5720 1020 0015 221			
TO UPDATE, KEY IN SUPV POS NUMBERS, CHANGE UPDATE SWITCH TO -Y-, DEPRESS ENTER.						
TO SWITCH, CHANGE * TO -Y-, THEN PF2=POS HISTORY, PF3= EMP HISTORY, PF9=PMXSUPV						

Figure 3.63 - PMXSPAN - Supervisor Information

A similar transaction **PMXSPAN dd-dd** (leave the “all” off) displays all position numbers within an organization that lack any type of supervisor’s position number data. This transaction may be used to update PMIS files by specifying a “Y” in the update field at the top of the display and entering the correct supervisor’s position number in the space provided. Figure 3.64 is an example of this transaction. The **PMXSPAN** transaction is the update transaction used to load all supervisor position numbers into PMIS initially. After this initial “load”, supervisory data will be maintained using the electronic PD118 position action form.

PMXSPAN 57-99,		UPDATE= N PAGE 1	
EMPL POS NUMBER	EMPLOYEE NAME	EMPLOYEE JOB TITLE	SUPV POS NUMBER
* 5710-1011-0011-001	GRANT, JAMES	COMMISSIONER OF AGRICUL	XXXX XXXX XXXX XXX
* 5720-1020-0015-143	GERKINS, CAR	OFFICE ASSISTANT IV	XXXX XXXX XXXX XXX
* 5720-1020-0015-146	WHITE, TOMMY	FACILITY MAINT SUPV I	XXXX XXXX XXXX XXX
* 5370-1020-0015-147	BICKER, KENT	MAINTENANCE MECHANIC II	XXXX XXXX XXXX XXX
* 5720-1020-0015-148	HARRIS BRENT	MAINTENANCE MECHANIC II	XXXX XXXX XXXX XXX
* 5720-1020-0015-149	SEED, FREDDI	GENERAL UTILITY WORKER	XXXX XXXX XXXX XXX
* 5720-1020-0015-150	HOOPER, JAME	GENERAL UTILITY WORKER	XXXX XXXX XXXX XXX
* 5370-1020-0015-613	LYLE, BAILEY	MARKET MANAGER II	XXXX XXXX XXXX XXX
* 5720-1020-0015-614	WHITE, AMY S	OFFICE ASSISTANT IV	XXXX XXXX XXXX XXX
* 5720-1020-0015-615	**VACANT**	FACILITY MAINT SUPV I	XXXX XXXX XXXX XXX
* 5720-1020-0015-616	PRINCE, KENN	MAINTENANCE MECHANIC II	XXXX XXXX XXXX XXX
* 5720-1020-0015-617	BEARES, WHIT	MAINTENANCE MECHANIC II	XXXX XXXX XXXX XXX
* 5720-1020-0015-618	ALKINS, JAME	GENERAL UTILITY WORKER	XXXX XXXX XXXX XXX
* 5720-5210-0015-154	ADKINS, RUSS	PROCESSING ASSISTANT III	XXXX XXXX XXXX XXX
* 5720-5210-0015-165	GRANT, FRANF	PLUMBER II	XXXX XXXX XXXX XXX
* 5720-5210-0015-166	CARSON, MIF	ELECTRICIAN II	XXXX XXXX XXXX XXX
* 5725-1040-0018-524	WHITE, SMITA	CHEMISTRY TECHNICIAN III	XXXX XXXX XXXX XXX
* 5725-1040-0018-525	DORT, CHRIST	CHEMISTRY TECHNICIAN III	XXXX XXXX XXXX XXX
* 5725-1040-0018-553	DOWERY, JASO	MEDICAL LABORATORY ASST I	XXXX XXXX XXXX XXX

TO UPDATE, KEY IN SUPV POS NUMBERS, CHANGE UPDATE SWITCH TO -Y-, DEPRESS ENTER.  
TO SWITCH, CHANGE \* TO -Y-, THEN PF2=POS HISTORY, PF3= EMP HISTORY, PF9=PMXSUPV

Figure 3.64 - PMXSPAN - Positions with incomplete Supervisor Information

The **PMXSUPV** query, with three input variations (explained below), displays a list of employees who report to a particular supervisor (see figure 3.65). In addition to position number and job title, this display includes the level. This value represents the supervisory level number with the organization assuming that the head of the organization is level #01. Any employees reporting to that person that is also a supervisor would be level #02. Every employee does not have a level number – only those employees who are also supervisors.

The most commonly used input variation is **PMXSUPV LLLLLLLL,F,M** (space) where L = Supervisor’s last name, F = Supervisor’s first name, and M= Supervisor’s Middle initial. First and/or middle initials are optional. If an organization has more than one supervisor with the specified name, this query will invoke the **PMNAME** query where designation of the proper supervisor would take place by marking the ‘\*’ beside the chosen record with a ‘Y’ and pressing the ENTER key. This step will return the list of employees reporting to that designated supervisor to the display.

The second input variation is **PMXSUPV XXX-XX-XXXX** (space) where X = Supervisor’s Social Security number. The results are the same as using the supervisor’s name as the delimiter.

Lastly, **PMXSUPV XXXX-XXXX-XXXX-XXX** (space) where X = Supervisor’s Position Number is available for use when the position number is known. The resulting list of employees reporting to that supervisor’s position number would be the same as in the other two variations above.

PMXSUPV 244-17-6007		UPDATE: X	PAGE 1
<p><b>SUPERVISOR'S NAME</b> = SMITH, MADISON JOHNSON  <b>POSITION NUMBER</b> = 4211-0302-0001-007  <b>POSITION JOB TITLE</b> = PERSONNEL ANALYST II  <b>POSITION SCHEM/GRADE</b>= 01827/72</p>			
POSITION NUMBER	EMPLOYEE NAME	EMPLOYEE JOB TITLE	LEVEL
* 4211-0300-0000-013	**VACANT**	PROCESSING ASSISTANT IV	00
* 4211-0303-0000-018	ADAMA, SHELBY WAL	PROCESSING ASSISTANT IV	00
* 4211-0304-0000-013	SMITH, TERESA N.	PERSONNEL TECHNICIAN II	00
* 4211-0304-0000-024	FRYER, PENNY LYNN	PERSONNEL TECHNICIAN II	00
* 4211-0304-0000-036	**VACANT**	PROCESSING ASSISTANT V	00
* 4211-0305-0000-014	ASHTON, NANCY YOUNG	PERSONNEL TECHNICIAN III	00
* 4211-0305-0000-016	RAWLS, ALICIA VERN	PERSONNEL TECHNICIAN III	02
* 4211-0306-0000-015	SIBBS, RACHEL BRANTL	PERSONNEL TECHNICIAN II	00
<p>TO DISPLAY NEXT SUPERVISOR'S STAFF, REPLACE *- WITH -Y- AND DEPRESS ENTER.            TO CHANGE LEVEL NUMBER, PLACE -Y- IN UPDATE, MAKE CHANGES, THEN DEPRESS ENTER.</p>			

Figure 3.65 - PMXSUPV - Supervisor Information

### Displaying Public Information

The **PMXPUB** transaction (Figure 3.66) provides “public-records” information defined by N.C.G.S. 126-22 that must be made available to the public upon request. Access to this inquiry is gained:

1. through the phonetic **PMNAME** transaction (described on page 33) and then pressing the F19 key (shift key + F7), or
2. from a blank screen by keying **PMXPUB XXX-XX-XXXX** where X = social security number (with or without dashes) if social security number is available), or
3. by choosing option 16 from the Position/Employee Information Sub-Menu (**PMXPEMNU**).

The following records are considered public information:

- ◆ Employee name
- ◆ Age
- ◆ Date of original employment or appointment to state service
- ◆ Current Salary
- ◆ Date and amount of most recent increase or decrease in salary
- ◆ Date of most recent promotion, demotion, transfer, suspension, separation, or other change in position classification
- ◆ Office or station to which employee is currently assigned

```
PMXPUB XXX-XX-XXXX

*****
| NOTE: THE FOLLOWING INFORMATION IS DEFINED AS PUBLIC INFORMATION |
|   BASED ON NORTH CAROLINA GENERAL STATUTE 126-22.   |
*****

EMPLOYEE NAME: SOMMER, RONALD E.
                AGE: 32

DATE OF ORIGINAL EMPLOYMENT: 05/07/94

CURRENT EMPLOYMENT INFORMATION:
    AGENCY: PUB INST-INSTRUC SRV, ACCOUNTABILITY DIVISION
    TITLE:  COMPUTING CONSULTANT II
    SALARY: $34228

MOST RECENT SALARY CHANGE: 07/01/97                $1308 INCREASE

DATE OF MOST RECENT ACTION INVOLVING PROMOTION, DEMOTION, TRANSFER,
SUSPENSION, SEPARATION, CLASSIFICATION CHANGE:
                                07/08/97
```

Figure 3.66- PMXPUB - Public Information

### Performance Management

There is a menu of options concerning Performance Management available from the Performance Management Menu (Figure 3.67). You can invoke this menu by either:

1. choosing option 15 from the Position/Employee Information Sub-Menu (PMXPEMNU), or
2. keying **PMXRAMNU** (space) from a blank screen.

```

PMXRAMNU      P P P P P P P P P P   M M M M   M M M M   I I I I I I I I I I   S S S S S S
              PP   PP   MM MM   MM MM   II           SS   SS   *-----*
              PP   PP   MM MM   MM MM   II           SS   | DATE: 02/02/00 |
              P P P P P P P P P P   MM M M M M   MM   II           SS   | TIME: 04:48 PM |
              PP           MM           MM           II           SS   | USER: OSP DDL |
              PP           MM           MM           II           SS   SS   | RACF: SPPA006 |
              PP           MM           MM           I I I I I I I I I I   S S S S S S   *-----*
              PERSONNEL MANAGEMENT INFORMATION SYSTEM
              PERFORMANCE MANAGEMENT PROGRAM

              03 EMPLOYEE HISTORY PLUS RATINGS (PMHIS)
              09 ENTRY OF RATINGS (PMPERF)
              20 PERFORMANCE RATINGS HISTORY (PMSHIS)
              21 PERFORMANCE RATINGS EXTRACT (PMSPMR)

              CHOOSE OPTION ___ SSN ___ ___ POS NO ___ ___ NAME _____

              CHOOSE OPTION BY NUMBER. FUCTION KEYS MAY BE USED FOR OPTIONS 01-24.
    
```

Figure 3.67 - PMXRAMNU - Performance Rating Menu

The first option, “Employee History Plus Ratings” inserts performance ratings into an employee’s employment history, allowing you to view the ratings along with other personnel transaction entries. See figure 3.68. This query is also available from a blank screen by keying **PMHIS XXX-XX-XXXX,M** where X = Social Security Number.

```

PMHIS 243-40-0323,M      EMP NAME = KYLE, RONALD F.      PG= 02
SALRY=$ 039228 GRD= 73      EMP TITLE= COMPUTING CONSULTANT III ,FLSA= NO*SUB
SEPARATED=07/08/97,SICK BAL= 037.6,VAC BAL= 055.2, MTHS/YR=12.0,SUPERVISOR= NO
DEPT/DIV= TRANS-DIV OF HIGHWAY, TRAFFIC ENGINEERING
POSITION#= 4250-0402-0300-210 OLD#= 13310

              DATE      ACTION      P-SCH E-SCH PGD EGD STEP SALARY APPT DUR %INCR OP SEQ
              03/31/95 PMS-VERY GD 08290 08290 65 65 -MP $024644 PMFT XXX060
              07/01/95 LEG INCREASE 08290 08290 65 65 -MP $025137 PMFT 2.00% XXX061
              07/15/95 PROMOTED 08290 08290 65 65 -MP $025137 PMFT MHX062

              DEPT/DIV= TRANS-DIV OF HIGHWAY, HIWAY DESIGN,CADD MGMT TM
              POSITION#= 4250-0306-0317-015 OLD#= 01015

              07/15/95 PROMOTED FRM 02266 02266 68 68 -MP $028908 PMFT 15.00% MHX013
              4250-0402-0300-208 MHX013
              03/31/96 PMS-VERY GD 02266 02266 68 68 -MP $028908 PMFT XXX014
              09/01/96 COLA 02266 02266 68 68 -MP $029631 PMFT 2.50% XXX015
              09/01/96 CGRA 02266 02266 68 68 -MP $030209 PMFT 1.95% XXX016
              01/13/97 PROMOTED 02266 02266 68 68 -MP $030209 PMFT FWX017
    
```

Figure 3.68 - PMHIS - Employee History plus Performance Ratings

Option 09 takes you to the transaction used to input performance ratings (See figure 3.69). You may also invoke this transaction by keying **PMPERF XXX-XX-XXXX** (where X = the SSN, with or without dashes) from a blank screen. From this transaction, you confirm the cycle for which you are entering a rating, and input the appropriate rating value to the right of "Rating". You also have a place for remarks, if applicable. To enter a rating for a non-current cycle, enter a comma, and the applicable cycle number immediately following the Social security number. For example, to enter or modify a performance rating on an employee for cycle 10, enter PMPERF 242-40-0323,10 and then press ENTER. Once the next display is returned, update the cycle 10 rating and press ENTER.

```

PMPERF 242-40-0323
NAME: KYLE, RONALD ERVIN                DEPT/DIV= PUB INST-INSTRUC SRV
POSNO= 3516-0202-0015-256 PAYROLL= 15226 BUDCODE COMP  ACCOUNT  CENTER
TITLE= COMPUTING CONSULTANT III         13510 0801 531211    160010100315
GRADE=73, RACE=WHITE SEX=MALE, AGE=33  DISABILITY=NONE/PREFER NOT TO REPT

P E R F O R M A N C E   M A N A G E M E N T   S U M M A R Y   R A T I N G S
-----RATING VALUES-----
| 5 = OUTSTANDING          | ***** |
| 4 = VERY GOOD           | * CYCLE#11 (07/01/99-06/30/00) RATING: X * |
| 3 = GOOD                 | * REMARKS: _____ * |
| 2 = BELOW GOOD          | ***** |
| 1 = UNSATISFACTORY      |         |
| 7 = INSUFFICIENT TIME TO |         |
|   EVALUATE              |         |
| 8 = LWOP STATUS         |         |
| 9 = EVALUATION NOT DONE |         |
|-----|
| W = FINAL DISCIPLINARY  |         |
|   PROCEDURE             |         |
|-----|

| NOTE: PLEASE NOTICE THE CYCLE DATES. IF |
| YOU HAVE THE WRONG CYCLE, ENTER THE CYCLE# |
| AFTER THE SSN: PMPERF XXX-XX-XXXX, Y Y=CYCLE |
|_____ |

PLEASE KEY IN CYCLE RATING, THEN DEPRESS ENTER. ENTER 0 TO REMOVE RATING
    
```

Figure 3.69 - PMPERF - Performance Rating Input

Option 20 "Performance Ratings History" displays a listing of performance ratings for an employee (see figure 3.67). It also may be invoked from a blank screen by keying **PMSHIS** and a Social Security Number (with or without dashes).

PMSHIS 242-40-0323		EMP NAME = KYLE, RONALD E.				PG= 01							
SALRY=\$ 039228 GRD= 73		EMP TITLE= COMPUTING CONSULTANT III ,FLSA= NOT-SUB											
POSNO= 3516-0202-0015-265		DEPT/DIV= PUB INST-INSTRUC SRV											
WHITE MALE, DOB=12/27/66,		038 MTH AS OF 07/08/97		STE EOD=05/07/94									
EDU=COLLEGE, VET=NO,		HANDICP=NONE/PREFER NOT TO REPT,		DIV EOD=01/13/97									
SEPARATED=07/08/97,SICK BAL= 037.6,VAC BAL= 055.2,		MTHS/YR=12.0,SUPERVISOR= NO											
DEPT/DIV= TRANS-DIV OF HIGHWAY, TRAFFIC ENGINEERING													
POSITION#= 4250-0402-0300-208 OLD#= 13310													
DATE	ACTION	P-SCH	E-SCH	PGD	EGD	STEP	SALARY	APPT	DUR	%INCR	OP	SEQ	
03/31/95	PMS-VERY GD	08290	08290	65	65	-MP	\$024644	PMFT				XXX060	
DEPT/DIV= TRANS-DIV OF HIGHWAY, HIWAY DESIGN,CADD MGMT TM													
POSITION#= 4250-0306-0317-015 OLD#= 01015													
03/31/96	PMS-VERY GD	02266	02266	68	68	-MP	\$028908	PMFT				XXX014	
DEPT/DIV= PUB INST-INSTRUC SRV, ACCOUNTABILITY DIVISION													
POSITION#= 3516-0202-0015-265 OLD#= 15265													
06/30/97	PMS-VERY GD	02228	02228	73	73	-MP	\$037720	PMFT				XXX009	
										*****	ACCUM % INCREASE FROM 03/31/95=	+0.00%	*****
										*****	TOTAL % SAL INCR FROM 03/31/95=	+0.00%	*****

Figure 3.70 - PMSHIS - Performance Rating History

Option 21 provides an extract (figure 3.71) from which you can query performance ratings for a department/division for a particular cycle closing date. This transaction may also be invoked by keying **PMXPMR F** from a blank screen. To use this extract, key the department/division code, the period ending for which you are interested and select the type of rating by placing an "X" beside it. Even though not all agencies/universities close their cycles on the same date, use 06/30/YY where YY = the end of the fiscal year containing your ending cycle date. After pressing ENTER, a display similar to the one shown in Figure 3.72 will display.

```

PMXPMR
                                PERFORMANCE MANAGEMENT PROGRAM
                                RATINGS INQUIRY

DEPARTMENT/DIV:                60 - 20
PERIOD ENDING:                 06 30 99

***SELECT RATING(S) BY MARKING AN -X- BESIDE ACTION RQUESTED***
*****
_ =PMS-WARNING                 _ =PMS-EVALUATION NOT DONE       _ =PMS-LWOP
_ =PMS-INSUFFICIENT TIME      _ =PMS-UNSATISFACTORY         _ =PMS-BELOW GOOD
_ =PMS-GOOD                   _ =PMS-VERY GOOD             _ =PMS-OUTSTANDING
_ =PILOT                      _ =RATINGS NOT ENTERED       _ =ALL RATINGS
*****

PRESS ENTER AFTER SELECTING SPECIFIC INFO.  PR23=PMS MENU  PF24=MAIN MENU
    
```

Figure 3.71 - PMXPMR F - Performance Rating Query

```

PMXPMR                                PERFORMANCE MANAGEMENT PROGRAM                                PAGE: 1
                                RATINGS INQUIRY

DEPARTMENT/DIV:                UNC-CHAPEL HILL
PERIOD ENDING:                 06 30 99
RATINGS REQUESTED:            EVAL. NOT DONE

EMPLOYEE NAME/POSNO           SOC SEC NO           RATING           CYCLE DATE/ SEPARATION
-----
* EAGER, MICHELE S.         196-48-4337       EVAL. NOT DONE   07 01 98       07 03 98
6020-4248-0037-324
* GALLUP, GALEN B.         228-06-9849       EVAL. NOT DONE   07 01 98       07 12 98
6020-4248-0037-399
* RISHEL, VALERIE         200-30-6520       EVAL. NOT DONE   07 01 98       00 00 00
6020-3701-0036-317

F2=PMHIS, F3=PMHIS, F8=PMSHIS, F9=EXTRACT MENU, F23=PMS MENU, F24=MAIN MENU
    
```

Figure 3.72 - PMXPMR F - Performance Rating Query Results

**Address/Payroll Deduction Inquires Sub-Menu**

Information regarding employee addresses and payroll deductions may be invoked by using the Address/Payroll Deduction Inquiries Sub-Menu. This menu may be invoked by:

1. choosing option 08 from the Position/Employee Information Sub-Menu (PMXPEMNU)
2. keying **PMXADMNU** (space) from a blank screen.

Various information is available by choosing the corresponding option or by keying the “PM” transaction from a blank screen (see figure 3.73).

```

PMXADMNU      P P P P P P P P P P      M M M M      M M M M      I I I I I I I I I I      S S S S S S
              P P      P P      M M M M      M M M M      I I      S S      S S
              P P      P P      M M M M      M M M M      I I      S S      S S
              P P P P P P P P P P      M M      M M M M      M M      I I      S S
              P P      M M      M M      M M      I I      S S
              P P      M M      M M      M M      I I      S S      S S
              P P      M M      M M      I I I I I I I I I I      S S S S S S
              *-----*
              | DATE: 03/22/00 |
              | TIME: 04:59 PM |
              | USER: OSP DLL  |
              | RACF: TS15S87  |
              *-----*

              PERSONNEL MANAGEMENT INFORMATION SYSTEM
              ADDRESS & PAYROLL DEDUCTION INQUIRIES

              01 EMPLOYEE ADDRESS/PAYROLL DEDUCTIONS      (PMADDR)
              02 EMERGENCY CONTACT INFORMATION             (PMXEMER)
              03 LIST PAYROLL DEDUCTION CODES              (PMINS)
              04 LIST EMPLOYEES WITH A SPECIFIC DED CODE   (PMDED)

              23 PREVIOUS MENU (POS/EMPL INQUIRIES)
              24 PMIS MAIN MENU

              CHOOSE OPTION:  ___  SSN:  ___  ___  ___  DEDUCTION CODE:  ___

              CHOOSE OPTION BY NUMBER OR USE FUNCTION KEY.
    
```

Figure 3.73 - PMXADMNU - Address and Payroll Deduction Menu

**Address/Payroll Deduction Information**

The **PMADDR** transaction displays an employee’s home address, payroll deductions (all except garnishments), tax withholding information and retirement number. This transaction is entered or displayed by:

1. choosing option 01 from the Address/Payroll Deduction Inquiries Sub-Menu (PMXADMNU),
2. branching from another transaction (such as employee history) using the F8 function key, or
3. keying **PMADDR XXX-XX-XXXX** (where X=SSN) from a blank screen.

Figure 3.74 is an example of this transaction.

```

PMADDR 123-98-4567                                HOME ADDRESS & DEDUCTIONS AS OF 12/31/99
EMPLOYEE NAME= ROGERS, ROY R.                        DEPT/DIVISION = RESIDENTIAL LIVING U
EMP JOB TITLE= HEALTH CARE TECHNICIAN II            POSITION NUMBER= 467-0000-0000-333
RETIREMENT NUMBER= 3 0987654                        SALARY= $22265

                **HOME ADDRESS**                    **BUSINESS ADDRESS**
1. (STREET, BOX, ETC) => 100 HAPPY TRAILS DR.
2. (OPTIONAL)          =>
3. (CITY, STATE, ZIP) => GOLDSBORO                NC 27534
4. (TELEPHONE)        =>
5. (RESIDENCE COUNTY) =>

DEPEND/MARITAL/ADDTL WITHD: FED= 03/MARRIED/$0,   NC=03/MARRIED/$0

                **** PAYROLL DEDUCTIONS ****
NAME          CODE  AMOUNT  NAME          CODE  AMOUNT
NC HEALTH BENEFIT PLAN  400   $.00  SEANC-DUES    476   $4.00
NC COMBINED CAMPAIGN   480   $2.00  BANKERS SECURITY LIFE INS 652   $22.80

                TOTAL DEDUCTIONS =           $28.80
                **** GARNISHMENTS, IF ANY, ARE DELIBERATELY EXCLUDED ****

ENTER=UPDATE, PF2=POS HISTORY, PF3=EMP HISTORY, PA1=EMERGENCY INFORMATION
    
```

Figure 3.74 - PMADDR - Address/Payroll Deduction Information

This information is updated at the beginning of each month from Central Payroll computer records. For those agencies/universities not on Central Payroll’s computer system, this information may be entered directly into PMIS data files, if desired, from agency/university work-stations, or by providing PMIS with an electronic file monthly containing this information on each employee.

Data items not updated from Central Payroll into PMIS monthly but available on this query if entered directly by agency/university are as follows:

- ◆ Home telephone number
- ◆ Office address
- ◆ Office telephone number
- ◆ County of Residence

The **PMXEMER** transaction displays an employee's emergency contact information. This transaction is entered or displayed by:

1. choosing option 02 from the Address/Payroll Deduction Inquiries Sub-Menu (**PMXADMNU**).
1. forwarding to page 2 of the **PMADDR** transaction (depress PA1 to get to page 2); or
2. keying **PMXEMER XXX-XX-XXXX** (where X=SSN – with or without dashes).

