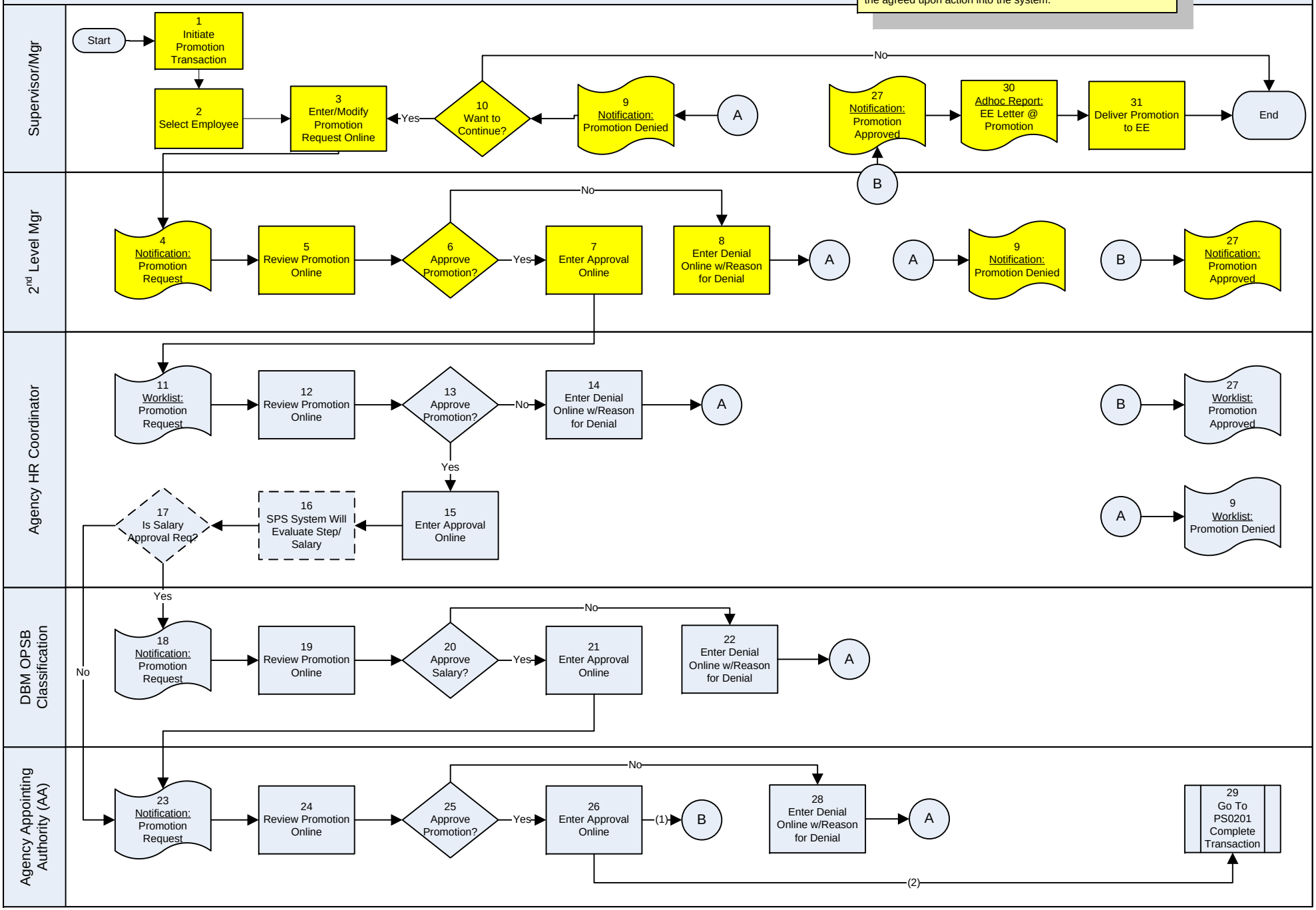
# MSS0101 -Promotion Not From Recruiting

(Action = Promotion + Reason = Promotion)

**Assumption**

-> Conversations have occurred at a minimum between the Supervisor/Mgr and the 2nd Level Manager that a Promotion action is appropriate. This process is the formality of entering the agreed upon action into the system.