Figure 3.75 is an example of this transaction.

```
PMADDR 123-98-4567                EMPLOYEE NAME= JONES, CARL A.

*** E M E R G E N C Y   I N F O R M A T I O N ***

EMERGENCY CONTACT => DALE EVANS_____ PHONE:   919 123 4567 (HOME)
                                           919 123 5678 (WORK)
SECONDARY CONTACT => TRIGGER ROGERS (SON)_____ PHONE:  919 123 6789 (HOME)
                                           919 123 7890 (WORK)
MEDICAL DOCTOR    => DOCTOR SUESS_____PHONE:   919 123 1234

HOSPITAL PREFERENCE=> REX HOSPITAL,RALEIGH, NC

ALLERGIES:  TUMBLEWEED_____

OTHER PERTINENT MEDICAL INFORMATION: _____
_____
_____

ENTER=UPDATE, PA1=ADDRESS INFO, PF2=POS HISTORY, PF3=EMP HISTORY.
```

Figure 3.75 - PMADDR - Emergency Contact Information

**Payroll Deduction Extract**

The **PMDED** query lists all employees alphabetically having a specified payroll deduction, totaling both the number of employees with the deduction plus the total amount of expenditures, as of the end-of-month payroll. This query is applicable to only central payroll agencies/universities unless deduction information is provided to PMIS from non-central payroll agencies/universities. To access this transaction, key **PMDED xx-yy,ccc** where xx = department number, yy = division number, and ccc = three-digit central payroll deduction code (see “Payroll Deduction Codes” on the next page). If you are a user that does NOT have multi-department/division access, you may shorten the entry to **PMDED ccc** (where ccc=deduction code). As with the deduction information on the PMADDR query, this data is refreshed at the beginning of each month from Central Payroll’s Computer System. Figure 3.76 is an example of this transaction.

PMDED 32-99,500			AS OF 12/31/00			PAGE 1		
SEANC-INSURANCE			DEPT/DIV= SECRETARY OF STATE					
EMPLOYEE NAME	SOC SEC NO	AMOUNT	EMPLOYEE NAME	SOC SEC NO	AMOUNT			
-----	-----	-----	-----	-----	-----			
JORDAN MICHEAL	245-03-2280	\$11.25						
BOONE BLAKE	245-75-8136	\$27.00						
HAWKINS, BAILEY	255-77-5350	\$34.50						
SMITH MACK	246-83-3560	\$6.75						
WHITE SUSAN	243-75-7344	\$22.50						
SMALL LARRY	244-59-3954	\$84.62						
FRYE MARK L.	281-65-3880	\$14.17						
OWENS MARY K.	246-69-6225	\$11.25						
PHILLIPS TAYLOR	239-73-7019	\$17.25						
SMITH, BOBBY A.	302-37-2333	\$22.50						
					TOTAL DEDUCTIONS =	\$251.79		
					TOTAL EMPLOYEES =	10		
END OF LIST.								

Figure 3.76 - PMDED - Payroll Deduction

### Central Payroll Deduction Codes

The **PMINS** transaction provides a list of Central Payroll deduction codes needed for invoking the **PMDED** query on the preceding page. To access this transaction:

1. choose option 03 from Address and Payroll Deduction Inquiries Sub-Menu (**PMXADMNU**)
2. key **PMINS** (space) from a blank screen

This deduction code list is also available in numeric order on page 158 and in alphabetical order on page 164. These lists show the codes as of the printing of this manual. The on-line list is the most current. Figure 3.77 is an example of the first page of this query.

PMINS	CENTRAL PAYROLL DEDUCTION CODES			UPDATE= N
STATUS	CODE	DESCRIPTION	EFFECTIVE DATE	
X	001	BOARD NON-TAXABLE	07 01 91	
X	002	DORMITORY NON-TAXABLE	07 01 91	
X	003	RENT NON-TAXABLE	07 01 91	
X	004	UTILITY NON-TAXABLE	07 01 91	
X	050	FOUNDATION FDS	07 01 91	
X	051	TERMINATION DEBT	07 01 91	
X	052	REIMBURSEMENT FROM EMPLOY	07 01 91	
X	053	PARKING FINES	07 01 91	
X	054	EXECUTIVE CAR	07 01 91	
X	055	EXECUTIVE INSUR	07 01 91	
X	056	MOVING EXPENSES (TAXABLE)	07 01 91	
X	057	MEDICAL	07 01 91	
X	058	BOARD	07 01 91	
X	059	DORMITORIES-ROOM	07 01 91	
X	060	RENT	07 01 91	
X	061	UTILITIES	07 01 91	
X	062	EDUCATION REIMB. (TAXABLE)	07 01 91	
X	063	EMPLOYEE TELEPHONE	07 01 91	
X	064	UTILITY FUND	07 01 91	

TO UPDATE, ENTER -Y- IN UPDATE FIELD AND ENTER. PA1=NEXT PAGE.

Figure 3.77 - PMINS - Central Payroll Deduction Codes

### Severance Pay Calculation

G.S. 143-27.2 provides for severance salary continuation or a discontinued service retirement allowance when the Director of the Budget determines that the closing of a State institution or a reduction in force will accomplish economies in the State Budget. Severance salary continuation shall be paid to eligible employees in accordance to provisions outlined in the State Personnel Manual. The **PMXSEV** transaction calculates total severance to be paid to an employee when a RIF occurs. To access this transaction, either:

1. choose option 14 from the Position/Employee Information Sub-Menu (**PMXPEMNU**) or,
2. key **PMXSEV XXX-XX-XXXX** (where X = Social security number).

Figure 3.78 shows an example of this transaction.

```
PMXSEV 240-74-5389          SEVERANCE PAY CALCULATION

EMPLOYEE NAME = KEYES, LILY C.      DATE OF BIRTH   = 03 11 48
DEPT/DIV      = UNC-CHAPEL HILL     CURRENT SERV/MTHS= 036   AS OF 12 01 99
EMPLOYEE TITLE= STAFF DEVELOP SPCLIST EMPLOYEE SALARY = $50329
DATE OF RIF SEPARATION= 12 06 99

SERVICE FACTOR:   $4194.08  ($50329/12 * 1 = $4194.08)
AGE FACTOR:       $4194.08  ($50329 * .025 * (51-39) = $15098.70)

TOTAL SEVERANCE PAY:  $8388.16 DISTRIBUTED OVER 1 MONTHS
                     $8388.16 PER MONTH
                     (BASED ON 03 YEARS SERVICE)

NOTE: THE AGE ADJUSTMENT FACTOR CANNOT EXCEED THE SERVICE FACTOR.
ALL OF THE INFORMATION ABOVE IS BASED ON CURRENT DATA IN PMIS. VERIFY ALL OF
THE INFORMATION ON THE FIRST FOUR LINES AND MODIFY AS NEEDED. PRESS ENTER
AFTER MODIFYING DATA. (MODIFICATIONS ARE LOST ONCE YOU CLEAR THE SCREEN.)
```

Figure 3.78 - PMXSEV - Severance Pay Calculation

### Retirement Projection

The **PMRET** transaction projects the retirement options of an employee upon specifying a projected date of retirement and beneficiary's date of birth (if applicable). You may access this transaction by either:

1. choosing option 13 from the Position/Employee Sub-Menu (**PMXPEMNU**), or
2. keying **PMRET XXX-XX-XXXX** (where X= the Social security number) from a blank screen and pressing ENTER (See figure 3.79).

<b>PMRET 141-49-2322</b>	USING 1.80% FACTOR		
EMPLOYEE NAME = <b>PYLE, GOMER MITCHELL</b>	DATE OF BIRTH = 12/27/66		
DEPT/DIV = <b>PUB INST-INSTRUC SRV</b>	CURRENT SERV/MTHS = 038 AS OF 12 01 99		
RETIREMENT# = 3 -3012800	ADDIT'L MTHS = +000 (CHG TO '-' IF NEG)		
	*** NOTE: CURRENT SERV/MTHS IS NOT ***		
	*** NECESSARILY RETIREMENT SERV/MTHS. ***		
DATE OF RETIREMENT = <b>MM DD YY</b>			
BENEFICIARY DATE OF BIRTH = <b>MM DD YY</b>	(NOT NEEDED FOR MAX BENEFIT, OPT#1, OPT#4)		
BENEFICIARY (OPTIONAL) = _____			
LEO RETIREMENT (Y/N) = <b>N</b>			
EARNINGS: ENTER FOUR (4) HIGHEST PAID CONSECUTIVE YEARS ANNUAL SALARY (LONGEVITY SHOULD BE INCLUDED)			
YEAR 1	YEAR 2	YEAR 3	YEAR 4
\$39228	\$39228	\$39228	\$39228
SOCIAL SECURITY BENEFIT AT AGE 62: <b>\$\$\$\$/MTH</b> (NEEDED FOR OPT #4)		PREPARED BY _____	
*****			
THE RETIREMENT SYSTEMS DIVISION OF THE DEPARTMENT OF STATE TREASURER DETERMINES THE ACTUAL AMOUNT OF YOUR RETIREMENT BENEFITS. YOU MAY CONTACT THE RETIREMENT SYSTEMS DIVISION AT 325 NORTH SALISBURY STREET, RALEIGH, NC 27603-1385.			
<b>DEPRESS ENTER FOR BENEFITS PAYMENT OPTION UPON PROVIDING REQUESTED INFORMATION</b>			

Figure 3.79 - PMRET - Retirement Projection

Listed below are the data items of interest:

**USING FACTOR:** Retirement percentage set by the Legislature – Filled in by the system, but may be modified for the purpose of showing the impact on an employee's retirement if this rate is changed by the Legislature.

**CURRENT**

**SERV MTHS:** The months of service shown at the top of the inquiry represent “personnel” service, not retirement service. Although in most cases these are equal, they do vary in some instances. For example, employees who left State Government and withdrew their retirement, and then later reinstated would need to decrease the number of months creditable service (by changing the “+” to “-”). Conversely, those who have purchased creditable service such as military time would need to add to the months of creditable service. It is important to note that there are a few

institutions where service is creditable for calculating retirement but not for calculating longevity and vice versa.

RETIREMENT#: Employee's retirement number (pre-filled by system)

DATE OF RETIREMENT: Date employee projects retirement

BENEFICIARY (OPTIONAL): Beneficiary's name

EARNINGS: The employee's current salary is displayed in each year of the area represented by the "highest paid consecutive years of annual salary" for estimations and ease of operation. For more precise estimations, you may enter the exact amount for the highest four years of annual salary (including longevity) by overlaying the values shown on the screen.

LEO RETIREMENT (Y/N): Placing a "Y" in this field provides data that is based on the Law Enforcement Officers Retirement System rather than the standard State Employees Retirement System.

SOCIAL SECURITY BENEFIT AT AGE 62: Needed to calculate retirement option #4.

There are six different retirement options available. An explanation of each of these options is offered in the Retirement Handbook. Once you have entered relevant information and press ENTER, a projection will appear which resembles the following.

```

PMRET 261-32-4044                PREPARED BY BAILEY SMITH                DATE 12/03/99
***** ESTIMATE OF RETIREMENT BENEFITS BASED ON SERVICE RETIREMENT *****
                                   (USING 1.80%)
EMPLOYEE NAME =RICH, RICHIE MONEY          RETIREMENT DATE = 06/11/22
RETIREMENT #   = 3 -0945723                RETIREMENT AGE  = 55 YRS, 00 MO
AVERAGE SALARY = $47,818                  RETIRE LGTH/SERV = 32 YRS, 08 MO
                                           LEO RETIREMENT  = N

MAXIMUM:  RETIREE @ $2343.07/MTH
          BENEFICIARY @ $ .00/MTH

OPTION 2:  RETIREE @ $2061.20/MTH
          BENEFICIARY @ $2061.20/MTH (AFTER MEMBERS DEATH)

OPTION 3:  RETIREE @ $2193.11/MTH
          BENEFICIARY @ $1096.56/MTH (AFTER MEMBERS DEATH)
*****
THE RETIREMENT SYSTEMS DIVISION OF THE DEPARTMENT OF STATE TREASURER DETERMINES
THE ACTUAL AMOUNT OF YOUR RETIREMENT BENEFITS. YOU MAY CONTACT THE RETIREMENT
SYSTEMS DIVISION AT 325 NORTH SALISBURY STREET, RALEIGH, NC 27603-1385.
PA1=NXT PAGE, DEPRESS PF9 TO MANIPULATE RETIREMENT DATA.
    
```

Figure 3.80 - PMRET - Retirement Calculation

```

PMRET 261-32-4044                PREPARED BY BAILEY SMITH                DATE 12/03/99
***** ESTIMATE OF RETIREMENT BENEFITS BASED ON SERVICE RETIREMENT *****
                                   (USING 1.80%)
EMPLOYEE NAME = RICH, RICHIE MONEY          RETIREMENT DATE = 06/11/22
RETIREMENT #   = 3 -0945723                RETIREMENT AGE  = 55 YRS, 00 MO
AVERAGE SALARY = $47,818                  RETIRE LGTH/SERV = 32 YRS, 08 MO
                                           LEO RETIREMENT  = N

OPTION 4:  RETIREE @ NOT AVAILABLE (UNTIL AGE 62)
          RETIREE @ (AFTER AGE 62) + $ .00/MTH SOC SECURITY
          BENEFICIARY : LUMP SUM DISTRIBUTION IF MEMBER DIES WITHIN 10 YEARS

OPTION 6.2 RETIREE @ $2036.83/MTH
          BENEFICIARY @ $2036.83/MTH (AFTER MEMBERS DEATH)
          RETIREE @ $2343.07/MTH (AFTER BENEFICIARYS DEATH)

OPTION 6.3 RETIREE @ $2179.29/MTH
          BENEFICIARY @ $1089.64/MTH (AFTER MEMBERS DEATH)
          RETIREE @ $2343.07/MTH (AFTER BENEFICIARYS DEATH)
*****
THE RETIREMENT SYSTEMS DIVISION OF THE DEPARTMENT OF STATE TREASURER DETERMINES
THE ACTUAL AMOUNT OF YOUR RETIREMENT BENEFITS. YOU MAY CONTACT THE RETIREMENT
SYSTEMS DIVISION AT 325 NORTH SALISBURY STREET, RALEIGH, NC 27603-1385.
PA1=NXT PAGE, DEPRESS PF9 TO MANIPULATE RETIREMENT DATA.
    
```

Figure 3.81 - PMRET - Retirement Calculation

**Credentials Verification/Profile**

G. S. 126-30 (b) requires the employing authority to verify the status of credentials and the accuracy of statements contained in the application of each new employee within 90 days from the date of employment. Since degrees are cumulative, the only credential required to be recorded in PMIS is verification of the highest post-secondary degree. Other registrations, licenses and certifications, as well as work history, need to be verified only if they are used to qualify or set the salary of an applicant. **PMPROF** is the statewide tracking mechanism for credentials. Once credentials have been verified and entered into PMIS, via this transaction, a permanent record is established that may be viewed by other state agencies when an employee transfers. The record is assessable to all state agencies and eliminates the need for duplicate verification when an employee transfers from one state agency to another. The **PMPROF** transaction may be invoked by:

1. choosing option 01 from the PMIS main menu (PMX) or
2. keying **PMPROF XXX-XX-XXX**, where X is the employee's social security number from a blank screen.

Figure 3.82 is an example of this transaction.

```

PMPROF 261-72-3044
EMPLOYEE NAME: LOST, RYAN D.                STATUS: ACTIVE
AGENCY: OFFICE OF STE PERSNL                EOD DATE: 05/22/89
INITIALS: EE      DATE ENTERED: 06 11 90    VERIFIED: N
EDUCATION: 7                                REASON NOT VERIFIED:
LESS 9      =0  REGULAR VET(Y/N): N  DISABLED? N    FOREIGN EDUCATION  =1
LESS HS     =1  VIETNAM VET(Y/N): N  DISABLED? N    SCHOOL CLOSED      =2
HS GRAD     =2                                     NO DEGREE          =4
HS +1       =3  HVAC CERTIFICATION:      SEPARATED FRM STATE=5
HS +2       =4  REQUIRED: _ _ _  ATTAINED: _ _ _  EDUC NOT VERIFIED/
HS +3       =5  TYPE I  =1  UNIVERSAL=U      VALID CERTIFICATE=6
ASSOC DEG   =A  TYPE II =2  FAILED  =F      SPA TO EPA          =7
BAC DEG     =6  TYPE III=3                                     DECENTRALIZED      =8
MASTERS     =7
PHD         =8  EDUC CHG 1: EDUC: 6  VERIFIED: Y REASON: _
LAWYER      =L  EDUC CHG 2: EDUC: _  VERIFIED: _ REASON:
MED DOCTOR=M PROFESSIONAL SOCIETY(Y/N): N
DENTIST     =D                                     REGISTRATION/LICENSE/CERTIFICATION:
OTHER       =O
TRAINING PROGRAMS: _____
    
```

Figure 3.82 - PMPROF - Credentials Verification

Data Items of interest:

EOD DATE: Date of initial employment

INITIALS: Initials of person entering credentials verification

DATE ENTERED: Date verification was entered

VERIFIED: Yes/No value to indicate whether credentials have been verified.

EDUCATION: Code for level of education

<b><i>Education Level</i></b>	<b><i>Code</i></b>
Less than 9 <sup>th</sup> grade	0
Between 9 <sup>th</sup> and 12 <sup>th</sup> grade	1
HS Graduate	2
HS + 1 year post-secondary education	3
HS + 2 years post-secondary education	4
HS + 3 years post-secondary education	5
Associate Degree	A
Bachelors Degree	6
Masters Degree	7
Ph.D.	8
Lawyer	L
Medical Doctor	M
Dentist	D
Other	O

REASON NOT VERIFIED:

Code representing reason credentials have not been verified.

<b><i>Reason not verified</i></b>	<b><i>Code</i></b>
Foreign Education	1
School Closed	2
No degree	4
Separated from state	5
Not necessary to verify education due to possession of a valid certificate (which	6
SPA to EPA	7
Decentralized	8

REGULAR VET Veteran as described in the State Personnel Manual

DISABLED: Disabled Veteran as described in the State Personnel Manual

VIETNAM VET: Vietnam Veteran as described in the State Personnel Manual

DISABLED: Disabled Vietnam Veteran as described in the State Personnel Manual

HVAC  
CERTIFICATION

REQUIRED: Heating/Ventilation/Air Conditioning Required. There are four types of certification – Type 1, Type 2, Type 3, and Universal. A position may require one type or a combination of certification types. For example, a position may require Type 1 and Type 3 certification. If it requires all three types, it is represented as universal. In this field, you enter the type of certification required.

HVAC  
CERTIFICATION

ATTAINED: Heating/Ventilation/Air-Conditioning Certification Attained. In this field, you list they types of certification obtained by the employee. If an employee has all three types, it is the same as Universal and may be denoted with a single “U”.

EDU CHANGE 1 Used when a higher level of education is obtained following initial verification

EDUC: New education level

VERIFIED: Indicates whether new education is verified

REASON: If you are unable to verify the education change, enter the code that represents the reason you are unable to verify the change in this field.

EDU CHANGE 2: Used when a higher level of education is obtained following the first education change.

EDUC: New education level

VERIFIED: Indicates whether new education is verified

REASON: If you are unable to verify the education change, enter the code that represents the reason you are unable to verify the change in this field.

PROFESSIONAL  
SOCIETY:

Tracking membership in Professional Societies is optional. If you choose to keep a record, this is the field you may use to indicate whether the employee is part of a Professional Society.

REGISTRATION/  
LICENSE/

CERTIFICATION: As stated above, registrations, licenses, and certifications need to be verified only if they are used to qualify or set the salary of an applicant

TRAINING  
PROGRAMS:

Completion of statewide training programs may be recorded using this transaction. Some are no longer offered but remain for historical tracking purposes.

<u>GEI:</u>	Governors Executive Institute
<u>CPMP:</u>	Certified Public Manager Program
<u>IM:</u>	Interaction Management
<u>FOM:</u>	Fundamentals of Management
<u>PMP:</u>	Public Manager Program
<u>SUPV:</u>	Supervision for Managers and Professionals
<u>GEMP:</u>	Governors Executive Management Program

***Agency Position/Employee Flag***

The **PMFLAG** transaction is used by agencies and universities to internally make and remove notes to position and employee records. It is most commonly used as a type of “tickler” system to remind staff to take some sort of action on a position or employee.

This transaction may be accessed by either:

1. choosing option 17 from the Position Employee Sub-Menu (**PMXPEMNU**),
2. keying **PMFLAG XXX-XX-XXXX** (where X = Social Security Number), or
3. keying **PMFLAG XXXX-XXXX-XXXX-XXX** (where X = the Position Number)

Each of these “flag” transactions has an optional history component which allows the “flag” transaction to be shown on the position and/or employee history; however, only the agency or university that initiates the flag may view it. No user outside of the “flagging” agency or university has access to these internal flag histories. This procedure interfaces with the PD-105/PD-118 component of the Direct Entry System so a form will not accidentally be processed on a position or employee when dependent upon something else to happen first. The “flag” prevents the approval or updating of a personnel action form while the flag is still “on”. Therefore, removal of a flag is required on a position or employee before approving a personnel action. Using an employee’s social security number with the **PMFLAG** transaction (figure 3.83) provides a flag on that employee’s record; using the position number (figure 3.84) provides a flag on the position. Non-statewide users may enter a flag using the 5-digit payroll position number. If a flag was entered using the 5 digit payroll position number, the system automatically converts it to the 15-digit position number (Figure 3.84).

```

PMFLAG 245-97-0330                                EFF DATE= MM DD YY

EMPLOYEE NAME: REID, SANDY MARY                    SECTION= DHHS-BLACK MTN CTR
PNO= 4406-1360-0097-747 PAYROLL= 97747           BUDCODE COMP ACCOUNT CENTER
EMP JOB TITLE= HEALTH CARE TECHNICIAN I          14460 3001 531211 13204201

                E M P L O Y E E      F L A G      O P T I O N S

X = OVERPAID LONGEVITY
X = WORKER'S COMPENSATION - EXHAUSTING 2 YR SALARY CONTINUATION

ADJUST EMPLOYEE PAY UPON RE-INSTATEMENT FOR:
    X = DOCK FOR OVERPAYMENT
    X = DUE SALARY ADJUSTMENT
    X = DUE PROMOTIONAL INCREASE
    X = DUE PERFORMANCE INCREASE
    X = DUE RANGE REVISION INCREASE
    X = DUE REALLOCATION INCREASE
X = OTHER
X = REMOVE FLAG

REMARKS: _____
SHOULD FLAG APPEAR ON DEPT HISTORY? X (Y=YES, N=NO)

TO FLAG EMPLOYEE, REPLACE APPROPRIATE -X- WITH -Y- AND DEPRESS ENTER.
    
```

Figure 3.83 - PMFLAG - Employee Flag

```

PMFLAG 4406-1360-0097-746                        EFF DATE= MM DD YY

EMPLOYEE NAME: REID, SANDRA MARTIN                SECTION= DHHS-BLACK MTN CTR
PNO= 4406-1360-0097-746 PAYROLL= 97746           BUDCODE COMP ACCOUNT CENTER
POS JOB TITLE= HEALTH CARE TECHNICIAN I          14460 3001 531211 13204201

                P O S I T I O N      F L A G      O P T I O N S

X = REVIEW POSITION CLASSIFICATION WHEN VACATED
X = RESTUDY ON MM DD YY
X = POSITION CLASSIFICATION REVIEW
X = FREEZE POSITION
X = POSITION VACATED BY SHORT-TERM DISABILITY
X = POSITION OF EMPLOYEE TO BE REINSTATED IN MODIFIED JOB - ADA REQUIRED
X = POSITION OF EMPLOYEE ON SPECIAL SAL CONTINUATION
X = HOLD POSITION OPEN UPON VACATING TO SETTLE GRIEVANCE
X = POSITION USED TO FUND NURSING POOL
X = POSITION FILLED AS RESULT OF SHORT-TERM DISABILITY
X = OTHER
X = REMOVE FLAG

REMARKS: _____
SHOULD FLAG APPEAR ON DEPT HISTORY? X (Y=YES, N=NO)

TO FLAG POSITION, REPLACE APPROPRIATE -X- WITH -Y- AND DEPRESS ENTER.
    
```

Figure 3.84 - PMFLAG - Position Flag

Each of these displays has list of options as the reason for the flag. If these are not applicable, mark "other" and enter the reason for the flag in remarks.

## 4. PMIS Messaging System

Most agencies use internet e-mail systems; therefore, the PMIS messaging system is no longer the primary method of communication between agencies. However, it is still available and used in agencies that do not yet have internet access or when an e-mail address is not known.

### ***SENDING AND RECEIVING MESSAGES***

PMIS provides the capability to send messages to and receive messages from other users of the system. Messages may be sent to another individual or to a group of users. This group message capability is particularly helpful when you need to communicate with a group of users who are geographically dispersed. Remember, however, that the effectiveness of communicating through these messages relies entirely on the people to whom you are sending the message.