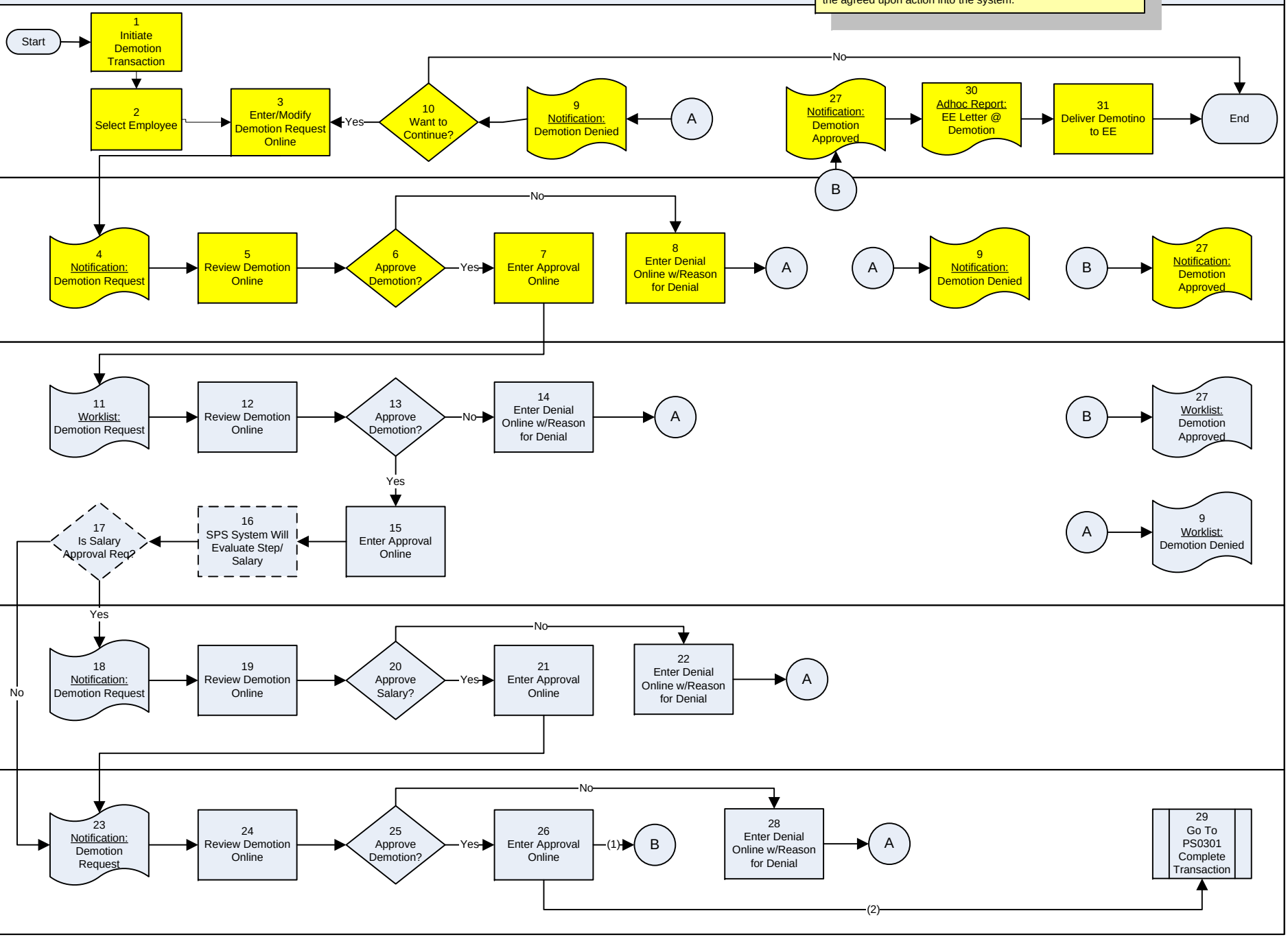


# MSS0102 - Demotion Not From Recruiting

(Action = Demotion + Reason = 1) Voluntary 2) Career Change

**Assumption**

-> Conversations have occurred at a minimum between the Supervisor/Mgr and the 2nd Level Manager that a Demotion action is appropriate. This process is the formality of entering the agreed upon action into the system.