#### ***Sending Messages***

The transaction used to send messages is displayed in Figure 4.1. To reach this transaction, press the F20 key or type in **MSG** or **20** on the NEXT ACTION line from the **PMDMNU** menu and press ENTER. The message-sending transaction is also available from a blank screen by keying **PMDMSG S** and pressing ENTER. Type in the message subject (this is optional) and message text. When finished with the communication part of the transaction, the following decisions need to be made:

- 1) Who to send the message to - this can be either an individual or group (enter this information in the SEND MESSAGE TO USER field)
- 2) Whether you want to be notified when your message target reads the message you sent (put a **Y** in the NOTIFY WHEN READ? field if you want to be notified)
- 3) If you want the display cleared after you send the message (put a **Y** in the CLEAR SCREEN)
- 4) If you want to save a message (work in progress) without sending it, put a **Y** in the SAVE WITHOUT SENDING field. The message will be stored in your list of messages. You may later select it and place **Y** in EDIT to continue composing the message.



PMDMSG		DIRECT ENTRY MESSAGE SYSTEM		PAGE: 1	
LIST OF DIRECT ENTRY GROUPS					
FOR OSP - OFFICE OF STATE PERSONNEL					
SEL	GROUPID	DESCRIPTION	SEL	GROUPID	DESCRIPTION
-	OSP001	OSP DIRECT ENTRY USERS	-	OSP022	PERSONNEL MGR (NON-UNIV)
-	OSP002	DIRECT ENTRY DHR CONTACTS	-	OSP023	PMIS STAFF
-	OSP003	DIR ENT NCN-UNIV CONTACTS	-	OSP024	OSP MANAGEMENT TEAM
-	OSP004	OSP POSITION CONTROL (+)	-	OSP025	OSP FORMS QUEUES
-	OSP005	OSP POS CTL FORM DIST GRP	-	OSP026	BUD FORMS QUEUES
-	OSP006	DIR ENTRY UNIV CONTACTS	-	OSP027	POS CTL PERSONAL QUEUES
-	OSP007	ADMIN SERVICES (CL)	-		
-	OSP008	YOUTH SERVICES SCHOOLS	-		
-	OSP009	YOUTH SERV DETENTION CTRS	-		
-	OSP010	DHR 118 CONTACTS - GRP 1	-		
-	OSP011	DHR 118 CONTACTS - GRP 2	-		
-	OSP012	NON-UNIV 118 CONTACTS	-		
-	OSP013	UNIV 118 CONTACTS	-		
-	OSP020	DIRECT UPDATE GROUP	-		
-	OSP021	PERSONNEL MGR (UNIV)	-		

NEXT ACTION \_\_\_\_ SSN \_\_\_\_ POS NO \_\_\_\_ USER \_\_\_\_

GROUP INQUIRY COMPLETE. REPLACE - WITH Y TO VIEW USERS IN A GROUP

Figure 4.2 - PMDMSG - Group List

### Adding/Changing a User Group

To add a new group, put an **A** in the SEL column, type in a new group ID (all IDs must begin with your Direct Entry agency abbreviation (the first three letters of your Direct Entry User ID). The last three elements of the group ID must be a number not used by any existing Direct Entry Group. You also need to provide a description of the group to identify the nature of the group. Any PMIS user will be able to use the group to send messages. Only users within your agency, however, will be able to modify the definition of the group.

After you have keyed in the above three pieces of information, press ENTER and a display similar to the one shown in Figure 4.3 will appear. Now key in all the PMIS User IDs you want to include in the group. The system will fill in the name field from the ID entered. PMIS User IDs, should you not be sure of all the ones you want to include, are available on-line through option 22 of the *Direct Entry Menu* or through PMIS report PM260, which provides a hard-copy list of all PMIS users. To add a user to a group, place an **A** in the SEL field and type the user's PMIS USER ID in the USERID field. Once all the USER IDs have been entered, press ENTER to add them all to the group. Groups are limited to the 30 users that fit on this display.



### Listing Your Messages

To display messages sent to you (you can tell how many messages are currently on the system for you by the NO. MESSAGES counter on the *Direct Entry Main Menu*), press the F21 or type **DMA** or 21 in NEXT ACTION and press ENTER. You may also get to your message list by keying in **PMDMSG D** from a blank screen. A display similar to the one in Figure 4.4 will appear.

PMDMSG		DIRECT ENTRY MESSAGE SYSTEM			PAGE: 1
LIST OF MESSAGES FOR USER <b>OSP DCL</b>					
SEL	DATE	TIME	SENDER NAME	SUBJECT	
-	03-09-99	08:48	BETTY BLAKE	LUNCH	
-	03-03-99	13:01	BETTY BLAKE	HELLO!	
-	02-05-99	09:11	CARL BUCKS	RETROACTIVE DHHS ACTIONS	
-	01-27-99	14:24	CAROL BEST	FOR YOUR INFORMATION	
-	01-27-99	13:02	CAROL BEST	HEATH CARE TEC/YOUTH PROG ASST	
-	01-26-99	13:15	DEBBIE S. PETERS	SALARY PLAN BOOK	
-	01-26-99	10:34	STEVE PAST	MESSAGES	
-	12-09-98	16:50	CLARK GABLE	OVERLAPPING EXPERIENCE CREDIT	
-	10-22-98	15:55	MARILYN MONROE	IN-RANGE FOR PERSONNEL STAFF	
-	09-18-98	11:27	PETER JENNINGS	SALARY PLAN BOOK	
-	07-21-98	08:09	ART HOWARD	SER/RR'S FOR IT POSITIONS	
-	_____	_____	_____	_____	
-	_____	_____	_____	_____	
-	_____	_____	_____	_____	
-	_____	_____	_____	_____	
NEXT ACTION ____ SSN ____ POS NO ____ USER ____					
REPLACE - WITH "R" TO READ; "D" TO DELETE.					

Figure 4.4 - PMDMSG - List of Messages

This transaction allows you to view your messages currently in your PMIS mailbox. They are listed in reverse chronological order and ones that have not yet been viewed are highlighted. You have two options from this list - placing a **D** in the SEL column will delete the message; any other letter (**R, S, X, Y**, etc.) will bring the message up for display the message.

### Viewing Your Messages

Once you select a message to view, a display like that in Figure 4.5 will appear. Once you have read the message, you have several processing options:

- 1) You can press F8 to view the next message on your list.
- 2) You can press F7 to view the previous message on your list.
- 3) You may reply to, edit, delete, print, forward, or delete a message by overlaying the “N” with a “Y” in the appropriate field on the line above the NEXT ACTION line and pressing ENTER.
  - ◆ The REPLY option allows you to enter your reply below the original message and return it to the sender.
  - ◆ The EDIT option allows you to alter the message text. This is most commonly used when you wish to change something and forward the message to someone else.
  - ◆ The PRINT option is only available to those users who have an addressable IMS printer established in their USER records.
  - ◆ The FORWARD option, allows you to forward the message to another user by entering their PMIS ID in the USER field at the bottom right hand corner of the display.
  - ◆ The DELETE option allows you to delete the message.

```
PMDMSG                      DIRECT ENTRY MESSAGE SYSTEM

MESSAGE SENT FROM ERIN TAYLOR          (OSPCBL)          DATE: 01-27-99
                                      TIME: 14:24

SUBJECT: FOR YOUR INFORMATION

WE WILL HAVE A STAFF MEETING ON APRIL 11TH AT 10:00 IN THE CONFERENCE ROOM. PLEASE
LET MARY KNOW IF YOU CAN NOT ATTEND.

REPLY? N  EDIT? N  PRINT? N  FORWARD? N  DELETE? N

NEXT ACTION ____ SSN ____ _ ____ POS NO ____ _ ____ _ USER ____ _

PF7=PREV MSG; PF8=NEXT MSG; PF20=SEND MESSAGE; PF21=DISPLAY MAIL
```

Figure 4.5 - PMDMSG - Message

**Displaying, Adding and Changing User Information**

The primary purpose of the User Information function (USR) in the Direct Entry System is to provide information on users to Direct Entry programs and to other users. The USR function ties a Direct Entry ID (such as OSP ABC) to a RACFID (such as SPPA999), and provides other information as necessary for processing, such as authority level and printer destinations.

Figure 4.6 is the *Department/Division List*. To view this list from the *Direct Entry Main Menu (PMDMNU)* type **USR** or **22** in NEXT ACTION (or press F22) and put **DPT** in the first three positions in USER, or type **PMUSER DPT** from a blank screen. Provided for statewide users, this transaction displays a list of all agencies in State Government.

PMUSER		PMIS SECURITY SYSTEM		PAGE: 01
DEPARTMENT/DIVISION LIST DISPLAY				
SEL	DEPT/DIV	AGENCY	AGENCY NAME	
---	-----	----	-----	
-	1099	LEG	FISCAL RESEARCH	
-	2000	JUD	ADMIN OFF OF THE COURTS	
-	3004	BUD	OFFICE OF STATE BUDGET	
-	3010	HOU	NC HOUSING FINANCE AGENCY	
-	3099	GOV	OFFICE OF THE GOVERNOR	
-	3299	SEC	SECRETARY OF STATE	
-	3399	AUD	OFFICE OF STATE AUDITOR	
-	3499	STR	OFFICE OF STATE TREASURER	
-	3599	DPI	DEPT PUBLIC INSTRUCTION	
-	3699	JUS	DEPARTMENT OF JUSTICE	
-	3799	AGR	DEPARTMENT OF AGRICULTURE	
-	3899	LAB	DEPARTMENT OF LABOR	
-	3999	INS	DEPARTMENT OF INSURANCE	
-	4000	OSP	OFFICE OF STATE PERSONNEL	
-	4000	ISP	INTERNAL STATE PERSONNEL	
NEXT ACTION ____ SSN ____ POS NO ____ USER ____				
TO DISPLAY AGENCY USER LIST, REPLACE - WITH Y AND PRESS ENTER, PA1=NEXT PAGE				

Figure 4.6 - PMUSER - Department/Division List

To bring up a list of individual users (Figure 4.7) within a specific agency, mark the **SEL** column (with an **S**, **X**, OR **Y**) and press ENTER. You could go directly to an agency list (see Figure 4.7) by keying the appropriate agency abbreviation (such as **CRM**) in the user field or by keying the appropriate department/division code (49-99). The **DPT** option is only necessary when you don't know the agency abbreviation you need. The *User List* displays the User ID, Name, RACFID, Authority Level and Job Title for all PMIS users within an agency. If you just need a PMIS User ID to send a form or a message, this display will provide that information.

PMUSER		PMIS SECURITY SYSTEM				PAGE: 01
		USER LIST DISPLAY FOR CRM				
SEL	USERID	NAME	RACF ID	AUTH	JOB TITLE	
---	---	---	---	---	---	
-	CRMPEA	PATSY E. ALLEN	C3PER14	00 V	PERSONNEL ASSISTANT IV	
-	CRMJMB	JUDY M. BEST	C3FIS05	35 B	ACCOUNTING MANAGER	
-	CRMSMB	SHERRY M. BOUTEN	C3PER07	38 U	PERSONNEL ANALYST II	
-	CRMK3B	KAREN S. BLAKE	C3FIS44	35 B	PAYROLL CLERK IV	
-	CRMK2B	KAREN S. BLAKE	C3FIS45	35 B	PAYROLL CLERK IV	
-	CRMK1B	KAREN S. BLAKE	C3FIS42	35 B	PAYROLL CLERK IV	
-	CRMKSB	KAREN S. BLAKE	C3FIS15	35 B	PAYROLL CLERK IV	
-	CRMCAC	CHERYL A. CHAPPELL	C3PER03	00	PERSONNEL ASSISTANT	
-	CRMTDC	TANK D. COX	C3PER02	38 U	ENVIRONMENTAL SPEC II	
-	CRMDGC	DOT G. CAMPBELL	C3SHP13	00	ADMIN SECRETARY	
-	CRMMLD	MARY L. DINK	C3PER12	00	HIGHWAY PATROL	
-	CRMDTF	DONNA T. FIRST	C3PER11	38 U	PROCESSING ASSISTANT	
-	CRMWEF	WILLIAM E. FOX	C3PER10	38 U	PERSONNEL OFFICER	
-	CRMMWG	MIKE W. GENTLE	C3SHP12	00	HIGHWAY PATROL SERGEANT	
-	CRMHNG	HENRY GREEN	C3PER05	38 U	PERSONNEL TECHNICIAN	
NEXT ACTION ____ SSN ____ _ ____ POS NO ____ _ ____ USER ____ _						
TO VIEW OTHER RECORDS, NEXT ACTION= V=VIEW,Q=QUEUE,P=PRINT,I=INACTIVE,ALL=ALL						
TO DISPLAY USER INFORMATION, REPLACE - WITH Y AND PRESS ENTER, PA1=NEXT PAGE						

Figure 4.7 - PMUSER - Agency User List

If you need more specific information on a particular user, mark the SEL column on the *User List* with an S, X, or Y and a display like the one in Figure 4.8 will appear.

```

PMUSER                                PMIS SECURITY SYSTEM                                UPDATE: N
                                USER DISPLAY & UPDATE

USER IDENTIFICATION:
  USER ID  CRM JMB      RACF-ID  T1H7W0N      DEPT/DIV  25 99      SSN  345 56 8260
  NAME    JUDY M. BEST      JOB TITLE  ACCOUNTING MANAGER
  USER TYPE  25      RECORD TYPE U      PRINTER ID _____      DHR CCA TYPE
  SIGN OFF  _____      PAYROLL PRINTER ID _____
  AUTH NAME  LUKE WRIGHT      ACTIVE DATE  02/12/99

                                TRANSACTIONS
  DEPT/DIV  OMIT      SECTION CODE RANGES      OMIT SECTIONS  ALIOW  OMIT  ONLY
  4900-4999  XXXX  003027  XXXXXX  XXXXXX-XXXXXX  XXXXXX  XXXXXX  PMJOBS  _____
  XXXX-XXXX  XXXX  XXXXXX-XXXXXX  XXXXXX-XXXXXX  XXXXXX  XXXXXX  _____
  XXXX-XXXX  XXXX  XXXXXX-XXXXXX  XXXXXX-XXXXXX  XXXXXX  XXXXXX  _____
  XXXX-XXXX  XXXX  XXXXXX-XXXXXX  XXXXXX-XXXXXX  XXXXXX  XXXXXX  _____
  XXXX-XXXX  XXXX  XXXXXX-XXXXXX  XXXXXX-XXXXXX  XXXXXX  XXXXXX  _____
  XXXX-XXXX  XXXX  XXXXXX-XXXXXX  XXXXXX-XXXXXX  XXXXXX  XXXXXX  _____
  XXXX-XXXX  XXXX  XXXXXX-XXXXXX  XXXXXX-XXXXXX  XXXXXX  XXXXXX  _____
  XXXX-XXXX  XXXX  XXXXXX-XXXXXX  XXXXXX-XXXXXX  XXXXXX  XXXXXX  _____
  XXXX-XXXX  XXXX  XXXXXX-XXXXXX  XXXXXX-XXXXXX  XXXXXX  XXXXXX  _____
  XXXX-XXXX  XXXX  XXXXXX-XXXXXX  XXXXXX-XXXXXX  XXXXXX  XXXXXX  _____

  NEXT ACTION  ____  SSN  ____  ____  POS NO  ____  ____  USER  ____  ____
  INQUIRY COMPLETE. UPDATE: A=ADD,Y=CHANGE,D=DELETE. TO VIEW ADDRESS, PRESS PA1
    
```

Figure 4.8 - PMUSER - User Display and Update

This transaction contains the following fields:

- USER ID: PMIS User ID - the first three letters are an agency identifier; the second three identify the individual, usually through their initials.
- RACF-ID: The RACF security ID for this individual. The tie between the RACF-ID and USER ID form the security base for PMIS. Only one active User ID will be allowed per RACF-ID.
- DEPT/DIV: Agency dept/div number. This value is set by the system.
- SSN: Social security number. This is a required field.
- NAME: This field will be used for signatures on electronic personnel-action forms and in form history transactions. This is a required field.
- JOB TITLE: Employee’s job title. This value is set by the system.

USER TYPE: This number establishes the user's level of authority within the system. The first digit is set by PMIS when the user is first added and denotes organizational level:

1 = section    2 = division    3 = department    9 = State Personnel

The second digit defines the user's ability to work with electronic personnel-action forms in the system:

2 = view only    5 = data entry    8 = approval/sign off

Only PMIS can change this field, based on instructions from the agency personnel manager.

RECORD TYPE:

“U” = Direct entry user

“V” = Direct entry user that does not appear on the *User List* for a given agency. Used when a user wants view access to Direct Entry but does not want form-processing ability.

“Q” = Queue - Used by OSP to store forms, or to route forms that require special processing

“G” = Group Record - not available through PMUSER, these are set up and used in the PMDMSG program

“M” = Message sending only

blank = Non-Direct Entry User (for PMIS users not preparing electronic personnel-action forms)

“B” = Budget approval users

“P” = Payroll approval users

PRINTER ID:

This is the network printer address (node name) used as a default when printing forms or messages.

SIGN OFF:

This field contains the User ID for which this user has “signoff” authority. This field is only necessary when you want someone's name other than the current user to appear in the signature blocks on completed personnel-action forms.

PAYROLL

PRINTER ID:

This is the network payroll printer address (node name) used as default when printing forms using the PAY option.

AUTH NAME:

Name of person making request for user.

ACTIVE DATE:

Date user activated and/or date security changed.

The bottom portion of the display is used to specify departments, divisions, sections, and transaction types to which the user has access.

## 5. Descriptions and Codes

### Personnel Action Codes

A listing of all personnel codes is available by either:

1. choosing option 11 from the PMIS Main Menu (PMX)
2. keying **PMACT** from a blank screen.

Figure 5.1 shows the first page of this inquiry. A “hard copy” list is provided beginning on page 176. (Please keep in mind that this list changes periodically; therefore, for the most current list, you should use the on-line version).

PMACT	ACTION CODE DESCRIPTION		UPDATE= N		
ACT. LONG CODE DESCRIPTION	ABBREVIATED DESCRIPTION	SHORT DESCRIPTION	VOL SEP	EFF DATE	
000 FILL BY TEMP/TRANSITIONARY POS	FILL BY TEMPORARY	FILL BY TEMP	X	08/91	
001 NEW POSITION	NEW POSITION	NEW POSITION	X	07/74	
002 REALLOCATION UP - POS	REALL UP - POS	REALL UP-POS	X	07/74	
003 REALLOCATION DOWN - POS	REALL DOWN - POS	REALL DN-POS	X	07/74	
004 REALLOCATION HORIZONTAL - POS	REALL HZ - POS	REALL HZ-POS	X	07/74	
005 POSITION TRANSFERRED TO	POS TRANSFERRED	POS TRNS TO	X	07/74	
006 POSITION ABOLISHED	POSITION ABOLISHED	POS ABOLISH	X	07/74	
007 BUDGET TRANSFER	BUDGET TRANSFER	BUD TRNS FRM	X	07/74	
008 POSITION RE-ESTABLISHED	POS RE-ESTABLISHED	POS RE-EST	X	07/74	
009 EXTEND TEMPORARY POSITION	EXTEND TEMP POSITION	EXT TEMP POS	X	07/74	
010 INITIAL CLASSIFICATION	INIT CLASSIFICATION	INIT CLASSIF	X	07/74	
011 POSITION TRANSFERRED	POS TRANSFERRED	POS TRNS FRM	X	07/74	
012 REMOVE DIFFERENTIAL	REMOVE DIFFERENTIAL	REMOVE DIFF	X	08/91	
013 POSITION TITLE CHANGE	POS TITLE CHANGE	POS TITLE CH	X	08/91	
014 RANGE REVISION ON POSITION	RANGE REV POSITION	RNGE REV-POS	X	07/74	

TO UPDATE, ENTER -Y- IN UPDATE FIELD AND ENTER. PA1=NEXT PAGE.

Figure 5.1 - PMACT - Personnel Action Codes

### Section Descriptions

The **PMDESC** transaction displays section descriptions for the department/division specified. This transaction is invoked by one of two ways:

1. Keying **PMDESC XX-XX** (where X = agency code) from a blank screen.
2. By choosing option 12 from the Main Menu (**PMX**).

Figure 5.2 is an example of this transaction. For universities, this inquiry shows internal university-department descriptions instead of section descriptions.

SECTION		SECTION (OR LOCATION)	DESCRIPTION	EFF DATE
* 0070		BEUFORT COUNTY SCHOOLS		05/04/95
* 0090		BLADEN COUNTY SCHOOLS		05/04/95
* 0110		BUNCOMBE COUNTY SCHOOLS		05/04/95
* 0111		ASHEVILLE CITY SCHOOLS		05/04/95
* 0112		ALAMANCE COUNTY SCHOOLS		05/04/95
* 0113		BURLINGTON/CASWELL SCHOOLS		05/04/95
* 0120		BURKE COUNTY SCHOOLS		05/04/95
* 0130		CABARRUS COUNTY SCHOOLS		05/04/95
* 0140		CALDWELL COUNTY SCHOOLS		05/04/95
* 0160		CARTERET COUNTY SCHOOLS		05/04/95
* 0180		CATAWBA COUNTY SCHOOLS		05/04/95

Figure 5.2 - PMDESC- Dept/Div Description

To modify information on this transaction, key a “Y” in the “Update” section in the upper right corner. To delete a section, enter **DLT** in the first three characters of the Section Description. Only the section description portion of this display is updatable to non-OSP users.

Listed below are the data items of interest:

DIRECT

UPDATE:

Currently, all agencies are designated “L”, which means they have limited electronic personnel action update capabilities (i.e. may update certain types of actions). For more information on direct update, see Section 10 on Approvals in the Direct Entry Manual.

CENTRAL  
PAYROLL

UNIT NUMBER: Relates PMIS department/division/university to Central Payroll's Unit number.

PERFORMANCE  
AGREEMENT

LEVEL: Indicates the type of performance agreement between the agency/university personnel office and the OSP. There are three types: Decentralized (D), Special Processing (S), and None (N).

<i>Code</i>	<i>Performance Agreement</i>
D	Decentralized
S	Special Processing
N	None

DIRECT ENTRY

AGENCY ID: Three-character abbreviation for agency used in the Direct Entry System for routing purposes

DIRECT ENTRY  
ORGANIZATIONAL

LEVEL: Indicates at what level in the organization to which the direct update of personnel forms is delegated.

<i>Code</i>	<i>Organizational Level</i>
3	Department
2	Division
1	Section

ANALYST: Indicates the OSP Analyst assigned to the agency/university

PSD AGN: Indicates whether the agency/university is served by the Personnel Services Division of OSP.

DBS DEPT: Indicates whether the agency/university has converted to the state accounting system.

DBS EFF

DATE: Indicates the date (if applicable) the agency/university converted to the state accounting system.

### Department/Division/University Codes

An on-line list of agency codes is available by using the **PMXDEPT** transaction. This query may be invoked by:

1. choosing option 13 from the PMIS main menu (**PMX**) or,
2. by keying **PMXDEPT** (space) from a blank screen.

Figure 5.3 is an example of this display. As stated in the navigation instructions at the bottom of this display, you may replace the asterisk with a “Y” and press ENTER to view the divisions within an agency or you may replace the asterisk with a “Y” and use the function keys to branch (or return back) to another transaction as shown at the bottom of the display.

PMXDEPT		CURRENT DEPT/DIVISION/UNIVERSITY CODES & TITLES	PAGE 1
DEPT/DIV/ UNIV. CODES	DEPT/DIV/UNIV TITLE	CENTRAL PAY UNIT	
* 10-99	GENERAL ASSEMBLY		
* 18-99	OFFICE OF JUVENILE JUSTICE	027	
* 20-99	JUDICIAL MISCELLANEOUS	037	
* 21-99	CLERK OF SUPERIOR COURT	037	
* 22-99	ADMINISTRATIVE OFFICE OF THE COURT	037	
* 23-99	SUPREME COURT AND COURT OF APPEALS	037	
* 24-99	JUDICIAL DEPARTMENT	037	
* 25-99	SUPERIOR COURT	037	
* 26-99	DISTRICT COURT	037	
* 27-99	DISTRICT ATTORNEYS	037	
* 28-99	PUBLIC DEFENDERS	037	
* 29-99	JUVENILE SERVICES	037	
* 30-99	GOVERNOR'S OFFICE	024	
* 31-99	LIEUTENANT GOVERNOR'S OFFICE	002	
* 32-99	SECRETARY OF STATE	048	

NEXT ACTION \_\_\_\_ SSN \_\_\_\_ POS NO \_\_\_\_  
 OPTIONS:REPLACE \* WITH Y & PRESS ENTER TO VIEW DIVISIONS WITHIN AN AGENCY  
 OR REPLACE \* WITH Y ;PF10=PMPOS,PF11=PMNAME,PF17=PMEMP,PF7=PMACTION

Figure 5.3 - PMXDEPT - Departments, Division, and Universities

Alphabetized agency codes listed here are referenced in detail on the pages that follow.

<b>Agency</b>	<b>Code</b>
Administration, Dept. of	41
Agriculture, Dept. of	37
Boards and Commissions	80-84
Commerce, Dept. of	46
Community Colleges, Dept. of	68
Correction, Dept. of	45
Crime Control and Public Safety, Dept. of	49
Cultural Resources, Dept. of	48
Environment and Natural Resources, Dept. of	43
Governor's Office	30
Health and Human Resources, Dept. of	44
Insurance, Dept. of	39
Judicial System	2000
Justice, Dept. of	36
Labor, Dept. of	38
Lt. Governor's Office	31
Public Instruction, Dept. of	35
Revenue, Dept. of	47
Secretary of State	32
State Auditor's Office	33
State Controller, Office of	50
State Personnel, Office of	40
State Treasurer's Office	34
Transportation, Dept. of	42
University System	60

### Department/Division/University Codes

<i>DEPT/DIV UNIV CODE</i>	<i>PREVIOUS CODES</i>	<i>MESSAGE CODE</i>	<i>TITLE</i>
10-00		LEG	<u>GENERAL ASSEMBLY</u>
		OJJ	<u>JUVENILE JUSTICE</u>
18-00	<sup>1</sup>		Administration
18-01	<sup>1</sup>		1 <sup>st</sup> District
18-02	<sup>1</sup>		2 <sup>nd</sup> District
18-03	<sup>1</sup>		District 3A
18-04	<sup>1</sup>		4 <sup>th</sup> District
18-05	<sup>1</sup>		5 <sup>th</sup> District
18-06	<sup>1</sup>		District 6A
18-07	<sup>1</sup>		7 <sup>th</sup> District
18-08	<sup>1</sup>		8 <sup>th</sup> District
18-09	<sup>1</sup>		9 <sup>th</sup> District
18-10	<sup>1</sup>		10 <sup>th</sup> District
18-11	<sup>1</sup>		11 <sup>th</sup> District
18-12	<sup>1</sup>		12 <sup>th</sup> District
18-13	<sup>1</sup>		13 <sup>th</sup> District
18-14	<sup>1</sup>		14 <sup>th</sup> District
18-15	<sup>1</sup>		District 15A
18-16	<sup>1</sup>		District 16A
18-17	<sup>1</sup>		District 17A
18-18	<sup>1</sup>		18 <sup>th</sup> District
18-19	<sup>1</sup>		District 19A
18-20	<sup>1</sup>		20 <sup>th</sup> District
18-21	<sup>1</sup>		21 <sup>st</sup> District
18-22	<sup>1</sup>		22 <sup>nd</sup> District
18-23	<sup>1</sup>		23 <sup>rd</sup> District
18-24	<sup>1</sup>		24 <sup>th</sup> District
18-25	<sup>1</sup>		25 <sup>th</sup> District
18-26	<sup>1</sup>		26 <sup>th</sup> District
18-27	<sup>1</sup>		27 <sup>th</sup> District
18-28	<sup>1</sup>		28 <sup>th</sup> District
18-29	<sup>1</sup>		29 <sup>th</sup> District
18-30	<sup>1</sup>		30 <sup>th</sup> District
18-31	<sup>1</sup>		District 3B
18-32	<sup>1</sup>		District 15B

<sup>1</sup> From 7/1/75 – 3/1/83, data is recorded under 20-00. From 3/1/83-6/1/99, data is recorded under 29-XX (where XX = the division code)

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
18-33	<sup>1</sup>		District 17B
18-34	<sup>1</sup>		District 19B
18-35	<sup>1</sup>		District 27B
18-37	<sup>1</sup>		District 6B
18-40	<sup>1</sup>		District 16B
18-41	<sup>1</sup>		District 19C
18-45	<sup>1</sup>		District 9A
18-60	44-91 7/1/75-6/1/99 18-91 6/1/99-12/31/99	PED	Perquimins Detention Center
18-61	44-91 7/1/75-6/1/99 18-91 6/1/99-12/31/99	WAD	Wake Detention Center
18-62	44-91 7/1/75-6/1/99 18-91 6/1/99-12/31/99	NHD	New Hanover Detention Center
18-63	44-91 7/1/75-6/1/99 18-91 6/1/99-12/31/99	CUD	Cumberland Detention Center
18-64	44-91 7/1/75-6/1/99 18-91 6/1/99-12/31/99	BDC	Buncombe Detention Center
18-65	44-91 7/1/75-6/1/99 18-91 6/1/99-12/31/99	GAD	Gaston Detention Center
18-66	44-91 7/1/75-6/1/99 18-91 6/1/99-12/31/99	RID	Richmond Detention Center
18-67	44-91 7/1/75-6/1/99 18-91 6/1/99-12/31/99	PID	Pitt Detention Center

<sup>1</sup> From 7/1/75 – 3/1/83, data is recorded under 20-00. From 3/1/83-6/1/99, data is recorded under 29-XX (where XX = the division code)

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
18-68	44-91 7/1/75-6/1/99 18-91 6/1/99-12/31/99	WID	Wilkes Detention Center
18-69	44-91 7/1/75-6/1/99 18-91 6/1/99-12/31/99	UMD	Umstead Detention Center
18-81		ERD	Eastern Regional Office
18-82		CRD	Central Regional Office
18-83		PRD	Piedmont Regional Office
18-84		WRD	Western Regional Office
18-90	44-90 7/1/75-6/1/99	OJJ	Administration
18-91	44-91 7/1/75-6/1/99	JDC	Juvenile Services Center
18-92	44-92 7/1/75-6/1/99	SJS	Stonewall Jackson School
18-93	44-93 7/1/75-6/1/99	SAM	Samarkand Manor
18-96	44-96 7/1/75-6/1/99	DOB	Dobbs School
18-97	44-97 7/1/75-6/1/99	JEC	Juvenile Evaluation Center
18-98	44-98 7/1/75-6/1/99	CAD	C A Dillon School
		JUD	<u>JUDICIAL - MISCELLANEOUS</u>
20-01	<sup>2</sup>		1 <sup>st</sup> District
20-02	<sup>2</sup>		2 <sup>nd</sup> District
20-03	<sup>2</sup>		3A District
20-04	<sup>2</sup>		4 <sup>th</sup> District
20-05	<sup>2</sup>		5 <sup>th</sup> District
20-06	<sup>2</sup>		6 <sup>th</sup> District
20-07	<sup>2</sup>		7 <sup>th</sup> District
20-08	<sup>2</sup>		8 <sup>th</sup> District
20-09	<sup>2</sup>		9 <sup>th</sup> District
20-10	<sup>2</sup>		10 <sup>th</sup> District

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<sup>2</sup> From 7/1/80-3/1/83, data is recorded under 20-00

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
20-11	<sup>2</sup>		11 <sup>th</sup> District
20-12	<sup>2</sup>		12 <sup>th</sup> District
20-13	<sup>2</sup>		13 <sup>th</sup> District
20-14	<sup>2</sup>		14 <sup>th</sup> District
20-15	<sup>2</sup>		15A District
20-16	<sup>2</sup>		16A District
20-17	<sup>2</sup>		17A District
20-18	<sup>2</sup>		18 <sup>th</sup> District
20-19	<sup>2</sup>		19A District
20-20	<sup>2</sup>		20 <sup>th</sup> District
20-21	<sup>2</sup>		21 <sup>st</sup> District
20-22	<sup>2</sup>		22 <sup>nd</sup> District
20-23	<sup>2</sup>		23 <sup>rd</sup> District
20-24	<sup>2</sup>		24 <sup>th</sup> District
20-25	<sup>2</sup>		25 <sup>th</sup> District
20-26	<sup>2</sup>		26 <sup>th</sup> District
20-27	<sup>2</sup>		27A District
20-28	<sup>2</sup>		28 <sup>th</sup> District
20-29	<sup>2</sup>		29 <sup>th</sup> District
20-30	<sup>2</sup>		30 <sup>th</sup> District
20-31	<sup>2</sup>		3B District
20-32	<sup>2</sup>		15B District
20-33	<sup>2</sup>		17B District
20-34	<sup>2</sup>		19B District
20-35	<sup>2</sup>		27B District
20-40	<sup>2</sup>		16B District
20-41	<sup>2</sup>		19C District
20-50	<sup>2</sup>		Appellate Defender
20-60	<sup>2</sup>		Judicial Standard Commission
20-71	<sup>2</sup>		Magistrates – Unestablished
20-72	<sup>2</sup>		Clerk of Superior Court – Unestablished
20-73	<sup>2</sup>		Superior Court – Unestablished
20-74	<sup>2</sup>		District Attorneys’ Conference
20-75	<sup>2</sup>		Special Counsel
20-80	<sup>2</sup>		Sentencing & Policy Advisory Commission
20-81	<sup>2</sup>		Dispute Resolution Commission
20-91	<sup>2</sup>		Guardian Ad Litem - Administration

<sup>2</sup> From 7/1/80-3/1/83, data is recorded under 20-00

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
			<u>CLERK OF SUPERIOR COURT</u>
21-00	<sup>2</sup>		Alamance County
21-01	<sup>2</sup>		Alexander County
21-02	<sup>2</sup>		Alleghany County
21-03	<sup>2</sup>		Anson County
21-04	<sup>2</sup>		Ashe County
21-05	<sup>2</sup>		Avery County
21-06	<sup>2</sup>		Beaufort County
21-07	<sup>2</sup>		Bertie County
21-08	<sup>2</sup>		Bladen County
21-09	<sup>2</sup>		Brunswick County
21-10	<sup>2</sup>		Buncombe County
21-11	<sup>2</sup>		Burke County
21-12	<sup>2</sup>		Cabarrus County
21-13	<sup>2</sup>		Caldwell County
21-14	<sup>2</sup>		Camden County
21-15	<sup>2</sup>		Carteret County
21-16	<sup>2</sup>		Caswell County
21-17	<sup>2</sup>		Catawba County
21-18	<sup>2</sup>		Chatam County
21-19	<sup>2</sup>		Cherokee County
21-20	<sup>2</sup>		Chowan County
21-21	<sup>2</sup>		Clay County
21-22	<sup>2</sup>		Cleveland County
21-23	<sup>2</sup>		Columbus County
21-24	<sup>2</sup>		Craven County
21-25	<sup>2</sup>		Cumberland County
21-26	<sup>2</sup>		Currituck County
21-27	<sup>2</sup>		Dare County
21-28	<sup>2</sup>		Davidson County
21-29	<sup>2</sup>		Davie County
21-30	<sup>2</sup>		Duplin County
21-31	<sup>2</sup>		Durham County
21-32	<sup>2</sup>		Edgecombe County
21-33	<sup>2</sup>		Forsyth County
21-34	<sup>2</sup>		Franklin County
21-35	<sup>2</sup>		Gaston County
21-36	<sup>2</sup>		Gates County

<sup>2</sup> From 7/1/80-3/1/83, data is recorded under 20-00

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
21-37	<sup>2</sup>		Graham County
21-38	<sup>2</sup>		Granville County
21-39	<sup>2</sup>		Greene County
21-40	<sup>2</sup>		Guilford County
21-41	<sup>2</sup>		Halifax County
21-42	<sup>2</sup>		Harnett County
21-43	<sup>2</sup>		Haywood County
21-44	<sup>2</sup>		Henderson County
21-45	<sup>2</sup>		Hertford County
21-46	<sup>2</sup>		Hoke County
21-47	<sup>2</sup>		Hyde County
21-48	<sup>2</sup>		Iredell County
21-49	<sup>2</sup>		Jackson County
21-50	<sup>2</sup>		Johnston County
21-51	<sup>2</sup>		Jones County
21-52	<sup>2</sup>		Lee County
21-53	<sup>2</sup>		Lenoir County
21-54	<sup>2</sup>		Lincoln County
21-55	<sup>2</sup>		Macon County
21-56	<sup>2</sup>		Madison County
21-57	<sup>2</sup>		Martin County
21-58	<sup>2</sup>		McDowell County
21-59	<sup>2</sup>		Mecklinburg County
21-60	<sup>2</sup>		Mitchell County
21-61	<sup>2</sup>		Montgomery County
21-62	<sup>2</sup>		Moore County
21-63	<sup>2</sup>		Nash County
21-64	<sup>2</sup>		New Hanover County
21-65	<sup>2</sup>		NorthHampton County
21-66	<sup>2</sup>		Onslow County
21-67	<sup>2</sup>		Orange County
21-68	<sup>2</sup>		Pamlico County
21-69	<sup>2</sup>		Pasquotank County
21-70	<sup>2</sup>		Pender County
21-71	<sup>2</sup>		Perquimans County
21-72	<sup>2</sup>		Person County
21-73	<sup>2</sup>		Pitt County
21-74	<sup>2</sup>		Polk County
21-75	<sup>2</sup>		Randolph County
21-76	<sup>2</sup>		Richmond County

<sup>2</sup> From 7/1/80-3/1/83, data is recorded under 20-00

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
21-77	<sup>2</sup>		Robeson County
21-78	<sup>2</sup>		Rockingham County
21-79	<sup>2</sup>		Rowan County
21-80	<sup>2</sup>		Rutherford County
21-81	<sup>2</sup>		Sampson County
21-82	<sup>2</sup>		Scotland County
21-83	<sup>2</sup>		Stanly County
21-84	<sup>2</sup>		Stokes County
21-85	<sup>2</sup>		Surry County
21-86	<sup>2</sup>		Swain County
21-87	<sup>2</sup>		Transylvania County
21-88	<sup>2</sup>		Tyrrell County
21-89	<sup>2</sup>		Union County
21-90	<sup>2</sup>		Vance County
21-91	<sup>2</sup>		Wake County
21-92	<sup>2</sup>		Warren County
21-93	<sup>2</sup>		Washington County
21-94	<sup>2</sup>		Watauga County
21-95	<sup>2</sup>		Wayne County
21-96	<sup>2</sup>		Wilkes County
21-97	<sup>2</sup>		Wilson County
21-98	<sup>2</sup>		Yadkin County
21-99	<sup>2</sup>		Yancey County
			<u>ADMINISTRATIVE OFFICE OF THE COURTS</u>
22-01	<sup>2</sup>		Director's Office
22-03	<sup>2</sup>		Legal Services
22-05	<sup>2</sup>		Human Resources
22-06	<sup>2</sup>		Administrative Services
22-07	<sup>2</sup>		Budget Mgmt. & Procurement
22-08	<sup>2</sup>		Warehouse
22-09	<sup>2</sup>		CMIS Information Services
22-10	<sup>2</sup>		CMIS Court Management
22-11	<sup>2</sup>		Sentencing Services

<sup>2</sup> From 7/1/80-3/1/83, data is recorded under 20-00

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
			<u>SUPREME COURT AND COURT OF APPEALS</u>
23-10	<sup>2</sup>		Supreme Court & Staff
23-20	<sup>2</sup>		Court of Appeals & Staff
			<u>MAGISTRATES</u>
24-01	<sup>2</sup>		Alexander County
24-02	<sup>2</sup>		Alleghany County
24-03	<sup>2</sup>		Anson County
24-04	<sup>2</sup>		Ashe County
24-05	<sup>2</sup>		Avery County
24-06	<sup>2</sup>		Beaufort County
24-07	<sup>2</sup>		Bertie County
24-08	<sup>2</sup>		Bladen County
24-09	<sup>2</sup>		Brunswick County
24-10	<sup>2</sup>		Buncombe County
24-11	<sup>2</sup>		Burke County
24-12	<sup>2</sup>		Cabarrus County
24-13	<sup>2</sup>		Caldwell County
24-14	<sup>2</sup>		Camden County
24-15	<sup>2</sup>		Carteret County
24-16	<sup>2</sup>		Caswell County
24-17	<sup>2</sup>		Catawba County
24-18	<sup>2</sup>		Chatham County
24-19	<sup>2</sup>		Cherokee County
24-20	<sup>2</sup>		Chowan County
24-21	<sup>2</sup>		Clay County
24-22	<sup>2</sup>		Cleveland County
24-23	<sup>2</sup>		Columbus County
24-24	<sup>2</sup>		Craven County
24-25	<sup>2</sup>		Cumberland County
24-26	<sup>2</sup>		Currituck County
24-27	<sup>2</sup>		Dare County
24-28	<sup>2</sup>		Davidson County
24-29	<sup>2</sup>		Davie County
24-30	<sup>2</sup>		Duplin County
24-31	<sup>2</sup>		Durham County
24-32	<sup>2</sup>		Edgecombe County
24-33	<sup>2</sup>		Forsyth County
24-34	<sup>2</sup>		Franklin County

<sup>2</sup> 7/1/80-3/1/83 data is recorded under 20-00

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
24-35	<sup>2</sup>		Gaston County
24-36	<sup>2</sup>		Gates County
24-37	<sup>2</sup>		Graham County
24-38	<sup>2</sup>		Granville County
24-39	<sup>2</sup>		Green County
24-40	<sup>2</sup>		Guilford County
24-41	<sup>2</sup>		Halifax County
24-42	<sup>2</sup>		Harnett County
24-43	<sup>2</sup>		Haywood County
24-44	<sup>2</sup>		Henderson County
24-45	<sup>2</sup>		Hertford County
24-46	<sup>2</sup>		Hoke County
24-47	<sup>2</sup>		Hyde County
24-48	<sup>2</sup>		Iredell County
24-49	<sup>2</sup>		Jackson County
24-50	<sup>2</sup>		Johnston County
24-51	<sup>2</sup>		Jones County
24-52	<sup>2</sup>		Lee County
24-53	<sup>2</sup>		Lenoir County
24-54	<sup>2</sup>		Lincoln County
24-55	<sup>2</sup>		Macon County
24-56	<sup>2</sup>		Madison County
24-57	<sup>2</sup>		Martin County
24-58	<sup>2</sup>		McDowell County
24-59	<sup>2</sup>		Mecklinburg County
24-60	<sup>2</sup>		Mitchell County
24-61	<sup>2</sup>		Montgomery County
24-62	<sup>2</sup>		Moore County
24-63	<sup>2</sup>		Nash County
24-64	<sup>2</sup>		New Hanover County
24-65	<sup>2</sup>		Northampton County
24-66	<sup>2</sup>		Onslow County
24-67	<sup>2</sup>		Orange County
24-68	<sup>2</sup>		Pamlico County
24-69	<sup>2</sup>		Pasquotank County
24-70	<sup>2</sup>		Pender County
24-71	<sup>2</sup>		Perquimans County
24-72	<sup>2</sup>		Person County
24-73	<sup>2</sup>		Pitt County

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<sup>2</sup> From 7/1/80-3/1/83, data is recorded under 20-00

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
24-74	<sup>2</sup>		Polk County
24-75	<sup>2</sup>		Randolph County
24-76	<sup>2</sup>		Richmond County
24-77	<sup>2</sup>		Robeson County
24-78	<sup>2</sup>		Rockingham County
24-79	<sup>2</sup>		Rowan County
24-80	<sup>2</sup>		Rutherford County
24-81	<sup>2</sup>		Sampson County
24-82	<sup>2</sup>		Scotland County
24-83	<sup>2</sup>		Stanly County
24-84	<sup>2</sup>		Stokes County
24-85	<sup>2</sup>		Surry County
24-86	<sup>2</sup>		Swain County
24-87	<sup>2</sup>		Transylvania County
24-88	<sup>2</sup>		Tyrell County
24-89	<sup>2</sup>		Union County
24-90	<sup>2</sup>		Vance County
24-91	<sup>2</sup>		Wake County
24-92	<sup>2</sup>		Warren County
24-93	<sup>2</sup>		Washington County
24-94	<sup>2</sup>		Wataugua County
24-95	<sup>2</sup>		Wayne County
24-96	<sup>2</sup>		Wilkes County
24-97	<sup>2</sup>		Wilson County
24-98	<sup>2</sup>		Yadkin County
24-99	<sup>2</sup>		Yancey County
			<u>SUPERIOR COURT</u>
25-01	<sup>2</sup>		1 <sup>ST</sup> District
25-02	<sup>2</sup>		2 <sup>nd</sup> District
25-03	<sup>2</sup>		3A District
24-04	<sup>2</sup>		4A District
25-05	<sup>2</sup>		5 <sup>th</sup> District
25-06	<sup>2</sup>		6A District
25-07	<sup>2</sup>		7A District
25-08	<sup>2</sup>		8A District
25-09	<sup>2</sup>		9 <sup>th</sup> District
25-10	<sup>2</sup>		10 <sup>th</sup> District
25-11	<sup>2</sup>		11A District
25-12	<sup>2</sup>		12 <sup>th</sup> District

<sup>2</sup> From 7/1/80-3/1/83, data is recorded under 20-00

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
25-13	<sup>2</sup>		13 <sup>th</sup> District
25-14	<sup>2</sup>		14 <sup>th</sup> District
25-15	<sup>2</sup>		15A District
25-16	<sup>2</sup>		16A District
25-17	<sup>2</sup>		17A District
25-18	<sup>2</sup>		18 <sup>th</sup> District
25-19	<sup>2</sup>		19A District
25-20	<sup>2</sup>		20A District
25-21	<sup>2</sup>		21 <sup>st</sup> District
25-22	<sup>2</sup>		22 <sup>nd</sup> District
25-23	<sup>2</sup>		23 <sup>rd</sup> District
25-24	<sup>2</sup>		24 <sup>th</sup> District
25-25	<sup>2</sup>		25A District
25-26	<sup>2</sup>		26 <sup>th</sup> District
25-27	<sup>2</sup>		27A District
25-28	<sup>2</sup>		28 <sup>th</sup> District
25-29	<sup>2</sup>		29 <sup>th</sup> District
25-30	<sup>2</sup>		30A District
25-31	<sup>2</sup>		3B District
25-32	<sup>2</sup>		15B District
25-33	<sup>2</sup>		17B District
25-34	<sup>2</sup>		19B District
25-35	<sup>2</sup>		27B District
25-36	<sup>2</sup>		4B District
25-37	<sup>2</sup>		6B District
25-38	<sup>2</sup>		7B District
25-39	<sup>2</sup>		8B District
25-40	<sup>2</sup>		16B District
25-41	<sup>2</sup>		19C District
25-42	<sup>2</sup>		20B District
25-43	<sup>2</sup>		25B District
25-44	<sup>2</sup>		30B District
25-45	<sup>2</sup>		9A District
25-46	<sup>2</sup>		11B District
25-47	<sup>2</sup>		7c District
			<u>DISTRICT COURT</u>
26-01	<sup>2</sup>		1 <sup>st</sup> District
26-02	<sup>2</sup>		2 <sup>nd</sup> District

<sup>2</sup> From 7/1/80-3/1/83, data is recorded under 20-00

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
26-03	<sup>2</sup>		3A District
26-04	<sup>2</sup>		4 <sup>th</sup> District
26-05	<sup>2</sup>		5 <sup>th</sup> District
26-06	<sup>2</sup>		6A District
26-07	<sup>2</sup>		7 <sup>th</sup> District
26-08	<sup>2</sup>		8 <sup>th</sup> District
26-09	<sup>2</sup>		9 <sup>th</sup> District
26-10	<sup>2</sup>		10 <sup>th</sup> District
26-11	<sup>2</sup>		11 <sup>th</sup> District
26-12	<sup>2</sup>		12 <sup>th</sup> District
26-13	<sup>2</sup>		13 <sup>th</sup> District
26-14	<sup>2</sup>		14 <sup>th</sup> District
26-15	<sup>2</sup>		15A District
26-16	<sup>2</sup>		16A District
26-17	<sup>2</sup>		17A District
26-18	<sup>2</sup>		18 <sup>th</sup> District
26-19	<sup>2</sup>		19A District
26-20	<sup>2</sup>		20 <sup>th</sup> District
26-21	<sup>2</sup>		21 <sup>st</sup> District
26-22	<sup>2</sup>		22 <sup>nd</sup> District
26-23	<sup>2</sup>		23 <sup>rd</sup> District
26-24	<sup>2</sup>		24 <sup>th</sup> District
26-25	<sup>2</sup>		25 <sup>th</sup> District
26-26	<sup>2</sup>		26 <sup>th</sup> District
26-27	<sup>2</sup>		27A District
26-28	<sup>2</sup>		28 <sup>th</sup> District
26-29	<sup>2</sup>		29 <sup>th</sup> District
26-30	<sup>2</sup>		30 <sup>th</sup> District
26-31	<sup>2</sup>		3B District
26-32	<sup>2</sup>		15B District
26-33	<sup>2</sup>		17B District
26-34	<sup>2</sup>		19B District
26-35	<sup>2</sup>		27B District
25-37	<sup>2</sup>		6B District
26-40	<sup>2</sup>		16B District
26-41	<sup>2</sup>		19C District
26-45	<sup>2</sup>		9A District
			<u>DISTRICT ATTORNEYS</u>
27-01	<sup>2</sup>		1 <sup>st</sup> District