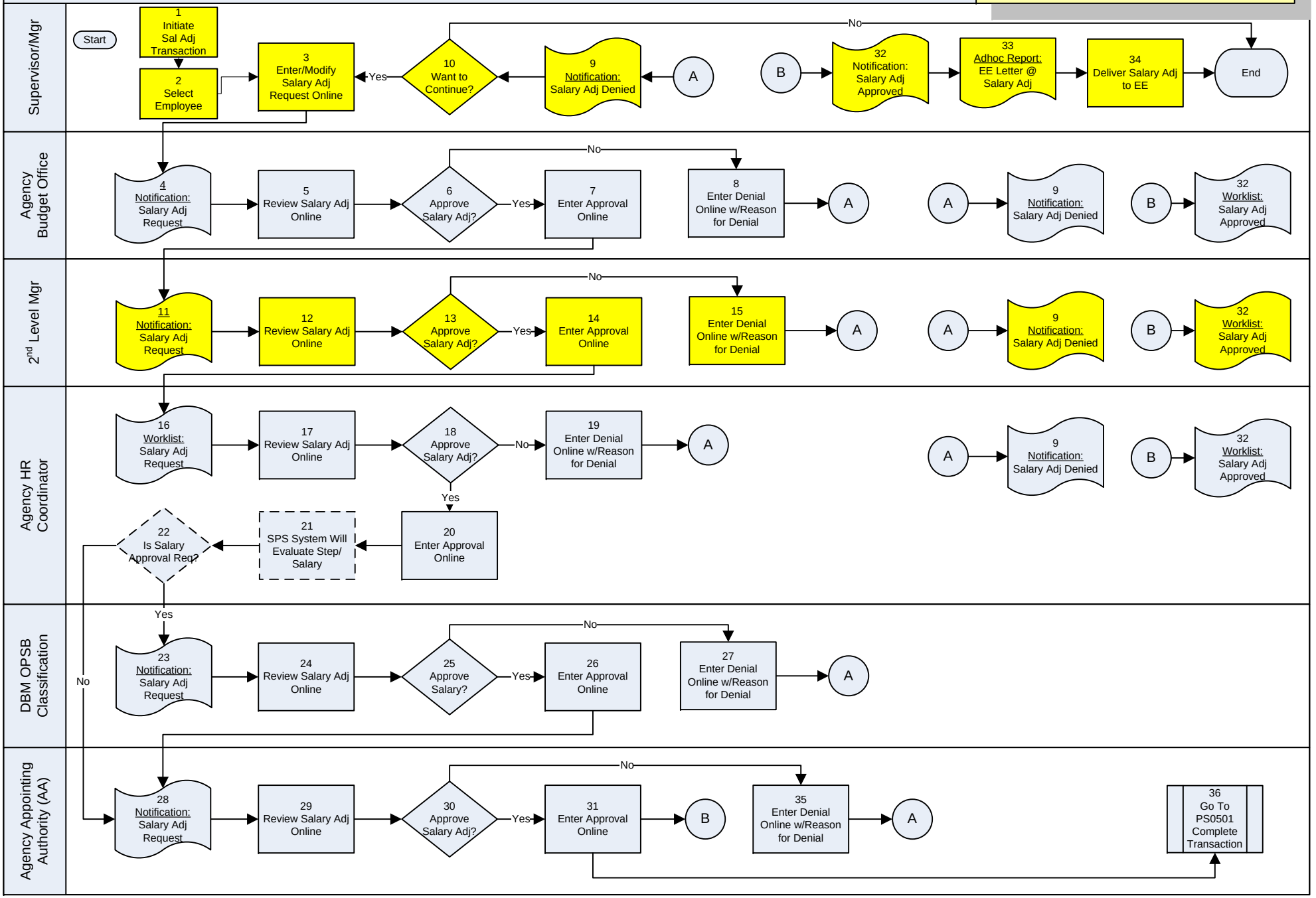


# MSS0103 - Salary Adjustment

(Action = Salary Adjustment + Reason = 1) Advanced Step 2) Misc. Adjustment)

**Assumption**

-> Conversations have occurred at a minimum between the Supervisor/Mgr and the 2nd Level Manager that a Salary Adjustment action is appropriate. This process is the formality of entering the agreed upon action into the system.

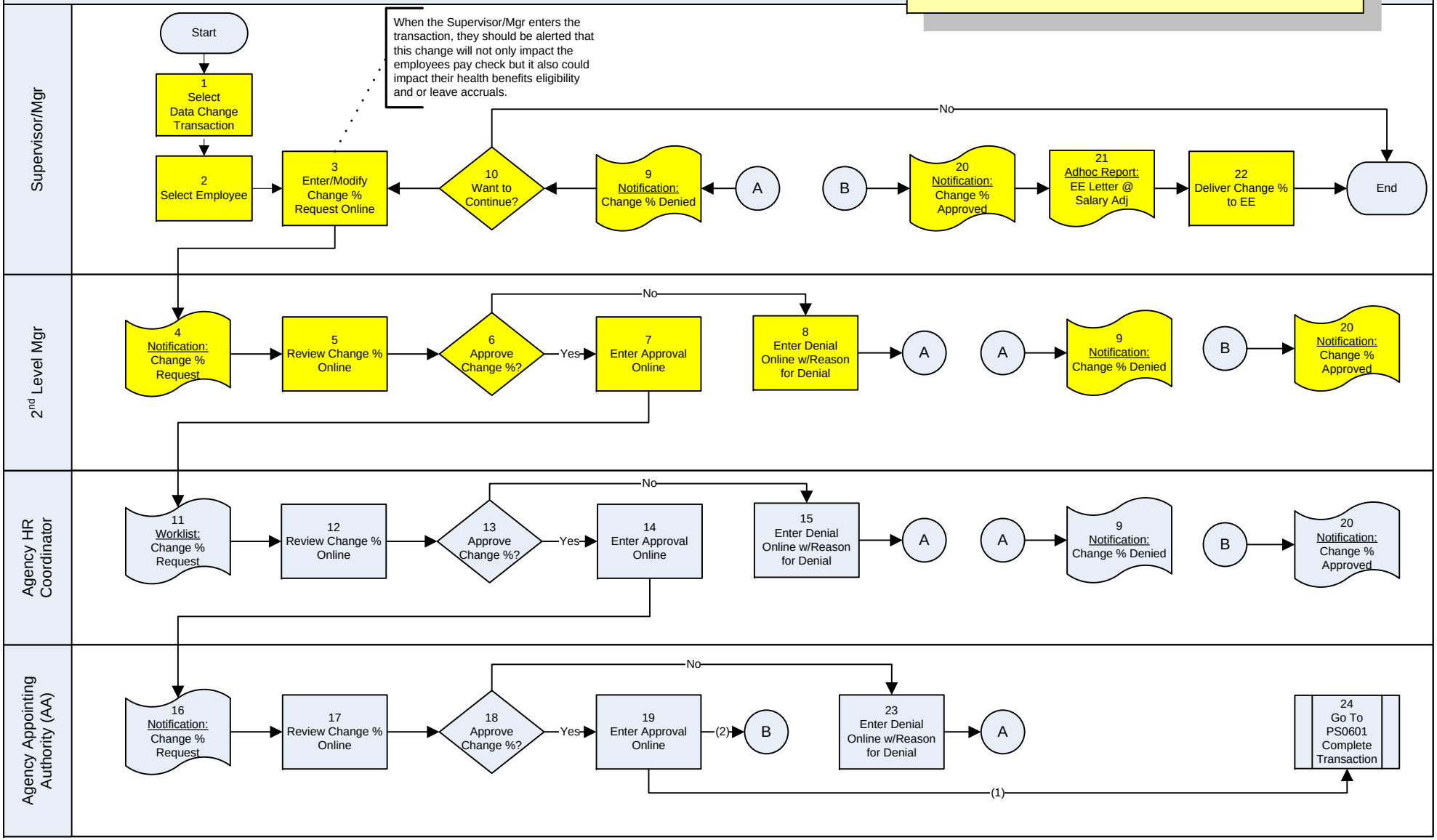


# MSS0104 - Process a Data Change – Change % Employed

(Action = Miscellaneous Adjustment + Reason = Change % Employed)