<sup>2</sup> From 7/1/80-3/1/83, data is recorded under 20-00

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
27-02	<sup>2</sup>		2 <sup>nd</sup> District
27-03	<sup>2</sup>		3A District
27-04	<sup>2</sup>		4 <sup>th</sup> District
27-05	<sup>2</sup>		5 <sup>th</sup> District
27-06	<sup>2</sup>		6A District
27-07	<sup>2</sup>		7 <sup>th</sup> District
27-08	<sup>2</sup>		8 <sup>th</sup> District
27-09	<sup>2</sup>		9 <sup>th</sup> District
27-10	<sup>2</sup>		10 <sup>th</sup> District
27-11	<sup>2</sup>		11 <sup>th</sup> District
27-12	<sup>2</sup>		12 <sup>th</sup> District
27-13	<sup>2</sup>		13 <sup>th</sup> District
27-14	<sup>2</sup>		14 <sup>th</sup> District
27-15	<sup>2</sup>		15 A District
27-16	<sup>2</sup>		16 A District
27-17	<sup>2</sup>		17A District
27-18	<sup>2</sup>		18 <sup>th</sup> District
27-19	<sup>2</sup>		19A District
27-20	<sup>2</sup>		20 <sup>th</sup> District
27-21	<sup>2</sup>		21 <sup>st</sup> District
27-22	<sup>2</sup>		22 <sup>nd</sup> District
27-23	<sup>2</sup>		23 <sup>rd</sup> District
27-24	<sup>2</sup>		24 <sup>th</sup> District
27-25	<sup>2</sup>		25 <sup>th</sup> District
27-26	<sup>2</sup>		26 <sup>th</sup> District
27-27	<sup>2</sup>		27A District
27-28	<sup>2</sup>		28 <sup>th</sup> District
27-29	<sup>2</sup>		29 <sup>th</sup> District
27-30	<sup>2</sup>		30 <sup>th</sup> District
27-31	<sup>2</sup>		3B District
27-32	<sup>2</sup>		15B District
27-33	<sup>2</sup>		17B District
27-34	<sup>2</sup>		19B District
27-35	<sup>2</sup>		27B District
27-37	<sup>2</sup>		6B District
27-40	<sup>2</sup>		16B District
27-41	<sup>2</sup>		19C District
27-45	<sup>2</sup>		9A District

<sup>2</sup> From 7/1/80-3/1/83, data is recorded under 20-00

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
			<u>PUBLIC DEFENDERS</u>
28-03	<sup>2</sup>		Public Defender – 3A District
28-12	<sup>2</sup>		Pubic Defender – 12 <sup>th</sup> District
28-14	<sup>2</sup>		Public Defender – 14 <sup>th</sup> District
28-16	<sup>2</sup>		Public Defender – 16A District
28-18	<sup>2</sup>		Public Defender – 18 <sup>th</sup> District
28-22	<sup>2</sup>		Judicial Department
28-23	<sup>2</sup>		Judicial Department
28-24	<sup>2</sup>		Judicial Department
28-25	<sup>2</sup>		Judicial Department
28-26	<sup>2</sup>		Public Defender – 26 <sup>th</sup> District
28-27	<sup>2</sup>		Public Defender – 27 <sup>th</sup> District
28-28	<sup>2</sup>		Public Defender – 28 <sup>th</sup> District
28-29	<sup>2</sup>		Judicial Department
28-30	<sup>2</sup>		<u>Judicial Department</u>
28-31	<sup>2</sup>		Public Defender – 3B District
28-32	<sup>2</sup>		Public Defender – 15B District
28-40	<sup>2</sup>		Public Defender – 16B District
28-48	<sup>2</sup>		Public Defender – District 16B
		GOV	<u>GOVERNOR’S OFFICE</u>
30-00			Governor’s Office
30-02	30-00 7/1/75-11/1/79		Citizen and Community Affairs
30-03	41-03 7/1/75-7/1/91		State Planning
30-04	41-02 7/1/75-10/1/79	BUD	State Budget and Management
30-10	34-04 7/1/75-7/1/77 43-04 7/1/77-7/1/81		NC Housing Finance Agency
30-20			Executive Mansion
30-99		GOV	Governor’s Office (to request all divisions)
			<u>LIEUTENANT GOVERNOR’S OFFICE</u>
31-00			Lieutenant Governor’s Office

<sup>2</sup> From 7/1/80-3/1/83, data is recorded under 20-00

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
		SEC	<u>SECRETARY OF STATE</u>
32-11			General Administration
32-12			Publications
32-21			Corporations
32-22			Uniform Commercial Code
32-23			Securities
32-24			Business License Information Office
32-30			Notary Public
32-40			Land Records Management
32-99		SEC	Secretary of State (to request all divisions)
			<u>STATE AUDITOR'S OFFICE</u>
33-00		AUD	State Auditor's Office
			<u>STATE TREASURER'S OFFICE</u>
34-10		STR	Department of Treasurer
		DPI	<u>DEPARTMENT OF PUBLIC INSTRUCTION</u>
35-10	35-01 7/1/75-11/1/89 35-20 11/1/89-1/1/96		State Superintendent
35-13	35-02 7/1/75-11/1/89		Asst. State Supt. for Financial and Personnel Services
35-15	35-02 7/1/75-11/1/89 35-45 11/1/89-1/1/96		Asst. State Supt. for Info and Tech Services
35-16			Asst. State Supt. for Instructional and Accountability
35-99		DPI	Department of Public Instruction (to request all divisions)

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
		JUS	<u>DEPARTMENT OF JUSTICE</u>
36-11			Attorney General
36-12			Legal Services (State Approp.)
36-13			SBI (Grant & State Appriop.)
35-14			Police Information Network
36-15			Training and Standards
36-22			Legal Service (Federal Grant)
36-23			SBI (Federal Grant)
36-25			North Carolina Justice Academy
36-99		JUS	Department of Justice (to request all divisions)
		AGR	<u>DEPARTMENT OF AGRICULTURE</u>
37-10	37-02 7/1/75-6/30/94		General Administration
37-12	37-01 7/1/75-6/30/94		Legal Affairs
37-13	37-01 7/1/75-6/30/94		Public Affairs
37-14	37-03 7/1/75-6/30/94		Fiscal Management
37-16	37-03 7/1/75-6/30/94		Personnel Services
37-18	37-01 7/1/75-6/30/94		Aquaculture, Nat Res & Envir Affairs
37-20	37-02 7/1/75-6/30/94		Marketing
37-25	37-02 7/1/75-6/30/94		Agronomic Services
37-30	37-02 7/1/75-6/30/94		Agricultural Statistics
37-35	37-04 7/1/75-6/30/94		Food and Drug Protection
37-40	37-04 7/1/75-6/30/94		Structural Pest Control
37-45	37-04 7/1/75-6/30/94		Veterinary
37-50	37-50 7/1/75-6/30/94		Veterinary - Meat & Poultry

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
37-55	37-04 7/1/75-6/30/94		Standards
37-60	37-04 7/1/75-6/30/94		Plant Industry
37-65	37-02 7/1/75-6/30/94		Research Station/State Farms
37-75	37-02 7/1/75-6/30/94		Food Distribution
37-80	37-02 7/1/75-6/30/94		Warehouse Operations
37-85	37-01 7/1/75-6/30/94		Agricultural Finance Authority
37-90	37-03 7/1/75-6/30/94		State Fair
37-99		AGR	Department of Agriculture (to request all divisions)
		LAB	<u>DEPARTMENT OF LABOR</u>
38-01			All but OSHA
38-02			OSHA
38-99		LAB	Department of Labor (to request all divisions)
		INS	<u>DEPARTMENT OF INSURANCE</u>
39-01			Administration
39-02			Personnel/Controller
39-04			Property and Casualty
39-05			Financial Evaluation
39-06			Engineering
39-07			Fire and Rescue Training
39-08			Investigation
39-09			Agent Services
39-10			Special Services
39-11			Consumer Insurance Information
39-12			State Property Fire Div
39-13			Life and Health
39-16			Regional Affairs
39-19			Actuarial Services
39-20			Market Examinations
39-21			Senior Health Insurance Information Program

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
39-22			Information Systems
38-24			Field Audit
39-25			Manufactured Housing
39-27			Regulatory Actions
39-28			Managed Care and Health Benefits
39-29			Senior Staff
39-99		INS	Department of Insurance (to request all divisions)
			<u>OFFICE OF STATE PERSONNEL</u>
40-00	41-06 7/1/75-6/30/85	OSP	Office of State Personnel
		ADM	<u>DEPARTMENT OF ADMINISTRATION</u>
41-01			Secretary's Office
41-08			Purchase and Contract
41-10			Indian Affairs
41-13	41-03 7/1/75-5/31/80		Board of Ethics
41-15			Youth Involvement – Internship Office
41-16	41-10 7/1/75-5/31/80		North Carolina Council on Women
41-17	41-01 7/1/75-5/31/80		DOA-Human Resource Management
41-18	41-01 7/1/74-5/31/80		Office of Fiscal Management
41-19			Management Information Services
41-25	41-08 7/1/75-5/31/80		Federal Surplus Property
41-26	41-08 7/1/75-2/28/85		State Surplus Property
41-27	41-00 7/1/75-5/31/80		Veterans Affairs
41-28			Motor Fleet Management
41-30			Courier Service
41-31			Mail Services Center
41-33	41-09 7/1/75-5/31/80		State Capitol Police
41-35	41-10 7/1/75-5/31/80		Human Relations Commission

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
41-38			Gov. Advocacy Council on Children and Youth
41-40			Gov. Advocacy Council for Persons with Disabilities
41-41	41-14 10/1/79-5/31/80		Public Telecommunication
41-48	41-16 6/1/80-9/30/82		Domestic Violence
41-49	41-07 7/1/75-1/31/86		State Construction
41-50	41-07 7/1/75-5/31/80 41-24 7/1/85-6/30/84		State Property
41-51	41-09 7/1/75-6/30/84		Facility Management
41-57	41-09 7/1/75-6/30/85		Landscape Services
41-58	41-09 7/1/75-6/30/85		Parking
41-59			Board of Science/Technology
41-61			N.C. Low-Level Radioactive Waste Mgmt. Auth.
41-64			Health Plan Purchasing Board
41-70			Rape Crisis
41-71	41-03 4/1/85-6/30/85 30-00 7/1/85-6/30/98		Non-Public Education
41-72			Domestic Violence Commission
41-99		ADM	Department of Administration (to request all divisions)
		DOT	<u>DEPARTMENT OF TRANSPORTATION</u>
42-10			Secretary's Office
42-20			Assistant Secretary for Management
42-30			Assistant Secretary for Planning
42-40			Assistant Secretary for Safety
42-50			Division of Highways
42-61	42-30 7/1/75-12/1/92		Transit Administration

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
42-70			Motor Vehicles
42-99		DOT	Department of Transportation (to request all divisions)
		EHR	<u>DEPARTMENT OF ENVIRONMENT &amp; NATURAL RESOURCES</u>
43-01			Division of Administration
43-02			Division of Water Resources
43-03			Division of Coastal Management
43-04			Division of Forest Resources
43-06			Soil & Water
43-07			Land Resources
43-08			Marine Fisheries
43-09			Parks & Recreation
43-10			Zoological Park
43-11			Wildlife Resources
43-17			Radiation Protection
43-20			Environmental Health
43-24			Waste Management
43-27			Aquarium
43-28			NC Museum of Natural Sciences
43-29			Pollution Prevention & Envir Assistance
43-30			ENR – Water Quality
43-32			Air Quality
43-33			ENR – Clean Water Mgmt Trust Fund
43-50			Secretary’s Office
43-51			Public Affairs
43-52			Personnel/Human Resources
43-53			Controller’s Office
43-54			Budget, Planning, & Analysis
43-55			Purchase & Services
43-56			Computer Services
43-58			Environmental Education
43-59			Regional Offices
43-99		ENR	Department of Environment and Natural Resources (to request all divisions)

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
		DHR	<u>DEPARTMENT OF HEALTH AND HUMAN SERVICES</u>
44-01		BMN	ADATC – Black Mountain
44-03		GRV	ADATC – Greenville
44-04		SCC	NC – Special Care Center
44-06		BMC	Black Mountain Center
44-10		HRS	Secretary’s Office
44-11		HRS	Division of Aging
44-12	44-65 7/1/75-6/30/99	TOB	Town of Butner
44-20		DCD	Child Development
44-22		DEE	DEIE - Division of Early Intervention and Education - Adm.
44-23		SFD	Schools for the Deaf – Administration
44-24		WSD	DEIE – Western NC School for the Deaf
44-25		ESD	DEIE – Eastern NC School for the Deaf
44-26		CSD	DEIE – Central NC School for the Deaf
44-27		GMS	DEIE – Governor Morehead School
44-28		SFD	Services for Deaf and Hard of Hearing
44-29		EIP	Early Intervention Preschools
44-31	44-30 7/1/75-6/30/89 44-16 6/30/89-10/1/89 43-18 43-19 43-21 43-22 43-23 43-25 43-26 43-57 10/1/89-6/30/97	DHS	Health Services
44-32		DEC	DEIE-Developmental Evaluation Centers
44-40		DSS	Social Services

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
44-45		DMA	Medical Assistance
44-46		DMA	DMA-Health Choice
44-50		DSB	Services for Blind
44-57		SCC	NC SCC – Willie M Unit
44-58		UMS	Butner Adolescent Treatment Center
44-59		WHI	Whitaker School
44-60		DMH	Mental Health Services
44-61		WRI	Wright School
44-62		DIX	Dorothea Dix Hospital
44-63		BRO	Broughton Hospital
44-64		CHE	Cherry Hospital
44-65		UMS	John Umstead Hospital
44-66		WCC	Western Carolina Center
44-67		OBC	O’Berry Center
44-68		MUR	Murdoch Center
44-69		CAS	Caswell Center
44-70		DFS	Facility Services
44-80		DVR	Vocational Rehabilitation
44-81	44-41 1/1/85-6/30/96 44-40 7/1/75-1/1/85	DDD	Voc Rehab – Disability Determination
44-99		DHR	Department of Health and Human Services (to request all divisions).

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
		COR	<u>DEPARTMENT OF CORRECTION</u>
45-00			Secretary's Office
45-05			Asst. Sec for Programs and Development
45-10			Deputy Secretary's Office
45-15			Personnel
45-16			Regional Offices
45-20			Fiscal Affairs
45-30			Alcoholism & Chemical Dependency
45-40			Prisons
45-50			Community Corrections
45-60			Parole Commission
45-70			Inmate Grievance Resolutions Board
45-80			Correction Enterprise
45-90			Federal Grants
45-99		COR	Department of Correction (to request all divisions)

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
		COM	<u>DEPARTMENT OF COMMERCE</u>
46-01			Administration
46-02			Utilities
46-03			Employment Security Commission
46-04			Banking
46-05			Savings & Loan
46-06			Credit Union
46-09			Rural Electric (REA)
46-10			Industrial Commission
46-11			ABC Board
46-12			Cemetery Commission
46-14			Energy Administration
46-15			Information Services
46-16			Air Operations
46-17			Seafood Industrial Park
46-18			Travel & Tourism
46-19			Industrial Development
46-20			International Development
46-21			Finance
46-24			Policy & Research
46-25			Public Staff
46-26			Employment & Training
46-27			Community Assistance
46-29			Workforce Preparedness
46-31			NC Alliance for Competitive Tech
46-32			Marketing & Customer Services
46-33			Housing Recovery
46-60			ITS Administration
46-61			Information Resources Management
46-62		SIP	ITS-Computing Services
46-63			ITS-Distributed Computing Services
46-64			ITS-Telecommunications & Information Highway
46-65			ITS-Business Services
46-66			ITS-Y2K
46-67			ITS-IRMC Staff
46-69		SIP	ITS (to request all divisions)
46-99		COM	Department of Commerce (to request all divisions)

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
		REV	<u>DEPARTMENT OF REVENUE</u>
47-71			Secretary's Office
47-72			Personnel
47-73			Planning Development & Technology
47-74			Tax Research
47-76			Indiv Income, Inher, Intang & Gift
47-77			Ad Valorem
47-79			Sales & Use
47-81			Office Examinations
47-82			Office Services
47-83			Unauthorized Substance Taxes
47-84			Field Operations
47-85			Administrative Services
47-86			Accounting
47-87			Returns Processing
47-88			Corporate Excise & Insurance
47-89			Motor Fuels
47-90			Criminal Investigation
47-91			Security
47-99		REV	Department of Revenue (to request all divisions)
		CUL	<u>DEPARTMENT OF CULTURAL RESOURCES</u>
48-01			Administration
48-02			Archives & History
48-03			Museum of Art
48-04			State Library
48-06			NC Arts Council
48-07			NC Symphony
48-08			Museum of History
48-10			USS Battleship Memorial
48-99		CUL	Department of Cultural Resources (to request all divisions)
		CRM	<u>DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY</u>
49-10			Administration
49-20			National Guard

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
49-30			Civil Air Patrol
49-40			Alcohol Law Enforcement
49-50	42-60 7/1/75-12/1/79		Emergency Management
49-60			Highway Patrol
49-70			Governor's Crime Commission
49-71			Victim & Justice Services
49-91			Butner Public Safety Division
49-99		CRM	Department of Crime Control and Public Safety (to request all division)
		OSC	<u>OFFICE OF THE STATE CONTROLLER</u>
50-01	50-00 7/1/91-9/1/94 41-60 10/1/86-6/30/91		Office of the State Controller
50-08	50-00 7/1/91-9/1/94 41-60 10/1/86-6/30/91		Financial Systems
50-09	50-00 7/1/91-9/1/94 41-60 10/1/86-6/30/91		State Accounting Systems
50-99		OSC	Office of State Controller (to request all divisions)
			<u>UNIVERSITY SYSTEM</u>
60-10		GEN	UNC- General Administration
60-20		UNC	UNC – Chapel Hill
60-30		NCS	NC State University
60-40		UNG	UNC – Greensboro
60-50		CHA	UNC- Charlotte
60-55		UNA	UNC – Asheville
60-60		UNW	UNC – Wilmington
60-65		ECU	East Carolina University
60-70		ATU	NC A&T University
60-75		WCU	Western Carolina University
60-80		ASU	Appalachian State University
60-82		PSU	Pembroke State University
60-84		WSS	Winston-Salem State University

<b>DEPT/DIV UNIV CODE</b>	<b>PREVIOUS CODES</b>	<b>MESSAGE CODE</b>	<b>TITLE</b>
60-86		ECS	Elizabeth City State University
60-88		FSU	Fayetteville State University
60-90		NCC	NC Central University
60-92		ART	NC School of the Arts
60-94		SCI	NC School of Science and Math
60-95		UNH	University of NC Hospital at Chapel Hill
60-99			University System (to request all campuses)
68-00		CCO	Community Colleges
			<u>BOARDS,COUNCILS AND COMMISSIONS</u>
80-25			State Board of Elections
81-00	<sup>3</sup>		NC Auctioneer Licensing Board
81-01			NC State Board of Barber Exam
81-02			Board of Cosmetic Arts
81-03			Board of Opticians
81-04			Board of Examiners of Practicing Psychologists
81-05			Board of Examiners for Nursing Home Administrators
81-06			NC Auctioneer Licensing Board
81-07	<sup>3</sup>		NC Board for Licensing of Geologists
81-08	<sup>3</sup>		North Carolina Center for Nursing
81-09	<sup>3</sup>		NC Hearing Aid Dealers & Fitters Board
81-12	<sup>3</sup>		NC Appraisal Board
81-50			NC Licensing Board of General Contractors
81-51	<sup>3</sup>		Board of Examiners/Elect Contractors
81-52			NC Real Estate Commission
81-53			NC Real Estate Appraisal Board
82-10			Administrative Hearings
83-00			Administrative Rules Review Commission
84-10			Comprehensive Major Medical Plan

<sup>3</sup> This organization does not have positions in PMIS but was assigned a department/division code in order to process vacancy postings.

### County Codes

A list of county codes is available on-line and may be invoked by keying **PMXCTY** (space) from a blank screen or by choosing option 14 from the Main Menu. Figure 5.4 is an example of this transaction.

PMXCTY	CURRENT COUNTY CODES AND NAMES	
	COUNTY CODE	COUNTY NAME
*	001	ALAMANCE
*	002	ALEXANDER
*	003	ALLEGHANY
*	004	ANSON
*	005	ASHE
*	006	AVERY
*	007	BEAUFORT
*	008	BERTIE
*	009	BLADEN
*	010	BRUNSWICK
*	011	BUNCOMBE
*	012	BURKE
*	013	CABARRUS
*	014	CALDWELL
*	015	CAMDEN

OPTIONS: REPLACE \* WITH Y TO SELECT; F7=PMACTION F17=PMEMP,PMTOT OR PMVAC

Figure 5.4 - PMXCTY - County Codes

## NC County Codes

<i>County</i>	<i>Code</i>
Alamance	001
Alexander	002
Alleghany	003
Anson	004
Ashe	005
Avery	006
Beaufort	007
Bertie	008
Bladen	009
Brunswick	010
Buncombe	011
Burke	012
Cabarrus	013
Cladwell	014
Camden	015
Carteret	016
Caswell	017
Catawba	018
Chatham	019
Cherokee	020
Chowan	021
Clay	022
Cleveland	023
Columbus	024
Craven	025
Comberland	026
Currituck	027
Dare	028
Davidson	029
Davie	030
Duplin	031
Durham	032
Edgecombe	033
Forsyth	034
Franklin	035
Gaston	036
Gates	037
Graham	038
Granville	039
Greene	040

<i>County</i>	<i>Code</i>
Guilford	041
Halifax	042
Harnett	043
Haywood	044
Henderson	045
Hertford	046
Hoke	047
Hyde	048
Irdell	049
Jackson	050
Johnston	051
Jones	052
Lee	053
Lenoir	054
Lincoln	055
Macon	056
Madison	057
Martin	058
McDowell	059
Mecklenburg	060
Mitchell	061
Montgomery	062
Moore	063
Nash	064
New Hanover	065
Northhampton	066
Onslow	067
Orange	068
Pamlico	069
Pasquotank	070
Pender	071
Perquimans	072
Person	073
Pitt	074
Polk	075
Randolph	076
Richmond	077
Robeson	078
Rockingham	079
Rowan	080

<i>County</i>	<i>Code</i>
Rutherford	081
Sampson	082
Scotland	083
Stanly	084
Stokes	085
Surry	086
Swain	087
Transylvania	088
Tyrrell	089
Union	090
Vance	091
Wake	092
Warren	093
Washington	094
Watauga	095

<i>County</i>	<i>Code</i>
Wayne	096
Wilkes	097
Wilson	098
Yadkin	099
Yancey	100
Atlanta, Ga.	201
Chicago, Ill	202
San Jose, Ca.	203
Boston, Mass.	204
New York, NY	205
Washington, DC	206

### Central Payroll Deduction Codes

The **PMINS** transaction provides an on-line list of payroll deduction codes. To access this transaction, key **PMINS** (space) from a blank screen or choose option 03 from the Address and Payroll Deduction Inquiries Sub-Menu (**PMXADMNU**). This list is also available in both numerical and alphabetical order on the following pages. The list on the following pages represents the codes as of the printing of this manual. The on-line list is the most current. Figure 5.5 is an example of the first page of this transaction query.