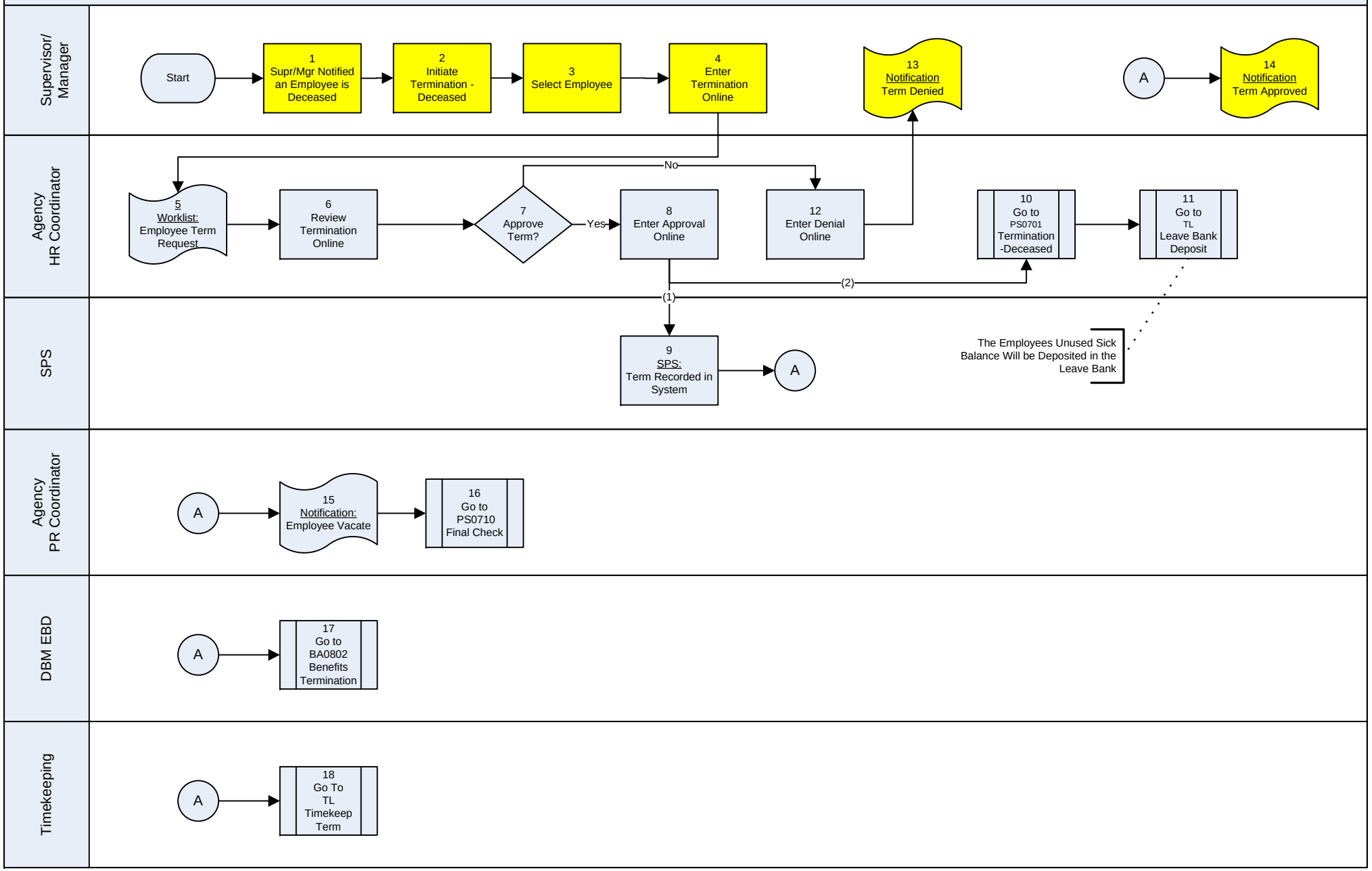
**Assumptions**

-> Conversations have occurred at a minimum between the Supervisor/Mgr and the 2nd Level Manager that a Change % Employed is appropriate.
-> The employee has been counseled on the impact this change may have on their salary, health benefits and leave accruals.



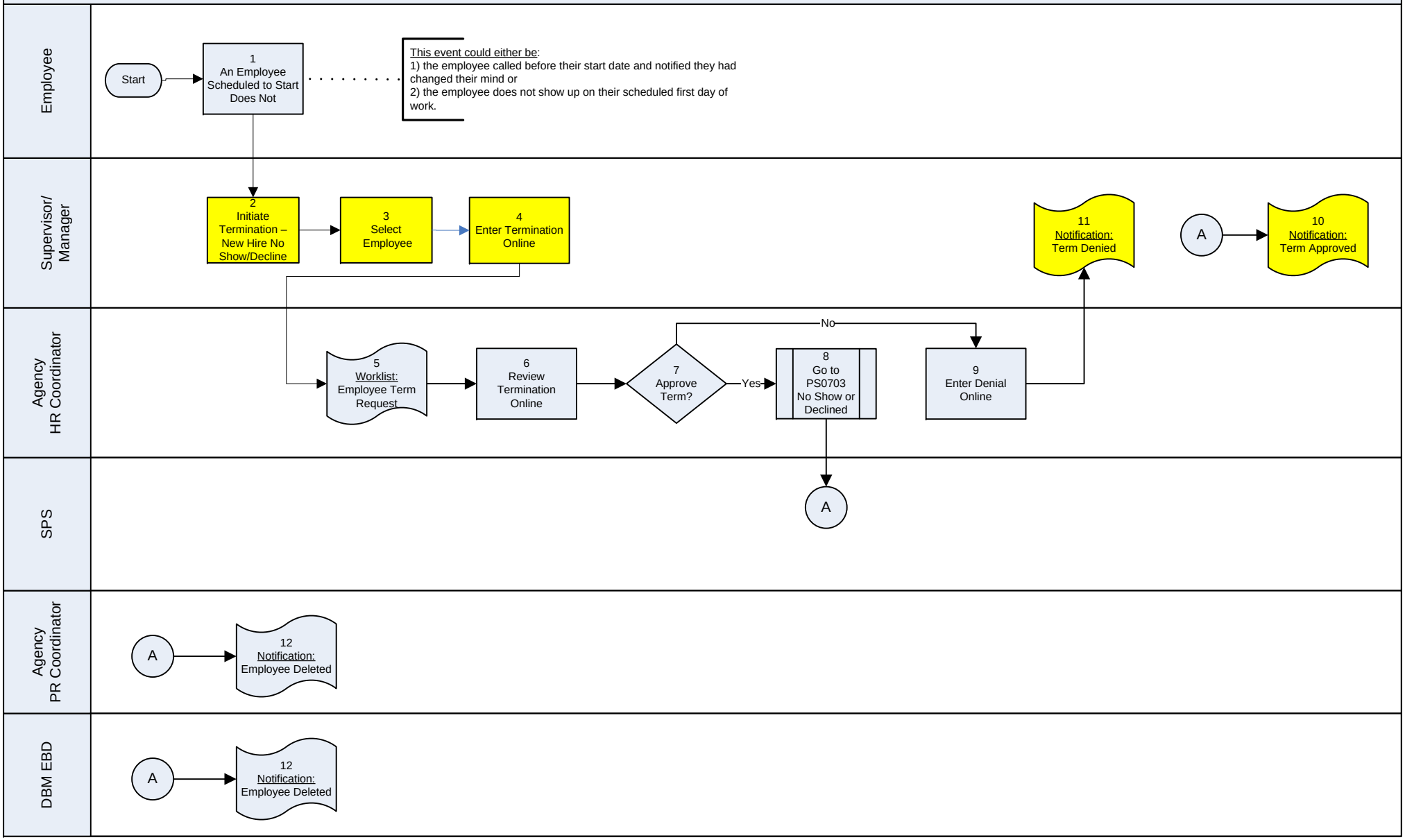
# MSS0105 - Termination – Deceased

(Action = Termination + Reason = Deceased)



# MSS0106 - Termination – New Hire – No Show *or* Declined Offer After Acceptance

(Action = Termination + Reason = 1) New Hire – No Show  2) New Hire – Declined Offer After Acceptance)