PMINS	CENTRAL PAYROLL DEDUCTION CODES			UPDATE= N
STATUS	CODE	DESCRIPTION	EFFECTIVE DATE	
X	001	BOARD NON-TAXABLE	07 01 91	
X	002	DORMITORY NON-TAXABLE	07 01 91	
X	003	RENT NON-TAXABLE	07 01 91	
X	004	UTILITY NON-TAXABLE	07 01 91	
X	050	FOUNDATION FDS	07 01 91	
X	051	TERMINATION DEBT	07 01 91	
X	052	REIMBURSEMENT FROM EMPLOY	07 01 91	
X	053	PARKING FINES	07 01 91	
X	054	EXECUTIVE CAR	07 01 91	
X	055	EXECUTIVE INSUR	07 01 91	
X	056	MOVING EXPENSES (TAXABLE)	07 01 91	
X	057	MEDICAL	07 01 91	
X	058	BOARD	07 01 91	
X	059	DORMITORIES-ROOM	07 01 91	
X	060	RENT	07 01 91	
X	061	UTILITIES	07 01 91	
X	062	EDUCATION REIMB.(TAXABLE)	07 01 91	
X	063	EMPLOYEE TELEPHONE	07 01 91	
X	064	UTILITY FUND	07 01 91	

TO UPDATE, ENTER -Y- IN UPDATE FIELD AND ENTER. PA1=NEXT PAGE.

Figure 5.5 - PMINS - Central Payroll Deduction Codes

### Central Payroll Deduction Codes – Numeric Listing

<i>Code</i>	<i>Description</i>	<i>Effective Date</i>
1	Board Non-Taxable	07 01 91
2	Dormitory Non-Taxable	07 01 91
3	Rent Non-Taxable	07 01 91
4	Utility Non-Taxable	07 01 91
50	Foundation Fds	07 01 91
51	Termination Debt	07 01 91
52	Reimbursement From Emply	07 01 91
53	Parking Fines	07 01 91
54	Executive Car	07 01 91
55	Executive Insur	07 01 91
56	Moving Expenses (Taxable)	07 01 91
57	Medical	07 01 91
58	Board	07 01 91
59	Dormitories-Room	07 01 91
60	Rent	07 01 91
61	Utilities	07 01 91
62	Education Reimb.(Taxable)	07 01 91
63	Employee Telephone	07 01 91
64	Utility Fund	07 01 91
65	Univ Charitable/Ath Ded	07 01 97
66	Lib Lf As Co Of Bost-Unga	07 01 97
67	Clothing Allowance-Tax	07 01 97
68	Meals-Taxable	01 10 00
74	James Hunt Jr.-S/A	07 01 97
75	Dennis Wicker-S/A	07 01 97
76	James C Gardner	07 01 97
78	Lib Lf As Co Of Bost-Unga	07 01 97
92	Loan Payment Sup/Ret-Bbt	07 01 91
94	Def Instit Parking	01 01 00
95	Institution Parking	07 01 97
98	Parking Fee-Deferred	07 01 99
99	Parking Fee	07 01 91
100	State Empl Credit Union	07 01 91
101	New Hanover Tch C/U	07 01 97
102	Members Credit Union	07 01 91
200	Annuity-403(B)-Tax Sheltr	07 01 91
225	Sup/Ret 401(K)-Bbt	07 01 91
249	Deferred Comp (457)	07 01 91
302	US Savings Bonds	07 01 91
304	US Savings Bonds	07 01 91
306	\$100 Savings Bonds	07 01 91
308	\$200 Savings Bonds	07 01 91

<b>Code</b>	<b>Description</b>	<b>Effective Date</b>
310	\$500 Savings Bonds	07 01 91
312	\$1000 Savings Bonds	07 01 91
320	Us Savings Bonds	07 01 91
322	US Savings Bonds	07 01 91
324	US Savings Bonds	07 01 91
326	\$100 Second Savings Bonds	07 01 91
328	\$200 Second Savings Bonds	07 01 91
330	\$500 Second Savings Bonds	07 01 91
400	NC Health Benefit Plan	07 01 91
401	NC Health Plan-Medicare	07 01 91
403	NC Hlth Benefit Plan-'O'	07 01 91
404	NC Health Prepaid Ins	07 01 91
405	Generations HMO Plan	07 01 91
406	Generations HMO-Medicare	07 01 91
407	Generations HMO Plan-'O'	07 01 91
408	Generations Prepaid Ins	07 01 91
410	Kaiser HMO Plan	07 01 91
411	Kaiser HMO Plan Medicare	07 01 91
412	Kaiser HMO Plan 'O'	07 01 91
413	Kaiser Prepaid Insurance	07 01 91
415	Prucare HMO Plan	07 01 91
416	Prucare HMO Plan Medicare	07 01 91
417	Prucare HMO Plan 'O'	07 01 91
418	Prucare Prepaid Insurance	07 01 91
420	United Healthcare HMO	07 01 91
421	United Healthcare Medicar	07 01 91
422	United Healthcare HMO 'O'	07 01 91
423	United Healthcare Prepaid	07 01 91
425	Healthsource HMO Plan	07 01 97
426	Healthsource HMO-Medicare	07 01 97
427	Healthsource HMO Plan 'O'	07 01 97
428	Healthsource Prepaid Ins	07 01 97
430	Maxicare HMO Plan	07 01 91
431	Maxicare HMO Plan-Medi	07 01 97
432	Maxicare HMO Plan 'O'	07 01 97
433	Maxicare Prepaid Ins	07 01 97
435	BC/BS HMO Plan	07 01 91
436	BC/BS HMO Plan-Medicare	07 01 97
437	BC/BS HMO Plan 'O'	07 01 97
438	BC/BS Prepaid Ins	07 01 97
440	Wellness Plan HMO	07 01 97
441	Wellness Plan HMO - Medic	07 01 97
442	Wellness Plan HMO 'O'	07 01 97
443	Wellness Plan Prepaid HMO	07 01 97

<b>Code</b>	<b>Description</b>	<b>Effective Date</b>
445	Dependent Care FSA	07 01 91
446	Health Care FSA	07 01 91
447	American Dental Plan FSA	07 01 97
448	BC/BS Pre-Tax Dental FSA	07 01 91
449	UNUM AD&D Plan FSA	07 01 91
450	Superior Vision Serv FSA	07 01 91
451	BC/BS Dental	07 01 91
452	American National Ins Co	07 01 97
453	Pacific Mutual Life Ins	07 01 97
455	Doctors HMO Plan	07 01 97
456	Doctors HMO Plan-Medicare	07 01 97
457	Doctors HMO Plan 'O'	07 01 97
458	Doctors Prepaid Ins	07 01 97
460	Optimum Choice HMO Plan	07 01 97
461	Opti Choice HMO-Medicare	07 01 97
462	Optimum Choice HMO Plan-O	07 01 97
463	Opti Choice Prepaid Ins	07 01 97
465	Qualchoice HMO Plan	07 01 97
466	Qualchoice HMO-Medicare	07 01 97
467	Qualchoice HMO Plan 'O'	07 01 97
468	Qualchoice Prepaid Ins	07 01 97
470	Welpath Select HMO Plan	07 01 97
471	Welpath Sel HMO-Medicare	07 01 97
472	Welpath Sel HMO Plan 'O'	07 01 97
473	Welpath Sel Prepaid Ins	07 01 97
475	NC Prepaid Legal Serv	07 01 91
476	SEANC-Dues	07 01 91
477	Pre-Paid Legal Serv Inc	07 01 97
478	NCAE-Dues	07 01 91
480	NC Combined Campaign	07 01 91
485	DOA Commut Chgs	07 01 91
486	DOA Commut Chgs	07 01 91
487	DOA Commut Chgs	07 01 91
500	SEANC Insurance	07 01 91
550	Jefferson Std Life Insura	07 01 91
551	Capital America Life Ins	07 01 97
552	Prudential Life Insurance	07 01 91
553	Peoples Security Life Ins	07 01 91
554	Cincinnati Life Insur Co	07 01 91
555	Cen St Hth/Life Of Omaha	01 01 00
556	Protective Life Insur Co	07 01 91
557	American Family Life Assu	07 01 91
558	Nat Foundation Life Insur	07 01 91
559	Group America Ins Co	07 01 91

<b>Code</b>	<b>Description</b>	<b>Effective Date</b>
560	Anthem Hlth & Life Insur	07 01 91
561	NC Mutual Ins Co	07 01 91
562	State Farm Ins Co	07 01 91
563	Aegon Sid	07 01 91
564	American Heritage Ins Co	01 01 00
565	Paul Revere Ins Co	07 01 91
566	National Travelers Life	01 01 00
570	Pfl Life Aegon Usa	07 01 91
590	Med America Ltc Plan	07 01 91
602	Victory Life Ins Co	07 01 97
603	Anthem Life Ins Of Fla	07 01 91
604	Loyal American Life Ins	07 01 91
605	Commonwealth Nat Lf Ins	07 01 97
606	Medical Life Ins Co	07 01 97
607	Travlers Ins Co	07 01 97
608	Liberty National Life Ins	07 01 97
610	Great Amer Res Dental Ins	07 01 91
611	United Services Life Ins	07 01 97
615	Transamerica Assur Co	07 01 97
620	NC Dental Services	07 01 97
630	New York Life Ins	07 01 97
631	Eye Care Plan Of America	07 01 97
632	Equitable Var Life Ins	07 01 91
635	Aetna Ins Co	07 01 97
650	Colonial Life & Accident	07 01 91
651	Northwest Nat Life Ins Co	07 01 91
652	Bankers Security Life Ins	07 01 91
653	American Pioneer Life Ins	07 01 91
654	Occidental Life Of NC	07 01 97
655	Provident Life & Accident	07 01 91
660	United Teachers Life Ins	07 01 91
701	Mid South Insurance Co	07 01 91
703	Springfield Life Ins Co	07 01 91
704	Phoenix Mutual Life Ins	07 01 91
705	Teacher Ins Annuity Assoc.	07 01 91
707	Life Insurance Of Alabama	07 01 91
709	Lincoln Nat Life Insur Co	07 01 91
710	Gen American Life Ins Co	07 01 91
712	Bankers United Life Assur	07 01 91
713	Boston Mutual Life Ins Co	07 01 91
715	Ameritas Life Ins Corp	07 01 97
720	BC/BS Dental Insurance	07 01 91
721	American Franklin Life Ins	07 01 91
722	Horace Mann Dental Ins	07 01 91

<b>Code</b>	<b>Description</b>	<b>Effective Date</b>
723	Cigna Life Ins Co	07 01 91
725	Liberty Mutual Life Ins	07 01 91
730	Alex Hamilton Life Ins	07 01 91
750	Jefferson-Pilot Life Ins	07 01 91
751	Safeco Life Insurance Co	07 01 91
752	Professional Ins Corp	07 01 91
755	Federal Retirement & Insur	07 01 91
756	FICA Medicare (Mqfe)	07 01 91
760	Investors Consolid Ins Co	07 01 91
770	Confederation Life Ins Co	07 01 91
771	Kanawha Dental Insurance	07 01 91
800	NC Hlth Benefit Pln-Taxed	07 01 91
801	NC Health Plan-Medicare	07 01 91
803	NC Hlth Benefit Plan 'O'	07 01 91
804	NC Health Prepaid Ins	07 01 91
805	Generations HMO - Taxed	07 01 91
806	Generations HMO Medicare	07 01 91
807	Generations HMO Plan 'O'	07 01 91
808	Generations HMO Prepaid	07 01 91
810	Partners National HMO	07 01 91
811	Partners National HMO-Med	07 01 91
812	Partners National HMO-'O'	07 01 91
813	Partners National Prepaid	07 01 91
815	Prucare HMO Plan--Taxed	07 01 91
816	Prucare HMO Plan Medicare	07 01 91
817	Prucare HMO Plan 'O'	07 01 91
818	Prucare Prepaid Insurance	07 01 91
820	United Healthcare HMO	07 01 91
821	United Healthcare Medicar	07 01 91
822	United Healthcare HMO 'O'	07 01 91
823	United Healthcare Prepaid	07 01 91
825	Coventry Healthcare HMO	07 01 91
826	Coventry Healthcare-Med	07 01 91
827	Coventry Healthcare-'O'	07 01 91
828	Coventry Healthcare Prepd	07 01 91
830	Maxicare HMO Plan	07 01 91
831	Maxicare HMO Medicare	07 01 91
832	Maxicare HMO Plan 'O'	07 01 91
833	Maxicare Prepaid Ins	07 01 91
835	BC/BS HMO Plan	07 01 91
836	BC/BS HMO Plan -Medicare	07 01 91
837	BC/BS HMO Plan 'O'	07 01 91
838	BC/BS Prepaid Ins	07 01 91
840	Wellness HMO Plan	07 01 91

<b>Code</b>	<b>Description</b>	<b>Effective Date</b>
841	Wellness HMO- Medicare	07 01 91
842	Wellness HMO- 'O'	07 01 91
843	Wellness Prepaid Ins	07 01 91
855	Doctors HMO Plan	07 01 91
856	Doctors HMO Plan Medicare	07 01 91
857	Doctors HMO Plan 'O'	07 01 91
858	Doctors Prepaid Plan	07 01 91
860	Optimum Choice HMO Plan	07 01 91
861	Optimum Choice HMO-Medica	07 01 91
862	Optimum Choice HMO Plan O	07 01 91
863	Opti Choice Prepaid Ins	07 01 91
865	Qualchoice HMO Plan	07 01 91
866	Qualchoice HMO Plan Medic	07 01 91
867	Qualchoice HMO Plan 'O'	07 01 91
868	Qualchoice Prepaid Ins	07 01 91
870	Welpath Select HMO Plan	07 01 91
871	Welpath Sel HMO Medicare	07 01 91
872	Welpath Sel HMO- 'O'	07 01 91
873	Welpath Sel Prepaid Ins	07 01 91
900	Garnishment-County	07 01 91
901	Garnishment-IRS	07 01 91
902	Garnishment-NC Dept/Rev	07 01 91
903	Garnishment-Court Order	07 01 91
904	Garnishment-City	07 01 91
905	Hospital Garnishment	07 01 91
906	Ambulance Service	07 01 91
907	Unemp Benefits Reimburs	07 01 91
908	Court Order-Bankruptcy	07 01 91
909	Default Education Loans	07 01 91
910	Employee Restitution	07 01 91

### Central Payroll Deduction Codes - Alphabetized List

<i>Code</i>	<i>Description</i>	<i>Effective Date</i>
306	\$100 Savings Bonds	07 01 91
326	\$100 Second Savings Bonds	07 01 91
312	\$1000 Savings Bonds	07 01 91
308	\$200 Savings Bonds	07 01 91
328	\$200 Second Savings Bonds	07 01 91
310	\$500 Savings Bonds	07 01 91
330	\$500 Second Savings Bonds	07 01 91
563	Aegon Sid	07 01 91
635	Aetna Ins Co	07 01 97
730	Alex Hamilton Life Ins	07 01 91
906	Ambulance Service	07 01 91
447	American Dental Plan FSA	07 01 97
557	American Family Life Assu	07 01 91
721	American Franklin Life Ins	07 01 91
564	American Heritage Ins Co	01 01 00
452	American National Ins Co	07 01 97
653	American Pioneer Life Ins	07 01 91
715	Ameritas Life Ins Corp	07 01 97
200	Annuity-403(B)-Tax Sheltr	07 01 91
560	Anthem Hlth & Life Insur	07 01 91
603	Anthem Life Ins Of Fla	07 01 91
652	Bankers Security Life Ins	07 01 91
712	Bankers United Life Assur	07 01 91
451	BC/BS Dental	07 01 91
720	BC/BS Dental Insurance	07 01 91
435	BC/BS HMO Plan	07 01 91
835	BC/BS HMO Plan	07 01 91
836	BC/BS HMO Plan -Medicare	07 01 91
437	BC/BS HMO Plan 'O'	07 01 97
837	BC/BS HMO Plan 'O'	07 01 91
436	BC/BS HMO Plan-Medicare	07 01 97
438	BC/BS Prepaid Ins	07 01 97
838	BC/BS Prepaid Ins	07 01 91
448	BC/BS Pre-Tax Dental FSA	07 01 91
58	Board	07 01 91
1	Board Non-Taxable	07 01 91
713	Boston Mutual Life Ins Co	07 01 91
551	Capital America Life Ins	07 01 97
555	Cen St Hth/Life Of Omaha	01 01 00
723	Cigna Life Ins Co	07 01 91
554	Cincinnati Life Insur Co	07 01 91
67	Clothing Allowance-Tax	07 01 97

<b>Code</b>	<b>Description</b>	<b>Effective Date</b>
650	Colonial Life & Accident	07 01 91
605	Commonwealth Nat Lf Ins	07 01 97
770	Confederation Life Ins Co	07 01 91
908	Court Order-Bankruptcy	07 01 91
825	Coventry Healthcare HMO	07 01 91
828	Coventry Healthcare Prepd	07 01 91
826	Coventry Healthcare-Med	07 01 91
827	Coventry Healthcare-'O'	07 01 91
94	Def Instit Parking	01 01 00
909	Default Education Loans	07 01 91
249	Deferred Comp (457)	07 01 91
75	Dennis Wicker-S/A	07 01 97
445	Dependent Care FSA	07 01 91
485	DOA Commut Chgs	07 01 91
486	DOA Commut Chgs	07 01 91
487	DOA Commut Chgs	07 01 91
455	Doctors HMO Plan	07 01 97
855	Doctors HMO Plan	07 01 91
856	Doctors HMO Plan Medicare	07 01 91
457	Doctors HMO Plan 'O'	07 01 97
857	Doctors HMO Plan 'O'	07 01 91
456	Doctors HMO Plan-Medicare	07 01 97
458	Doctors Prepaid Ins	07 01 97
858	Doctors Prepaid Plan	07 01 91
59	Dormitories-Room	07 01 91
2	Dormitory Non-Taxable	07 01 91
62	Education Reimb.(Taxable)	07 01 91
910	Employee Restitution	07 01 91
63	Employee Telephone	07 01 91
632	Equitable Var Life Ins	07 01 91
54	Executive Car	07 01 91
55	Executive Insur	07 01 91
631	Eye Care Plan Of America	07 01 97
755	Federal Retirement & Insur	07 01 91
756	FICA Medicare (Mqfe)	07 01 91
50	Foundation Fds	07 01 91
904	Garnishment-City	07 01 91
900	Garnishment-County	07 01 91
903	Garnishment-Court Order	07 01 91
901	Garnishment-IRS	07 01 91
902	Garnishment-NC Dept/Rev	07 01 91
710	Gen American Life Ins Co	07 01 91
805	Generations HMO - Taxed	07 01 91
806	Generations HMO Medicare	07 01 91

<b>Code</b>	<b>Description</b>	<b>Effective Date</b>
405	Generations HMO Plan	07 01 91
807	Generations HMO Plan 'O'	07 01 91
407	Generations HMO Plan-'O'	07 01 91
808	Generations HMO Prepaid	07 01 91
406	Generations HMO-Medicare	07 01 91
408	Generations Prepaid Ins	07 01 91
610	Great Amer Res Dental Ins	07 01 91
559	Group America Ins Co	07 01 91
446	Health Care FSA	07 01 91
425	Healthsource HMO Plan	07 01 97
427	Healthsource HMO Plan 'O'	07 01 97
426	Healthsource HMO-Medicare	07 01 97
428	Healthsource Prepaid Ins	07 01 97
722	Horace Mann Dental Ins	07 01 91
905	Hospital Garnishment	07 01 91
95	Institution Parking	07 01 97
760	Investors Consolid Ins Co	07 01 91
76	James C Gardner	07 01 97
74	James Hunt Jr.-S/A	07 01 97
550	Jefferson Std Life Insura	07 01 91
750	Jefferson-Pilot Life Ins	07 01 91
410	Kaiser HMO Plan	07 01 91
411	Kaiser HMO Plan Medicare	07 01 91
412	Kaiser HMO Plan 'O'	07 01 91
413	Kaiser Prepaid Insurance	07 01 91
771	Kanawha Dental Insurance	07 01 91
66	Lib Lf As Co Of Bost-Unga	07 01 97
78	Lib Lf As Co Of Bost-Unga	07 01 97
725	Liberty Mutual Life Ins	07 01 91
608	Liberty National Life Ins	07 01 97
707	Life Insurance Of Alabama	07 01 91
709	Lincoln Nat Life Insur Co	07 01 91
92	Loan Payment Sup/Ret-Bbt	07 01 91
604	Loyal American Life Ins	07 01 91
831	Maxicare HMO Medicare	07 01 91
430	Maxicare HMO Plan	07 01 91
830	Maxicare HMO Plan	07 01 91
432	Maxicare HMO Plan 'O'	07 01 97
832	Maxicare HMO Plan 'O'	07 01 91
431	Maxicare HMO Plan-Medi	07 01 97
433	Maxicare Prepaid Ins	07 01 97
833	Maxicare Prepaid Ins	07 01 91
68	Meals-Taxable	01 10 00
590	Med America Ltc Plan	07 01 91

<b>Code</b>	<b>Description</b>	<b>Effective Date</b>
57	Medical	07 01 91
606	Medical Life Ins Co	07 01 97
102	Members Credit Union	07 01 91
701	Mid South Insurance Co	07 01 91
56	Moving Expenses (Taxable)	07 01 91
558	Nat Foundation Life Insur	07 01 91
566	National Travelers Life	01 01 00
480	NC Combined Campaign	07 01 91
620	NC Dental Services	07 01 97
400	NC Health Benefit Plan	07 01 91
401	NC Health Plan-Medicare	07 01 91
801	NC Health Plan-Medicare	07 01 91
404	NC Health Prepaid Ins	07 01 91
804	NC Health Prepaid Ins	07 01 91
803	NC Hlth Benefit Plan 'O'	07 01 91
403	NC Hlth Benefit Plan-'O'	07 01 91
800	NC Hlth Benefit Pln-Taxed	07 01 91
561	NC Mutual Ins Co	07 01 91
475	NC Prepaid Legal Serv	07 01 91
478	NCAE-Dues	07 01 91
101	New Hanover Tch C/U	07 01 97
630	New York Life Ins	07 01 97
651	Northwest Nat Life Ins Co	07 01 91
654	Occidental Life Of NC	07 01 97
461	Opti Choice HMO-Medicare	07 01 97
463	Opti Choice Prepaid Ins	07 01 97
863	Opti Choice Prepaid Ins	07 01 91
460	Optimum Choice HMO Plan	07 01 97
860	Optimum Choice HMO Plan	07 01 91
862	Optimum Choice HMO Plan O	07 01 91
462	Optimum Choice HMO Plan-O	07 01 97
861	Optimum Choice HMO-Medica	07 01 91
453	Pacific Mutual Life Ins	07 01 97
99	Parking Fee	07 01 91
98	Parking Fee-Deferred	07 01 99
53	Parking Fines	07 01 91
810	Partners National HMO	07 01 91
811	Partners National HMO-Med	07 01 91
812	Partners National HMO-'O'	07 01 91
813	Partners National Prepaid	07 01 91
565	Paul Revere Ins Co	07 01 91
553	Peoples Security Life Ins	07 01 91
570	Pfl Life Aegon USA	07 01 91
704	Phoenix Mutual Life Ins	07 01 91

<b>Code</b>	<b>Description</b>	<b>Effective Date</b>
477	Pre-Paid Legal Serv Inc	07 01 97
752	Professional Ins Corp	07 01 91
556	Protective Life Insur Co	07 01 91
655	Provident Life & Accident	07 01 91
415	Prucare HMO Plan	07 01 91
416	Prucare HMO Plan Medicare	07 01 91
417	Prucare HMO Plan 'O'	07 01 91
817	Prucare HMO Plan 'O'	07 01 91
815	Prucare HMO Plan--Taxed	07 01 91
816	Prucare HMO Plan Medicare	07 01 91
418	Prucare Prepaid Insurance	07 01 91
818	Prucare Prepaid Insurance	07 01 91
552	Prudential Life Insurance	07 01 91
465	Qualchoice HMO Plan	07 01 97
865	Qualchoice HMO Plan	07 01 91
866	Qualchoice HMO Plan Medic	07 01 91
467	Qualchoice HMO Plan 'O'	07 01 97
867	Qualchoice HMO Plan 'O'	07 01 91
466	Qualchoice HMO-Medicare	07 01 97
468	Qualchoice Prepaid Ins	07 01 97
868	Qualchoice Prepaid Ins	07 01 91
52	Reimbursement From Empl	07 01 91
60	Rent	07 01 91
3	Rent Non-Taxable	07 01 91
751	Safeco Life Insurance Co	07 01 91
476	SEANC-Dues	07 01 91
500	SEANC Insurance	07 01 91
703	Springfield Life Ins Co	07 01 91
100	State Empl Credit Union	07 01 91
562	State Farm Ins Co	07 01 91
225	Sup/Ret 401(K)-BB&T	07 01 91
450	Superior Vision Serv FSA	07 01 91
705	Teacher Ins Annuity Assoc	07 01 91
51	Termination Debt	07 01 91
615	Transamerica Assur Co	07 01 97
607	Travlers Ins Co	07 01 97
907	Unemp Benefits Reimburs	07 01 91
420	United Healthcare HMO	07 01 91
820	United Healthcare HMO	07 01 91
422	United Healthcare HMO 'O'	07 01 91
822	United Healthcare HMO 'O'	07 01 91
421	United Healthcare Medicar	07 01 91
821	United Healthcare Medicar	07 01 91
423	United Healthcare Prepaid	07 01 91