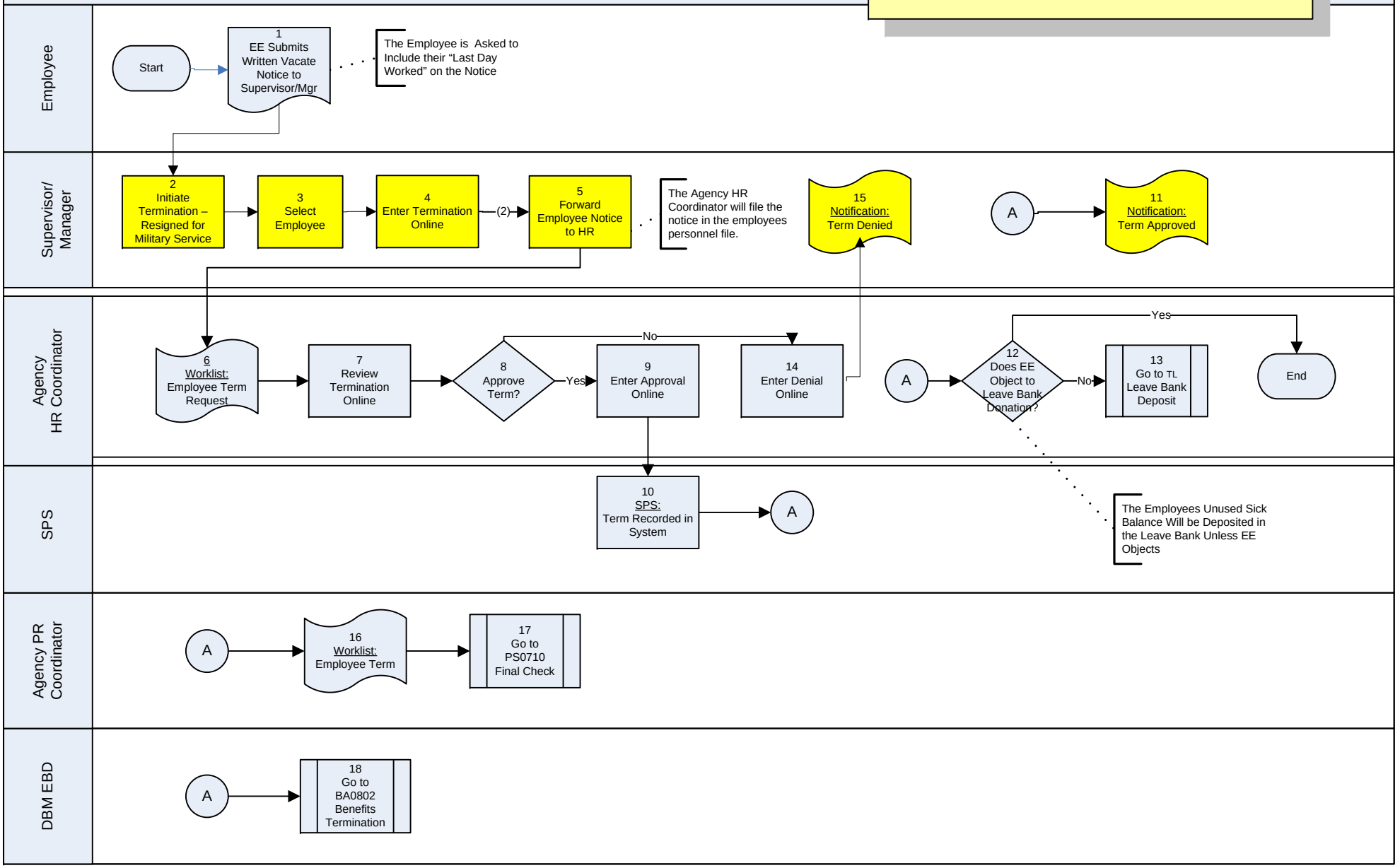


# MSS0107 - Termination – Resigned for Military Service

(Action = Termination + Reason = Resigned for Military Service)

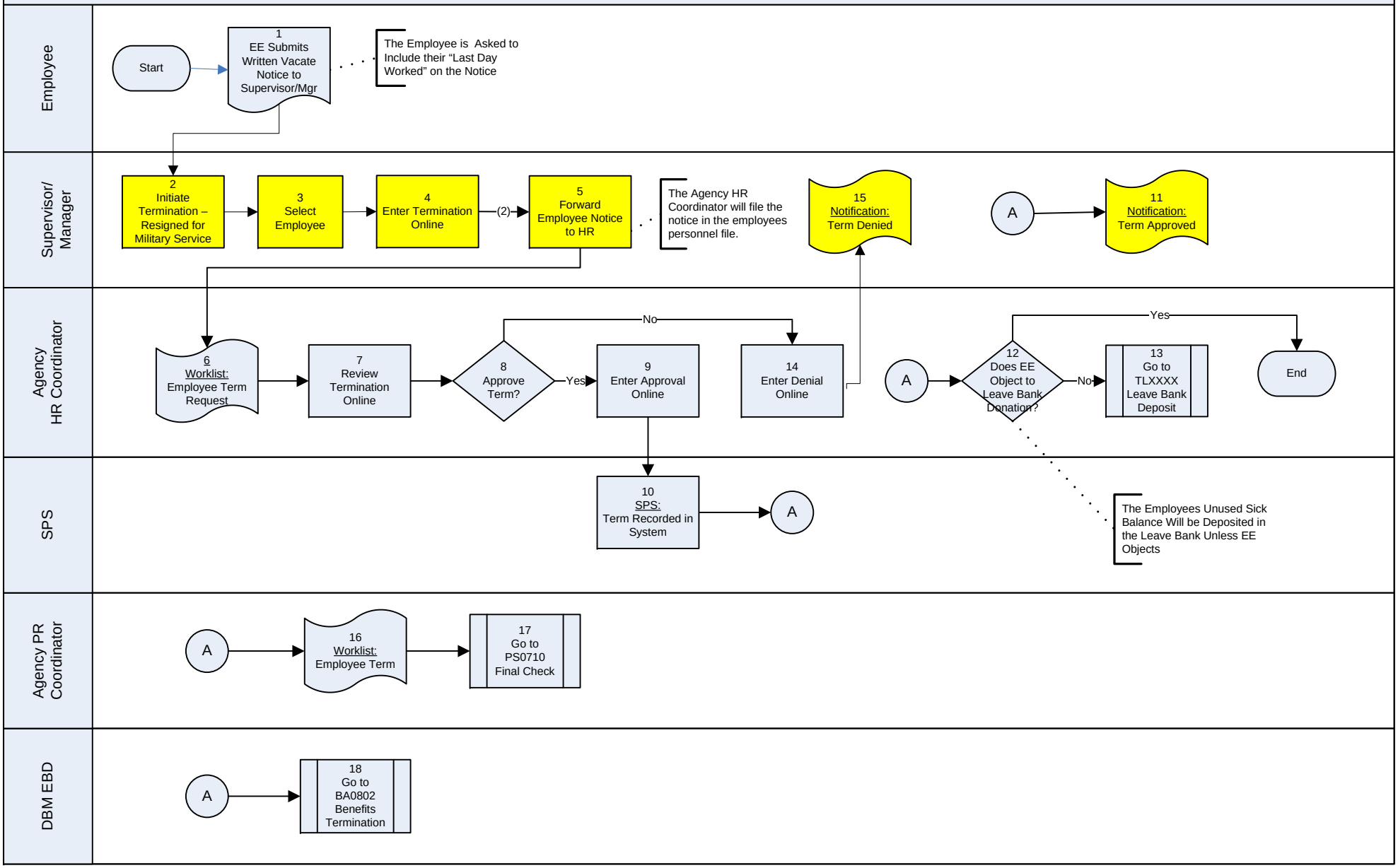
**Assumptions**

-> Conversations have occurred to discuss the employee situation and a determination has been made that the employee is unable to return from their leave of absence and must terminate their state employment.
-> This process is the formality of entering the agreed upon action into the system.

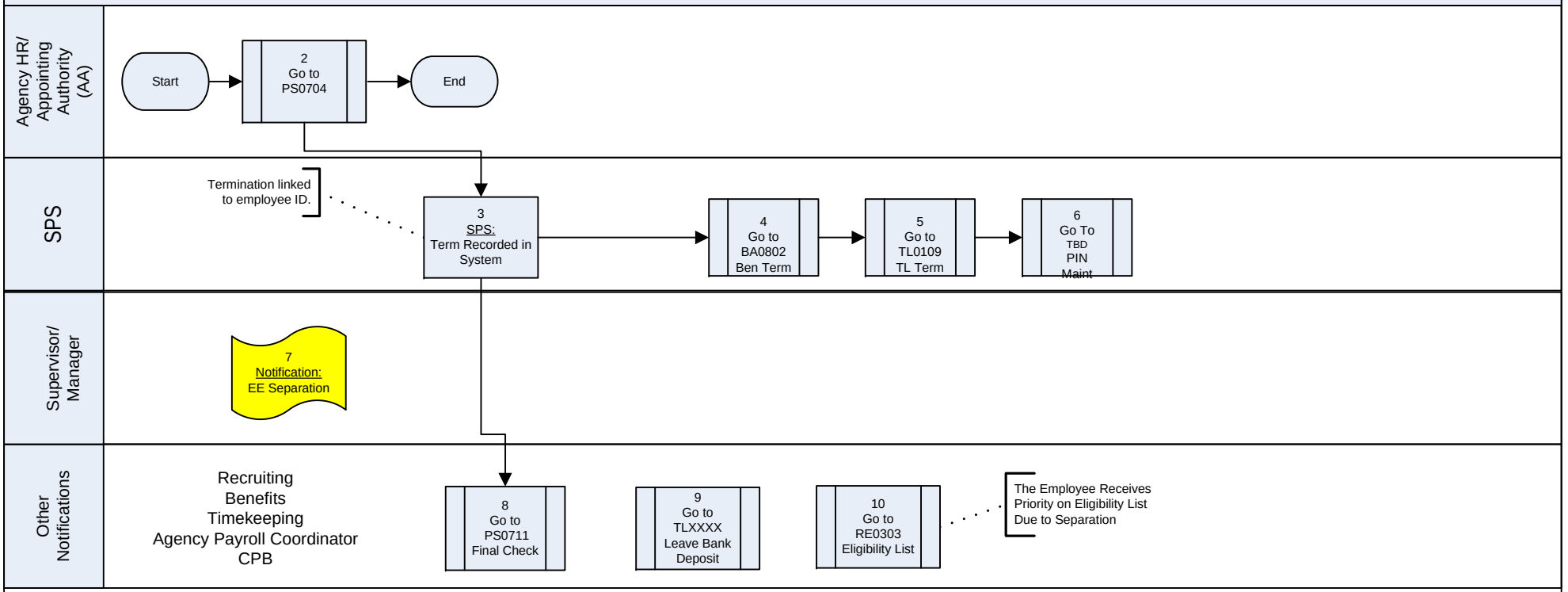


# MSS0108 - Termination – Resigned State Service

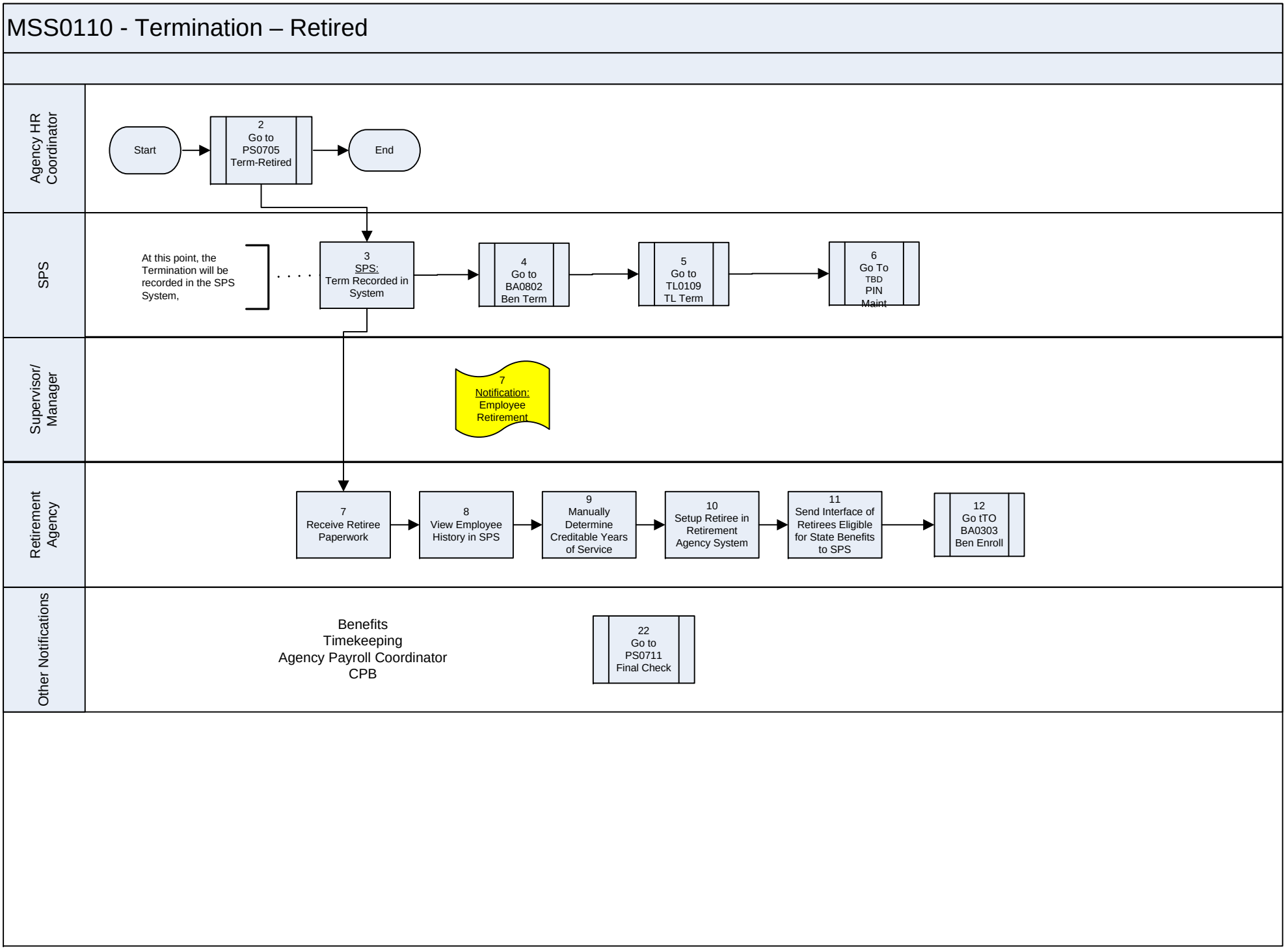
(Action = Termination + Reason = Resigned State Service)