<b>Code</b>	<b>Description</b>	<b>Effective Date</b>
823	United Healthcare Prepaid	07 01 91
611	United Services Life Ins	07 01 97
660	United Teachers Life Ins	07 01 91
65	Univ Charitable/Ath Ded	07 01 97
449	UNUM AD&D Plan FSA	07 01 91
302	US Savings Bonds	07 01 91
304	US Savings Bonds	07 01 91
320	Us Savings Bonds	07 01 91
322	US Savings Bonds	07 01 91
324	US Savings Bonds	07 01 91
61	Utilities	07 01 91
64	Utility Fund	07 01 91
4	Utility Non-Taxable	07 01 91
602	Victory Life Ins Co	07 01 97
841	Wellness HMO- Medicare	07 01 91
842	Wellness HMO- 'O'	07 01 91
840	Wellness HMO Plan	07 01 91
440	Wellness Plan HMO	07 01 97
441	Wellness Plan HMO - Medic	07 01 97
442	Wellness Plan HMO 'O'	07 01 97
443	Wellness Plan Prepaid HMO	07 01 97
843	Wellness Prepaid Ins	07 01 91
871	Welpath Sel HMO Medicare	07 01 91
872	Welpath Sel HMO- 'O'	07 01 91
472	Welpath Sel HMO Plan 'O'	07 01 97
471	Welpath Sel HMO-Medicare	07 01 97
473	Welpath Sel Prepaid Ins	07 01 97
873	Welpath Sel Prepaid Ins	07 01 91
470	Welpath Select HMO Plan	07 01 97
870	Welpath Select HMO Plan	07 01 91

**Visa Type Codes**

<b>Visa Type</b>	<b>Immigration Status</b>	<b>Permissible Income</b>
B1	Visitor for Business	Travel
B2	Visitor for Pleasure	None
F1	Student	Temporary Employee Research Assistant Teaching Assistant
F2	F1 Dependent	None
H1B	Aliens in Specialty Occupations	Temporary Employee EPA SPA Honorarium Travel
H4	H1 Dependent	None
J1	Student	Temporary Employee Research Assistant Teaching Assistant
J1	Teacher Researcher	Temporary Employee EPA SPA Honorarium Travel
J2	J1 Spouse	With Work Permission
TN	Certain Canadian or Mexican Professionals	Temporary Employee EPA SPA Honorarium Travel
WB or WT	Visa Waiver Program with Specific Countries	Travel (WB only)

**Country of Origin Codes**

<b>Country</b>	<b>Code</b>
Australia	AS
Austria	AU
Barbados	BB
Belgium	BE
Canada	CA
China, People's Republic of	CH
Cyprus	CY
Czech Republic	EZ
Denmark	DA
Egypt	EG
Finland	FI
France	FR
Germany	GM
Greece	GR
Hungary	HU
Iceland	IC
India	IN
Indonesia	ID
Ireland	EI
Israel	IS
Italy	IT
Jamaica	JM
Japan	JA
Korea, Republic of	KS
Luxembourg	LU
Malta	MT
Mexico	MX
Morocco	MO
Netherlands	NL
Netherlands, Antilles	NT
Netherlands, Aruba	AA
Other	OT

**Disability Codes**

<b>Code</b>	<b>Disability</b>
A	None/prefer not to report
B	Blind or severely visually impaired
C	Deaf or severely hearing impaired
D	Loss or limited use of arms and/or hands
E	Non-ambulatory (must use wheelchair)
F	Other orthopedic impairment (including amputation, arthritis, back injury, cerebral palsy, spina bifida, etc.
G	Respiratory impairment
H	Nervous system/neurological disorder
I	Mentally restored
J	Mental retardation
K	Learning disability
L	Other (heart disease, diabetes, speech impairment)
M	Other (please specify)

***Exempt/Policy-Making Codes***

<b><i>Code</i></b>	<b><i>Meaning</i></b>
A	Constitutional Officer
B	Salary set by Board or Commission
C	Salary set by General Assembly
D	Salary by General Assembly, Recommended by Governor
E	Lieutenant Governor's Staff
F	Governor's Staff
G	Salary set by Governor & ABC
H	Policy Making Position set by Governor
I	EPA Statutory Position
J	EPA Position set by General Assembly
K	Policy Making – Confidential Assistant
L	Policy Making – Confidential Secretary
M	Chief Deputy
N	EPA Statutory, Salary set by General Assembly in Appr. Act
O	Miscellaneous EPA Statutory Positions
P	Governor's Office-Housing Finance

**Position Types**

<b>Position Type Code</b>	<b>Abbrev.</b>	<b>Description</b>	<b>Exempt or Subject to the State Personnel Act</b>	<b>Effective Date</b>
1	PMFT	Permanent Full-Time	SPA	7/1/74
2	PMPT	Permanent Part-Time	SPA	7/1/74
3	TMFT	Temporary Full-Time	SPA	7/1/74
4	TMPT	Temporary Part-Time	SPA	7/1/74
5	EXFT	Exempt Full-Time	EPA	7/1/74
6	EXPT	Exempt Part-Time	EPA	7/1/74
7	ETFT	Exempt Temporary Full-Time	EPA	7/1/82
8	ETPT	Exempt Temporary Part-Time	EPA	7/1/82
9	TLFT	Time-Limited Full-Time	SPA	7/1/88
A	TLPT	Time-Limited Part-Time	SPA	7/1/88
B	INT	Intermittent	SPA	10/1/91

**Employee Appointment Types**

<b>Appt-type Code</b>	<b>Apprev.</b>	<b>Description</b>	<b>Exempt or Subject to the State Personnel Act</b>	<b>Effective Date</b>
1	PMFT	Permanent Full-Time	SPA	7/1/74
2	PMPT	Permanent Part-Time	SPA	7/1/74
3	TMFT	Temporary Full-Time	SPA	7/1/74
4	TMPT	Temporary Part-Time	SPA	7/1/74
5	PRFT	Probationary Full-Time	SPA	7/1/74
6	PROV	Provisional Full-Time	SPA	7/1/74 inactivated 7/1/91
7	EMER	Emergency	SPA	7/1/74 inactivated 7/1/91
8	TLFT	Time-Limited Permanent Full-Time	SPA	7/1/88
9	PRPT	Probationary Part-Time	SPA	3/1/91
A	TLPT	Time-Limited Permanent Part-Time	SPA	3/1/91
B	TLPF	Time-Limited Probationary Full-Time	SPA	3/1/91
C	TLPP	Time-Limited Probationary Part-Time	SPA	3/1/91
D	EXFT	Exempt Full-Time	EPA	3/1/91
E	EXPT	Exempt Part-Time	EPA	3/1/91
F	ETFT	Exempt Temporary Full-Time	EPA	3/1/91
G	ETPT	Exempt Temporary Full-time	EPA	3/1/91
I	INT	Intermittent	SPA	3/1/91
R	RET	Retired	SPA	10/1/91
S	STU	Student	SPA	10/1/91
T	TRFT	Trainee Full-Time	SPA	3/1/91
U	TRPT	Trainee Part-Time	SPA	3/1/91

**Personnel Action Codes - Numeric Listing**

<b>Code</b>	<b>Description</b>	<b>Eff. Date</b>
0	Fill By Temp/Transitional Pos	Aug-91
1	New Position	Jul-74
2	Reallocation Up - Pos	Jul-74
3	Reallocation Down - Pos	Jul-74
4	Reallocation Horizontal - Pos	Jul-74
5	Position Transferred To	Jul-74
6	Position Abolished	Jul-74
7	Budget Transfer	Jul-74
8	Position Re-Established	Jul-74
9	Extend Temporary Position	Jul-74
10	Initial Classification	Jul-74
11	Position Transferred	Jul-74
12	Remove Differential	Aug-91
13	Position Title Change	Aug-91
14	Range Revision On Position	Jul-74
15	Position & Employee Transfer To	Jul-74
16	Position & Employee Transfer Frm	Jul-74
17	OSP-Flag Position	Jul-74
18	Position Type Change	Jul-74
19	County Change	Jul-74
20	Remarks Only	Jul-76
21	Position Funded	Oct-91
22	Not Funded	Oct-91
23	Position Hours Change	Oct-91
24	OSP-Remove Position Flag	Oct-91
25	Re-Confirmed Position	Oct-91
26	Time Limited Change	Oct-91
27	Position Reallocation Differentl	Oct-91
28	Budgeted Salary Change	Jul-80
29	Exemption Type-Policy-Making Chg	Oct-91
30	Vacated By Temporary (NCSU)	Dec-91
31	EOD (New Hire)	May-98
32	Salary Adjustment	Jul-74
33	Performance Increase	Jul-74
34	Horizontal Transfer	Jul-74
35	Range Revision	Jul-74
36	Extension Of Appointment	Jul-74
37	Reallocation - Employee	Jul-74
38	Promotion	Jul-74
39	Demotion	Jul-74

<b>Code</b>	<b>Description</b>	<b>Eff. Date</b>
40	Re-Instatement	Jul-74
41	Name Change	Jul-74
42	Appointment Change	Jul-74
43	Part-Time Hours Change	May-91
44	Increment Cancellation	May-91
45	Flag Employee	May-91
46	Remove Employee Flag	May-91
47	Re-Assignment	Dec-88
48	Employee Title Change	Oct-91
49	Legislative Increase	Jul-74
50	Perform Bonus (Manually Posted prior to 7/90)	Jul-90
51	Termination Of Funds	Jul-74
52	Separated - Personal Reasons	Jul-74
53	Dismissed	Jul-74
54	Reduction In Force	Jul-74
55	Separated - Dissatisfied	Jul-74
56	Involuntary Resignation	Jul-74
57	Did Not Report	Jul-74
58	Separated - Pregnancy	Jul-74
59	Transferred	Jul-74
60	Temporary Appointment Terminated	Jul-74
61	Separated - Education	Jul-74
62	Separated - Spouse Moved	Jul-74
63	Leave W/Out Pay-Extended Illness	Jul-74
64	Separated - Health	Jul-74
65	Leave Without Pay - Suspended	Jul-91
66	Leave Without Pay - Parental	Jul-91
67	Separated - Marriage	Jul-74
68	Separated - Moved	Jul-91
69	Leave Without Pay - Military	Jul-74
70	Separated - Better Employment	Jul-91
71	Rif - Termination Of Funds	Sep-87
72	Leave Without Pay - Education	Jul-74
73	Separated - Family Reasons	Jul-74
74	Leave Without Pay - Workers Comp	Jul-74
75	Separated-Transportation Problem	Jul-74
76	Leave Without Pay - Other	Jul-74
77	Retirement - Service	Jul-91
78	Leave Without Pay-Extended Vac	Jul-74
79	Long Term Disability	Jul-91
80	Time Limited Appt Terminated	Sep-87
81	Death	Jul-74
82	Transferred To EPA	Jul-91

<b>Code</b>	<b>Description</b>	<b>Eff. Date</b>
83	Leave Without Pay - RIF	Sep-87
84	Leave Without Pay-Short Term Dis	Jul-91
85	RIF - Reorganization	Sep-87
86	Separated-Dissat Work Conditions	Sep-87
87	Separated - Dissatisfied - Shift	Sep-87
88	Separated - Dissatisfied - Pay	Sep-87
89	Separated - Other	Jul-74
90	Used For Batch Requests Only	Jul-74
91	Dismissed - Personal Conduct	Sep-87
92	Dismissed - Job Performance	Sep-87
93	Separated - Military Service	Jul-91
94	Separated - Dissat Benefits	Jul-91
95	Separated - Dissat Policies	Jul-91
96	Separated - Confl W/Other Empl	Jul-91
97	Separated - Self Employment	Jul-91
98	Voluntary Resignation W/O Notice	Sep-91
99	Appointment Ended	May-92
100	Legislative Increase-Auto Update	Jul-74
101	Reallocation Differential Empl	Jun-91
102	Employee Months Per Year Change	Apr-93
103	Position Months Per Year Change	Mar-95
104	Horizontally Transfer To	Jul-74
105	Position Transfer To	Jul-74
106	Supervisor Pos Number Correction	Jun-99
108	Promotion To	Jul-74
109	Demotion To	Jul-74
112	Appointment Change To	Aug-91
115	EPA Pos Chg 'To' Frm Tape Update	Nov-90
116	EPA Pos Chg 'From' Frm Tape Upd	Nov-90
117	Re-Assignment To	Dec-88
120	Appointment Change Temp To Perm	28-Mar
122	Broad Banded Area Change To	Nov-98
123	Broad Banded Level Change To	Jan-99
124	Pay Plan Change To	Nov-98
125	Broad Banded Job Change To	Nov-98
150	Accel Pay Plan Sal Adj (PM664)	Aug-91
151	EPA Legislative Increase (PM664)	Aug-94
152	EPA Legislative Increase (Pd105)	Aug-94
170	'Acting' Capacity Promotion To	Aug-91
171	'Acting' Capacity Cancel To	Aug-91
190	Demotion (Personal Conduct) To	Jul-96
191	Demotion (Unsat Job Perf) To	Jul-96
192	Demotion (Gross Ineff Perf) To	Jul-96
198	Initial Position Entry	Jul-91

<b>Code</b>	<b>Description</b>	<b>Eff. Date</b>
199	Initial Employee Entry	Jul-91
200	Level By G/A (Position)	Jan-89
201	Level By G/A (Employee)	Jan-89
202	Warning-Unsatis Job Performance	Jul-96
203	Warning-Grossly Inefficient	Jul-96
204	Warning-Personal Conduct	Jul-96
205	Warning Resolved	Jul-96
206	Warning Extended	Jul-96
207	Warning-Disciplinary Actn Extend	Jul-96
208	Warning Deleted	Jul-96
209	Teacher Supplemental Adjustment	May-93
210	Teacher Certificate Rating Chg	Mar-90
211	Teacher Pay Level Change	Mar-90
212	Teacher Certification Date Chg	Mar-90
213	Teacher Expiration Date Change	Mar-90
214	Teacher Years Experience Change	Sep-90
215	Teacher Number Supervised Change	Sep-90
220	Remarks Only	Aug-92
221	Reallocation - Work Against	Feb-95
222	Broad Banded Area Change	Nov-98
223	Broad Banded Level Change	Nov-98
224	Pay Plan Change	Nov-98
225	Broad Banded Job Change	Mar-99
226	Broad Banded Salary Adjustment	Mar-99
228	Cancel COLA And/Or CGRA	Aug-96
229	Cancel Legislative Increase	Jul-92
230	Deny Legislative Incr-Disciplnry	Apr-90
231	Set Budget Flag	Jan-89
232	Remove Budget Flag	Jan-89
233	Adjustment From Authorization	Mar-92
234	Judicial Automatic Salary Adj	Jan-92
235	Cost Of Living Supplement	Mar-92
236	EPA Supplemental Payment	Jul-92
237	PMS-Warning	Mar-94
238	PMS-Rating Deleted	Oct-92
239	PMS-Evaluation Not Done	Aug-92
240	PMS-LWOP Status	Aug-92
241	PMS-Insufficient Time To Eval.	Aug-92
242	PMS-Unsatisfactory	Aug-92
243	PMS-Below Good	Aug-92
244	PMS-Good	Aug-92
245	PMS-Very Good	Aug-92
246	PMS-Outstanding	Aug-92
247	PMS-Highest Exceeds, 6-Pt. Scale	Aug-92

<b>Code</b>	<b>Description</b>	<b>Eff. Date</b>
248	No Perf Incr-Meets Requirements	Dec-90
249	No Perf Incr-Not Eligible	Dec-90
250	No Perf Incr-Requirements Not Met	Dec-90
251	No Perf Incr Granted-Upgrade	Apr-90
252	No Perf Incr Granted-Decline	Apr-90
253	No Perf Incr Granted-Recent Hire	Apr-90
254	No Perf Increase Granted-Funding	Apr-90
255	No Perf Increase Granted-Equity	Apr-90
256	No Perf Incr Granted-Discipline	Apr-90
257	No Perf Incr Granted-Miscell	Apr-90
258	No Perf Incr Granted-Time-Ltd	Apr-90
259	PMS-Pilot Rating	Jun-95
260	Prom Incr Granted After Eff Date	Feb-90
261	Reall Incr Granted After Eff Dte	Feb-90
262	Range Rev Incr Grnted After Eff	Feb-90
263	Special Entry Rate Increase	Feb-90
264	Employee Geographic Differential	Feb-90
265	Geographic Differential Increase	Feb-90
266	Salary Adjustment - Retention	Feb-90
267	Salary Adjustment - Equity	Feb-90
268	Accelerated Pay Plan Sal Adjust	Dec-90
269	Salary Adjustment - Trainee	Aug-91
270	'Acting Capacity' Promotion Frm	Aug-91
271	Return Frm 'Acting Capacity'frm	Aug-91
272	Salary Adjustment - Lead Worker	Aug-91
273	Salary Adj - Cancel Lead Worker	Aug-91
274	Trainee Reallocation	Aug-91
275	EPA Employee Title Change	Jul-92
276	Position Title Change	Jul-92
277	Not Used	Sep-93
280	In-Range - Higher Level	Apr-96
281	In-Range - Incr Variety & Scope	Apr-96
282	In-Range - Equity	Apr-96
283	In-Range - Retention	May-96
284	In-Range - Turnover	May-96
285	In-Range - Other Labor Market	Apr-96
286	In Range - Skill Based	Apr-96
289	Cancel In-Range	Mar-97
290	Demotion (Personal Conduct)	Jul-96
291	Demotion (Unsatisfactory Perf)	Jul-96
292	Demotion (Grossly Inef Job Perf)	Jul-96
293	Reall Down (Personal Conduct)	Nov-96
294	Reall Down (Unsat Job Perform)	Nov-96
295	Reall Down (Grossly Ineff Perf)	Nov-96

<b>Code</b>	<b>Description</b>	<b>Eff. Date</b>
299	Flag-Agency Remove Flag	Nov-92
300	Flag-Overpaid Longevity	Nov-92
301	Flag-Worker's Compensation	Nov-92
302	Flag-Dock For Overpayment	Nov-92
303	Flag-Due Salary Adjustment	Nov-92
304	Flag-Due Promotional Increase	Nov-92
305	Flag-Due Performance Increase	Nov-92
306	Flag-Due Range Revision Increase	Nov-92
307	Flag-Due Reallocation Increase	Nov-92
308	Flag-Review Pos Class/Vacated	Nov-92
309	Flag-Restudy	Nov-92
310	Flag-Position Classification Rev	Nov-92
311	Flag-Freeze Position	Nov-92
312	Flag-Pos Vacated, Short Term Dis	Nov-92
313	Flag-Pos Of Employee To Be Reins	Nov-92
314	Flag-Employee On Spec Salry Cont	Nov-92
315	Flag-Hold Position Open	Nov-92
316	Flag-Pos Used To Fund Nursing Pl	Nov-92
317	Flag-Pos Filled/Short Term Disab	Nov-92
318	Agency Flag-Other	Nov-92
319	OSP Verbal Flag - Employee	Apr-94
320	Remove Verbal Flag -Employee	Apr-94
321	OSP Verbal Flag - Position	Apr-94
322	Remove Verbal Flag -Position	Apr-94
323	Flag-Projected RIF	Feb-95
324	Flag-Placed RIF Employee	Feb-95
350	Legislative Increase-COLA	Aug-96
351	Legislative Increase-Career Grth	Aug-96
353	Legislative Increase/Vacant Pos	Jul-94
354	Legislative Increase-Pos CGRA	Aug-96
355	Legislative Increase-CGRA Bonus	Sep-96
356	Legislative Increase-Perf Bonus	Aug-98
357	Labor Market Increase (SBP)	Nov-98
358	Legislative Increase-Comp Bonus	Jul-99
400	Not used	
401	New Position/Adjust From Auth	Apr-93
402	Position Transfer/Reall Up	Apr-92
403	Position Transfer/Reall Down	Apr-92
404	Position Transfer/Reall Horiz	Apr-92
433	Position Transfer/Adj From Auth	Apr-92
501	Probationary Appt Terminated	Aug-93
502	Contract Ended	Aug-93
503	Leave W/Out Pay-Family Med Leave	Sep-93
504	LWOP-Susp - Unsatis Job Perf	Apr-96

<b>Code</b>	<b>Description</b>	<b>Eff. Date</b>
505	LWOP-Susp - Grossly Ineff Perf	Apr-96
506	LWOP-Susp - Personal Conduct	Apr-96
507	Dismissed-Unsat Job Performance	Apr-96
508	Dismissed-Grossly Ineff Job Perf	Apr-96
600	Pd135 Longevity Payment	Apr-97
601	Total State Service Correction	Apr-97
700	Schematic Code-Leg Incr	Aug-94
701	Schematic Code-Establish Class	Aug-94
702	Schematic Code-Grade Change	Aug-94
703	Schematic Code-Title Change	Aug-94
704	Schematic Code-Abolish Class	Sep-94
705	Schematic Code-Spec Entry Rate	Sep-94
706	Schematic Code-Schm Trans To	Sep 18
707	Schematic Code-Adptd Diff Paypln	Mar-95
708	Schematic Code-Redefined	Mar-95
709	Schematic Code-Schm Trans From	Dec-97
750	Vacancy Begins	Nov-98
751	Vacancy Closing Date Change	Nov-98
752	Vacancy Deleted	Nov-98
753	Vacancy Ends	Nov-98
754	Vacancy Hour Code Change	Nov-98
755	Vacancy Salary Change	Nov-98
756	Vacancy County Code Change	Nov-98
757	Vacancy Appointment Change	Nov-98
758	Vacancy Location Change	Nov-98
759	Vacancy Contact Change	Nov-98
760	Vacancy Courier Change	Nov-98
761	Vacancy Title Change	Nov-98
762	Vacancy Status Change	Nov-98
764	Vacancy Multiple Changes	Nov-98
765	Vacancy Number Of Vac. Change	Nov-98
766	Vacancy Schema Change	Nov-98
767	Vacancy Grade Change	Nov-98
768	Vacancy Section Change	Nov-98
769	Vacancy Posting Date Change	Nov-98
799	Schematic Code-Reset Trainee Prog	Sep-98
803	Position Mths/Year Chg Frm Pmsal	Nov-98
804	Not used	Nov-98
807	Budget Transfer From	Aug-91
819	County Change	Aug-91
823	Position Hours Change	Aug-98
828	Budget Correction	Aug-91
843	Employee Hour Change	Aug-91
883	Old Position Number Change	Aug-91

<b>Code</b>	<b>Description</b>	<b>Eff. Date</b>
885	Budget Schematic Correction	Aug-91
886	Budget Grade Correction	Aug-91
891	Position Type Correction	Aug-91
892	Appointment Type Correction	Aug-91
893	Employee Schematic Correction	Oct-91
894	Employee Grade Correction	Oct-91
895	Employee Salary Correction	Oct-91
896	Employee Step Correction	Oct-91
960	Citizen Information Change	Jul-96
971	Position Mgr/Supv Correction	Dec-93
972	Employee Mgr/Supv Correction	Dec-93
973	Position FLSA Correction	Dec-90
975	Employee FLSA Correction	Dec-90
975	Division EOD Date Correction	Dec-90
976	State EOD Date Correction	Dec-90
977	Employee Handicap Codes Change	Sep-89
978	Employee Race Correction	Oct-91
979	Employee Sex Correction	Oct-91
980	Employee Date Of Birth Change	Oct-91
981	Employee Veteran Correction	Oct-91
982	Employee Education Level Change	Oct-91
983	Old Position Number Change	Oct-91
984	Budget Information Correction	Oct-91
985	Budget Schematic Correction	Oct-91
986	Budget Grade Correction	May-93
987	Total State Service Change	May-93
988	Social Security Number Change	Jul-75
989	Employee Title Change	Aug-91
990	Position Title Change	Aug-91
991	Position Type Correction	Jun-91
992	Appointment Type Correction	Jun-91
993	Employee Schematic Correction	Jun-91
994	Employee Grade Correction	Jun-91
995	Employee Salary Correction	Jun-91
996	Employee Step Correction	Jun-91
997	Increment Date Correction	Jun-91
998	Mass Reallocation	Jun-91
999	Mass Grade Fix	Jun-91

**Personnel Action Codes -Alphabetic Listing**

<b>Code</b>	<b>Description</b>	<b>Eff. Date</b>
150	Accel Pay Plan Sal Adj (PM664)	Aug-91
268	Accelerated Pay Plan Sal Adjust	Dec-90
171	'Acting' Capacity Cancel To	Aug-91
270	'Acting Capacity' Promotion Frm	Aug-91
170	'Acting' Capacity Promotion To	Aug-91
233	Adjustment From Authorization	Mar-92
318	Agency Flag-Other	Nov-92
42	Appointment Change	Jul-74
120	Appointment Change Temp To Perm	28-Mar
112	Appointment Change To	Aug-91
99	Appointment Ended	May-92
892	Appointment Type Correction	Aug-91
992	Appointment Type Correction	Jun-91
222	Broad Banded Area Change	Nov-98
122	Broad Banded Area Change To	Nov-98
225	Broad Banded Job Change	Mar-99
125	Broad Banded Job Change To	Nov-98
223	Broad Banded Level Change	Nov-98
123	Broad Banded Level Change To	Jan-99
226	Broad Banded Salary Adjustment	Mar-99
828	Budget Correction	Aug-91
886	Budget Grade Correction	Aug-91
986	Budget Grade Correction	May-93
984	Budget Information Correction	Oct-91
885	Budget Schematic Correction	Aug-91
985	Budget Schematic Correction	Oct-91
7	Budget Transfer	Jul-74
807	Budget Transfer From	Aug-91
28	Budgeted Salary Change	Jul-80
228	Cancel COLA And/Or CGRA	Aug-96
289	Cancel In-Range	Mar-97
229	Cancel Legislative Increase	Jul-92
960	Citizen Information Change	Jul-96
502	Contract Ended	Aug-93
235	Cost Of Living Supplement	Mar-92
19	County Change	Jul-74
819	County Change	Aug-91
81	Death	Jul-74
39	Demotion	Jul-74
192	Demotion (Gross Ineff Perf) To	Jul-96

<b>Code</b>	<b>Description</b>	<b>Eff. Date</b>
292	Demotion (Grossly Inef Job Perf)	Jul-96
290	Demotion (Personal Conduct)	Jul-96
190	Demotion (Personal Conduct) To	Jul-96
191	Demotion (Unsat Job Perf) To	Jul-96
291	Demotion (Unsatisfactory Perf)	Jul-96
109	Demotion To	Jul-74
230	Deny Legislative Incr-Disciplnry	Apr-90
57	Did Not Report	Jul-74
53	Dismissed	Jul-74
92	Dismissed - Job Performance	Sep-87
91	Dismissed - Personal Conduct	Sep-87
508	Dismissed-Grossly Ineff Job Perf	Apr-96
507	Dismissed-Unsat Job Performance	Apr-96
975	Division EOD Date Correction	Dec-90
980	Employee Date Of Birth Change	Oct-91
982	Employee Education Level Change	Oct-91
975	Employee FLSA Correction	Dec-90
264	Employee Geographic Differential	Feb-90
894	Employee Grade Correction	Oct-91
994	Employee Grade Correction	Jun-91
977	Employee Handicap Codes Change	Sep-89
843	Employee Hour Change	Aug-91
972	Employee Mgr/Supv Correction	Dec-93
102	Employee Months Per Year Change	Apr-93
978	Employee Race Correction	Oct-91
895	Employee Salary Correction	Oct-91
995	Employee Salary Correction	Jun-91
893	Employee Schematic Correction	Oct-91
993	Employee Schematic Correction	Jun-91
979	Employee Sex Correction	Oct-91
896	Employee Step Correction	Oct-91
996	Employee Step Correction	Jun-91
48	Employee Title Change	Oct-91
989	Employee Title Change	Aug-91
981	Employee Veteran Correction	Oct-91
31	EOD (New Hire)	May-98
275	EPA Employee Title Change	Jul-92
152	EPA Legislative Increase (PD105)	Aug-94
151	EPA Legislative Increase (PM664)	Aug-94
116	EPA Pos Chg 'From' Frm Tape Upd	Nov-90
115	EPA Pos Chg 'To' Frm Tape Update	Nov-90
236	EPA Supplemental Payment	Jul-92
29	Exemption Type-Policy-Making Chg	Oct-91

<b>Code</b>	<b>Description</b>	<b>Eff. Date</b>
9	Extend Temporary Position	Jul-74
36	Extension Of Appointment	Jul-74
0	Fill By Temp/Transitional Pos	Aug-91
45	Flag Employee	May-91
299	Flag-Agency Remove Flag	Nov-92
302	Flag-Dock For Overpayment	Nov-92
305	Flag-Due Performance Increase	Nov-92
304	Flag-Due Promotional Increase	Nov-92
306	Flag-Due Range Revision Increase	Nov-92
307	Flag-Due Reallocation Increase	Nov-92
303	Flag-Due Salary Adjustment	Nov-92
314	Flag-Employee On Spec Salry Cont	Nov-92
311	Flag-Freeze Position	Nov-92
315	Flag-Hold Position Open	Nov-92
300	Flag-Overpaid Longevity	Nov-92
324	Flag-Placed RIF Employee	Feb-95
317	Flag-Pos Filled/Short Term Disab	Nov-92
313	Flag-Pos Of Employee To Be Reins	Nov-92
316	Flag-Pos Used To Fund Nursing Pl	Nov-92
312	Flag-Pos Vacated, Short Term Dis	Nov-92
310	Flag-Position Classification Rev	Nov-92
323	Flag-Projected RIF	Feb-95
309	Flag-Restudy	Nov-92
308	Flag-Review Pos Class/Vacated	Nov-92
301	Flag-Worker's Compensation	Nov-92
265	Geographic Differential Increase	Feb-90
34	Horizontal Transfer	Jul-74
104	Horizontally Transfer To	Jul-74
286	In Range - Skill Based	Apr-96
44	Increment Cancellation	May-91
997	Increment Date Correction	Jun-91
10	Initial Classification	Jul-74
199	Initial Employee Entry	Jul-91
198	Initial Position Entry	Jul-91
282	In-Range - Equity	Apr-96
280	In-Range - Higher Level	Apr-96
281	In-Range - Incr Variety & Scope	Apr-96
285	In-Range - Other Labor Market	Apr-96
283	In-Range - Retention	May-96
284	In-Range - Turnover	May-96
56	Involuntary Resignation	Jul-74
234	Judicial Automatic Salary Adj	Jan-92
357	Labor Market Increase (SBP)	Nov-98
63	Leave W/Out Pay-Extended Illness	Jul-74

<b>Code</b>	<b>Description</b>	<b>Eff. Date</b>
503	Leave W/Out Pay-Family Med Leave	Sep-93
72	Leave Without Pay - Education	Jul-74
69	Leave Without Pay - Military	Jul-74
76	Leave Without Pay - Other	Jul-74
66	Leave Without Pay - Parental	Jul-91
83	Leave Without Pay - RIF	Sep-87
65	Leave Without Pay - Suspended	Jul-91
74	Leave Without Pay - Workers Comp	Jul-74
78	Leave Without Pay-Extended Vac	Jul-74
84	Leave Without Pay-Short Term Dis	Jul-91
49	Legislative Increase	Jul-74
353	Legislative Increase/Vacant Pos	Jul-94
100	Legislative Increase-Auto Update	Jul-74
351	Legislative Increase-Career Grth	Aug-96
355	Legislative Increase-CGRA Bonus	Sep-96
350	Legislative Increase-COLA	Aug-96
358	Legislative Increase-Comp Bonus	Jul-99
356	Legislative Increase-Perf Bonus	Aug-98
354	Legislative Increase-Pos CGRA	Aug-96
201	Level By G/A (Employee)	Jan-89
200	Level By G/A (Position)	Jan-89
79	Long Term Disability	Jul-91
505	Lwop-Susp - Grossly Ineff Perf	Apr-96
506	Lwop-Susp - Personal Conduct	Apr-96
504	Lwop-Susp - Unsatis Job Perf	Apr-96
999	Mass Grade Fix	Jun-91
998	Mass Reallocation	Jun-91
41	Name Change	Jul-74
1	New Position	Jul-74
401	New Position/Adjust From Auth	Apr-93
252	No Perf Incr Granted-Decline	Apr-90
256	No Perf Incr Granted-Discipline	Apr-90
257	No Perf Incr Granted-Miscell	Apr-90
253	No Perf Incr Granted-Recent Hire	Apr-90
258	No Perf Incr Granted-Time-Ltd	Apr-90
251	No Perf Incr Granted-Upgrade	Apr-90
255	No Perf Increase Granted-Equity	Apr-90
254	No Perf Increase Granted-Funding	Apr-90
248	No Perf Incr-Meets Requirements	Dec-90
249	No Perf Incr-Not Eligible	Dec-90
250	No Perf Incr-Requirements Not Met	Dec-90
22	Not Funded	Oct-91
277	Not Used	Sep-93
400	Not used	

<b>Code</b>	<b>Description</b>	<b>Eff. Date</b>
804	Not used	Nov-98
883	Old Position Number Change	Aug-91
983	Old Position Number Change	Oct-91
319	OSP Verbal Flag - Employee	Apr-94
321	OSP Verbal Flag - Position	Apr-94
17	OSP-Flag Position	Jul-74
24	OSP-Remove Position Flag	Oct-91
43	Part-Time Hours Change	May-91
224	Pay Plan Change	Nov-98
124	Pay Plan Change To	Nov-98
600	Pd135 Longevity Payment	Apr-97
50	Perform Bonus (Manually Posted prior to 7/90)	Jul-90
33	Performance Increase	Jul-74
243	PMS-Below Good	Aug-92
239	PMS-Evaluation Not Done	Aug-92
244	PMS-Good	Aug-92
247	PMS-Highest Exceeds, 6-Pt. Scale	Aug-92
241	PMS-Insufficient Time To Eval.	Aug-92
240	PMS-LWOP Status	Aug-92
246	PMS-Outstanding	Aug-92
259	PMS-Pilot Rating	Jun-95
238	PMS-Rating Deleted	Oct-92
242	PMS-Unsatisfactory	Aug-92
245	PMS-Very Good	Aug-92
237	PMS-Warning	Mar-94
16	Position & Employee Transfer Frm	Jul-74
15	Position & Employee Transfer To	Jul-74
6	Position Abolished	Jul-74
973	Position FLSA Correction	Dec-90
21	Position Funded	Oct-91
23	Position Hours Change	Oct-91
823	Position Hours Change	Aug-98
971	Position Mgr/Supv Correction	Dec-93
103	Position Months Per Year Change	Mar-95
803	Position Mths/Year Chg Frm PMSAL	Nov-98
27	Position Reallocation Differentl	Oct-91
8	Position Re-Established	Jul-74
13	Position Title Change	Aug-91
276	Position Title Change	Jul-92
990	Position Title Change	Aug-91
105	Position Transfer To	Jul-74
433	Position Transfer/Adj From Auth	Apr-92
403	Position Transfer/Reall Down	Apr-92
404	Position Transfer/Reall Horiz	Apr-92

<b>Code</b>	<b>Description</b>	<b>Eff. Date</b>
402	Position Transfer/Reall Up	Apr-92
11	Position Transferred	Jul-74
5	Position Transferred To	Jul-74
18	Position Type Change	Jul-74
891	Position Type Correction	Aug-91
991	Position Type Correction	Jun-91
501	Probationary Appt Terminated	Aug-93
260	Prom Incr Granted After Eff Date	Feb-90
38	Promotion	Jul-74
108	Promotion To	Jul-74
262	Range Rev Incr Grnted After Eff	Feb-90
35	Range Revision	Jul-74
14	Range Revision On Position	Jul-74
295	Reall Down (Grossly Inef Perf)	Nov-96
293	Reall Down (Personal Conduct)	Nov-96
294	Reall Down (Unsat Job Perform)	Nov-96
261	Reall Incr Granted After Eff Dte	Feb-90
37	Reallocation - Employee	Jul-74
221	Reallocation - Work Against	Feb-95
101	Reallocation Differential Empl	Jun-91
3	Reallocation Down - Pos	Jul-74
4	Reallocation Horizontal - Pos	Jul-74
2	Reallocation Up - Pos	Jul-74
47	Re-Assignment	Dec-88
117	Re-Assignment To	Dec-88
25	Re-Confirmed Position	Oct-91
54	Reduction In Force	Jul-74
40	Re-Instatement	Jul-74
20	Remarks Only	Jul-76
220	Remarks Only	Aug-92
232	Remove Budget Flag	Jan-89
12	Remove Differential	Aug-91
46	Remove Employee Flag	May-91
320	Remove Verbal Flag -Employee	Apr-94
322	Remove Verbal Flag -Position	Apr-94
77	Retirement - Service	Jul-91
271	Return Frm 'Acting Capacity'frm	Aug-91
85	RIF - Reorganization	Sep-87
71	RIF - Termination Of Funds	Sep-87
273	Salary Adj - Cancel Lead Worker	Aug-91
32	Salary Adjustment	Jul-74
267	Salary Adjustment - Equity	Feb-90
272	Salary Adjustment - Lead Worker	Aug-91
266	Salary Adjustment - Retention	Feb-90

<b>Code</b>	<b>Description</b>	<b>Eff. Date</b>
269	Salary Adjustment - Trainee	Aug-91
704	Schematic Code-Abolish Class	Sep-94
707	Schematic Code-Adptd Diff Pay Plan	Mar-95
701	Schematic Code-Establish Class	Aug-94
702	Schematic Code-Grade Change	Aug-94
700	Schematic Code-Leg Incr	Aug-94
708	Schematic Code-Redefined	Mar-95
799	Schematic Code-Reset Trainee Prg	Sep-98
709	Schematic Code-Schm Trans From	Dec-97
706	Schematic Code-Schm Trans To	Sep 18
705	Schematic Code-Spec Entry Rate	Sep-94
703	Schematic Code-Title Change	Aug-94
70	Separated - Better Employment	Jul-91
96	Separated - Confl W/Other Empl	Jul-91
94	Separated - Dissat Benefits	Jul-91
95	Separated - Dissat Policies	Jul-91
55	Separated - Dissatisfied	Jul-74
88	Separated - Dissatisfied - Pay	Sep-87
87	Separated - Dissatisfied - Shift	Sep-87
61	Separated - Education	Jul-74
73	Separated - Family Reasons	Jul-74
64	Separated - Health	Jul-74
67	Separated - Marriage	Jul-74
93	Separated - Military Service	Jul-91
68	Separated - Moved	Jul-91
89	Separated - Other	Jul-74
52	Separated - Personal Reasons	Jul-74
58	Separated - Pregnancy	Jul-74
97	Separated - Self Employment	Jul-91
62	Separated - Spouse Moved	Jul-74
86	Separated-Dissat Work Conditions	Sep-87
75	Separated-Transportation Problem	Jul-74
231	Set Budget Flag	Jan-89
988	Social Security Number Change	Jul-75
263	Special Entry Rate Increase	Feb-90
976	State EOD Date Correction	Dec-90
106	Supervisor Pos Number Correction	Jun-99
210	Teacher Certificate Rating Chg	Mar-90
212	Teacher Certification Date Chg	Mar-90
213	Teacher Expiration Date Change	Mar-90
215	Teacher Number Supervised Change	Sep-90
211	Teacher Pay Level Change	Mar-90
209	Teacher Supplemental Adjustment	May-93
214	Teacher Years Experience Change	Sep-90

<b>Code</b>	<b>Description</b>	<b>Eff. Date</b>
60	Temporary Appointment Terminated	Jul-74
51	Termination Of Funds	Jul-74
80	Time Limited Appt Terminated	Sep-87
26	Time Limited Change	Oct-91
987	Total State Service Change	May-93
601	Total State Service Correction	Apr-97
274	Trainee Reallocation	Aug-91
59	Transferred	Jul-74
82	Transferred To EPA	Jul-91
90	Used For Batch Requests Only	Jul-74
757	Vacancy Appointment Change	Nov-98
750	Vacancy Begins	Nov-98
751	Vacancy Closing Date Change	Nov-98
759	Vacancy Contact Change	Nov-98
756	Vacancy County Code Change	Nov-98
760	Vacancy Courier Change	Nov-98
752	Vacancy Deleted	Nov-98
753	Vacancy Ends	Nov-98
767	Vacancy Grade Change	Nov-98
754	Vacancy Hour Code Change	Nov-98
758	Vacancy Location Change	Nov-98
764	Vacancy Multiple Changes	Nov-98
765	Vacancy Number Of Vacancy Change	Nov-98
769	Vacancy Posting Date Change	Nov-98
755	Vacancy Salary Change	Nov-98
766	Vacancy Schema Change	Nov-98
768	Vacancy Section Change	Nov-98
762	Vacancy Status Change	Nov-98
761	Vacancy Title Change	Nov-98
30	Vacated By Temporary (NCSU)	Dec-91
98	Voluntary Resignation W/O Notice	Sep-91
208	Warning Deleted	Jul-96
206	Warning Extended	Jul-96
205	Warning Resolved	Jul-96
207	Warning-Disciplinary Action Extend	Jul-96
203	Warning-Grossly Inefficient	Jul-96
204	Warning-Personal Conduct	Jul-96
202	Warning-Unsatisfactory Job Performance	Jul-96

## **6. PMIS reports on OSP website**

Various information housed in PMIS is available on **the** OSP website. To see what is currently available, browse our site at <http://www.osp.state.nc.us/reports.htm>. Some of this information is available to HR Managers only and is password protected. To view our site, you may use Internet Explorer 4.0 or higher; however, usage is optimized using Netscape 4.5 or higher. If you have difficulty due to a non-current browser, contact your MIS staff for assistance.

As of the publication of this manual, the following PMIS information is available from the OSP website:

- ◆ Job Classifications in schematic and alphabetic order (updated monthly)
- ◆ Average Salary Distribution by Occupational Group (updated monthly, password protected)
- ◆ Special Entry Rate Schedule (Excel 6.0, password protected)

## 7. Hard-Copy Reports and File Transfer Capability

In addition to the approximately 75 on-line terminal inquiries available from the PMIS position and employee database, there are over 200 personnel management reports (hard copy) that are available by request on overnight turnaround. Listing the titles of these reports does not do them justice because many of them have multiple sort options, multiple extract capabilities, and selective printing capabilities. Many of these reports can be printed for use as general personnel reports, EEO reports, or budget-type reports, depending on the options requested. Because of the complexities of listing the report variations meaningfully, we are not providing a complete list of hard-copy reports available. Rather, we are listing the *most commonly requested reports* so that you can get a general idea of what is available. The Office of State Personnel encourages agencies and universities to discuss with the PMIS staff personnel data needs which will then be “fitted” to one or more existing computer reports. PMIS staff members may be reached at (919) 733-2992.

### *Most Commonly Requested Reports*

<b>Program Number</b>	<b>Description</b>	<b>Schem Extract?</b>	<b>Available Back-dated?</b>
PM824	All purpose position/employee report that in “standard” form lists and summarizes by division the number of positions and employees by position and appointment type. With numerous print-line options and over 60 sort options, this report may be used for a large variety of purposes. With options for demographic reporting specified, the report will total by sex/race and either Federal or SOC codes within division. With accounting information specified, this report serves as a budget type report. With many extract capabilities (such as job title code, months of service, salary range, county of employment, type of appointment, etc), this report can be tailored to the needs of most users. If desired, the reports generated by this program can also break and summarize by agency section/university department levels.	Yes	Yes
PM669	All-purpose employee activity report, which prints PD-105 actions which occurred over a specific time period, including disciplinary warnings. This report will total by type of action, with race/sex totals. This report will also break & total by internal agency section/university department, if desired.	Yes	Yes
PM876	Turnover report. Gives turnover for a specific period of time based on voluntary, in-voluntary, or all separations. Turnover rates can be calculated on either position counts or employee counts. The report may be sorted by classification code, classification title, grade, or turnover rate percentage.	Yes	Yes

<b>Program Number</b>	<b>Description</b>	<b>Schem Extract?</b>	<b>Available Back-dated?</b>
PM895	Print of employee or position histories (similar to on-line history displays) sequenced by position number, classification code, employee name or accounting information. There are several options available to extract only specific positions or employees. Histories may be printed in reverse date order (most current histories shown first).	Yes	Yes
PM827	Gives total employees by sex, race, age group, salary ranges, state-service ranges, veteran status & education level. Also gives average salary by sex, race, age group & state-service ranges.	Yes	Yes
PM729	Position listing from a budget/accounting perspective. Shows FTE's, accounting information, budgeted salary, classification, position type and employee name. There are a variety of sorts and options, including an option to extract only General, Federal, Receipts, or Highway funded positions. This report page breaks by subhead showing with total budgeted salary by company/account/center (or fund/object/RCC). Also identifies FTE's by fund-source (General fund, Federal fund, Highway fund, and/or Receipts).	Yes	Yes
PM666	All purpose position activity report, which prints PD-118 actions that occurred over a specific time period. This report will total by type of action and has an option to page break by internal agency section/university department, if desired.	Yes	Yes
PM810	Position counts by position type by agency. Also employee counts by appointment type by agency, if requested.	Yes	Yes
PM653	Employee totals by county of work location within major department & university within State Government.	No	Yes
PM974	Performance Ratings report that prints either in detail (by employee) or summary form with statistics by performance rating category within organizational units, for any performance rating cycle.	Yes	Yes

<b>Program Number</b>	<b>Description</b>	<b>Schem Extract?</b>	<b>Available Back-dated?</b>
PM532	Job classification listing by schematic code, by grade, or alphabetically by title. This information is also available by accessing the OSP home page.	Yes	No
PM584	Position totals for each classification title used within an agency.	Yes	Yes
PM316	List of employees by supervisor by department/division.	No	No
PM596	PD-118 and PD-105 transaction counts by type transaction within division, department, or statewide for any time period specified	Yes	Yes
PM689	Distribution of employees by step within each job title by department/division, also showing by job title average salary, average age, and average state service. If processed for all of state government, then it compares these same data elements by agency/university within each job title. This information is also available by accessing the OSP home page.	Yes	Yes
PM808	Ethnic census statistics by Federal or SOC code by division, department, or statewide	Yes	Yes
PM840	Ethnic census statistics by grade for any division, department or statewide. Race/sex totals & percentages can be displayed for selected state-service ranges or selected age groups, if requested.	No	Yes
PM863	State employment ethnic census statistics by dept/division compared to population ethnic census statistics.	No	Yes
PM686	Ethnic census statistics by job title for any division, department, or statewide. Also displays average salary by ethnic group by job title.	Yes	Yes
PM845	Ethnic census statistics by Federal Job Category or SOC Job Category for any division, department, or statewide for EOD, Promotion, Reallocation, Demotion, or Separation activity for any time period.	Yes	Yes
PM854	Ethnic census report by classification title within federal job category or SOC category. This report will page break by internal agency section or university department, if desired.	Yes	Yes

**Files Available for Electronic Transfer**

Electronic data transfer is available through PMIS. Examples of available data files are listed below. This list is not exhaustive; you may also receive a file for any existing PMIS report in electronic form; however, upon receiving an electronic print file, data parsing is necessary in order to separate data.

<b>Program Number</b>	<b>Description</b>	<b>Schem Extract?</b>	<b>Available Back-dated?</b>
PM849	Produces a file of position/employee personnel data, including accounting information (for the primary funding source). If all funding splits are needed, use PM729 described below.	Yes	Yes
PM349	An expanded version on PM849 that includes Supervisor information	Yes	Yes
PM729	Produces a file containing position/employee data with more of a focus on accounting/budget information, including all budget source splits, FTE's, etc. Includes also employee name, job title, & salary.	Yes	Yes
PM669	Produces a file of PD-105 (employee) activity showing action-type, to/from salary (when applicable), to/from grade (when applicable), to/from job title (when applicable), sex, race, employee name, to/from position number (when applicable), effective date of action, etc.	Yes	Yes
PM666	Produces a file of PD-118 (position) activity showing action-type, to/from job title and grade (when applicable), position-type, to/from position number (when applicable), effective data of action, etc.	Yes	Yes
PM603	Produces a file of employee home address & payroll deduction information (except for garnishments). Also, employee emergency-contact information is available, if requested.	Yes	No

Record Layouts for PM849, PM349, PM729, PM669, PM666 and PM603 are on the pages that follow. PMIS does not create diskettes for PC use. We provide all data in “flat” files in one of the following three ways:

1. As a cataloged disk or magnetic tape file on ITS (SIPS) storage devices.
2. Agency supplied magnetic tape
3. By way of the FTP command to your network server, assuming a user-ID and password have been provided by the user to enable PMIS data files to be sent to your network server.

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[Click here to download pages 197 – 209 in MS Excel](#)

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