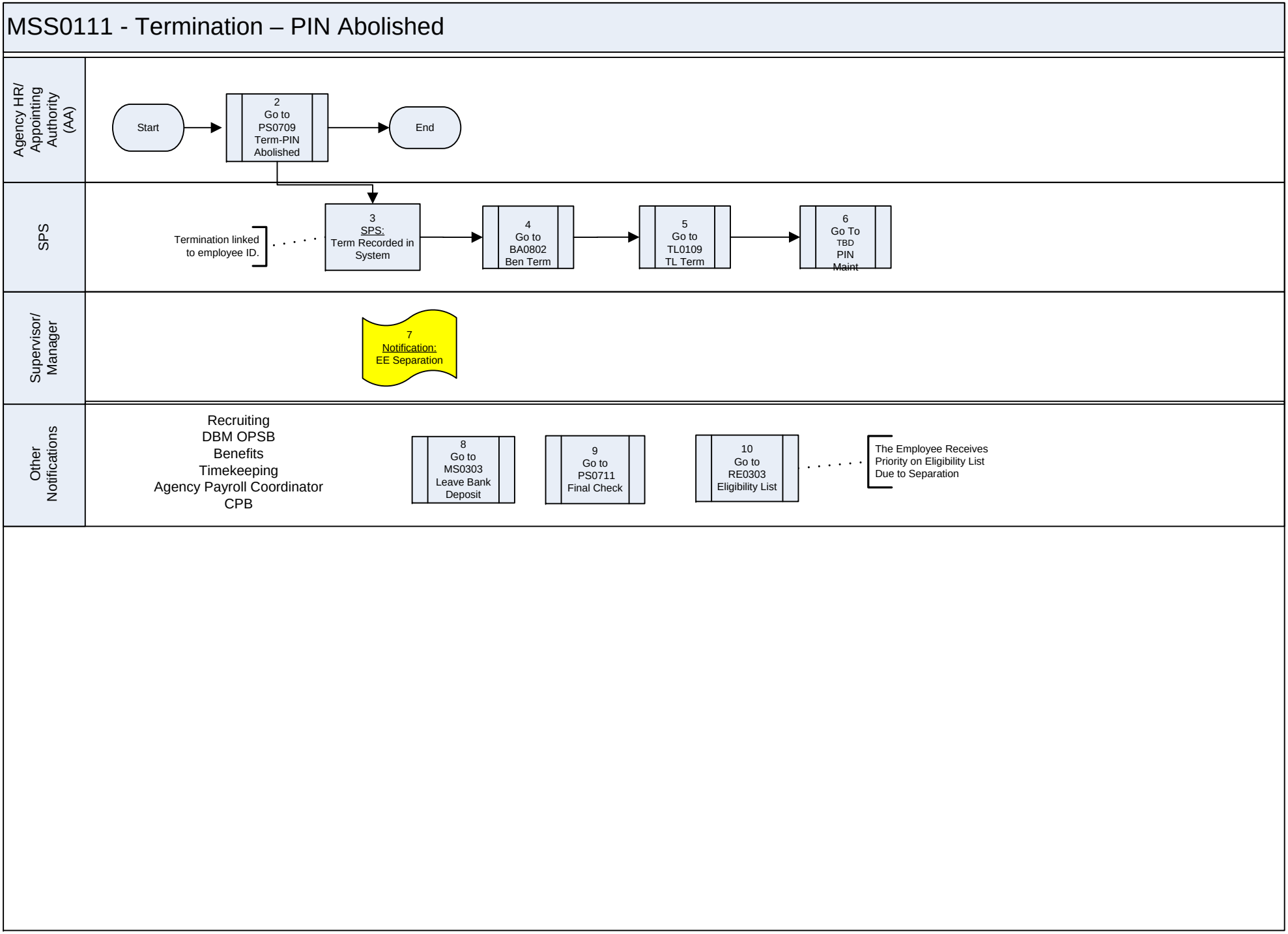
# MSS0109 - Termination – Laid Off From Allocated Position



# MSS0110 - Termination – Retired

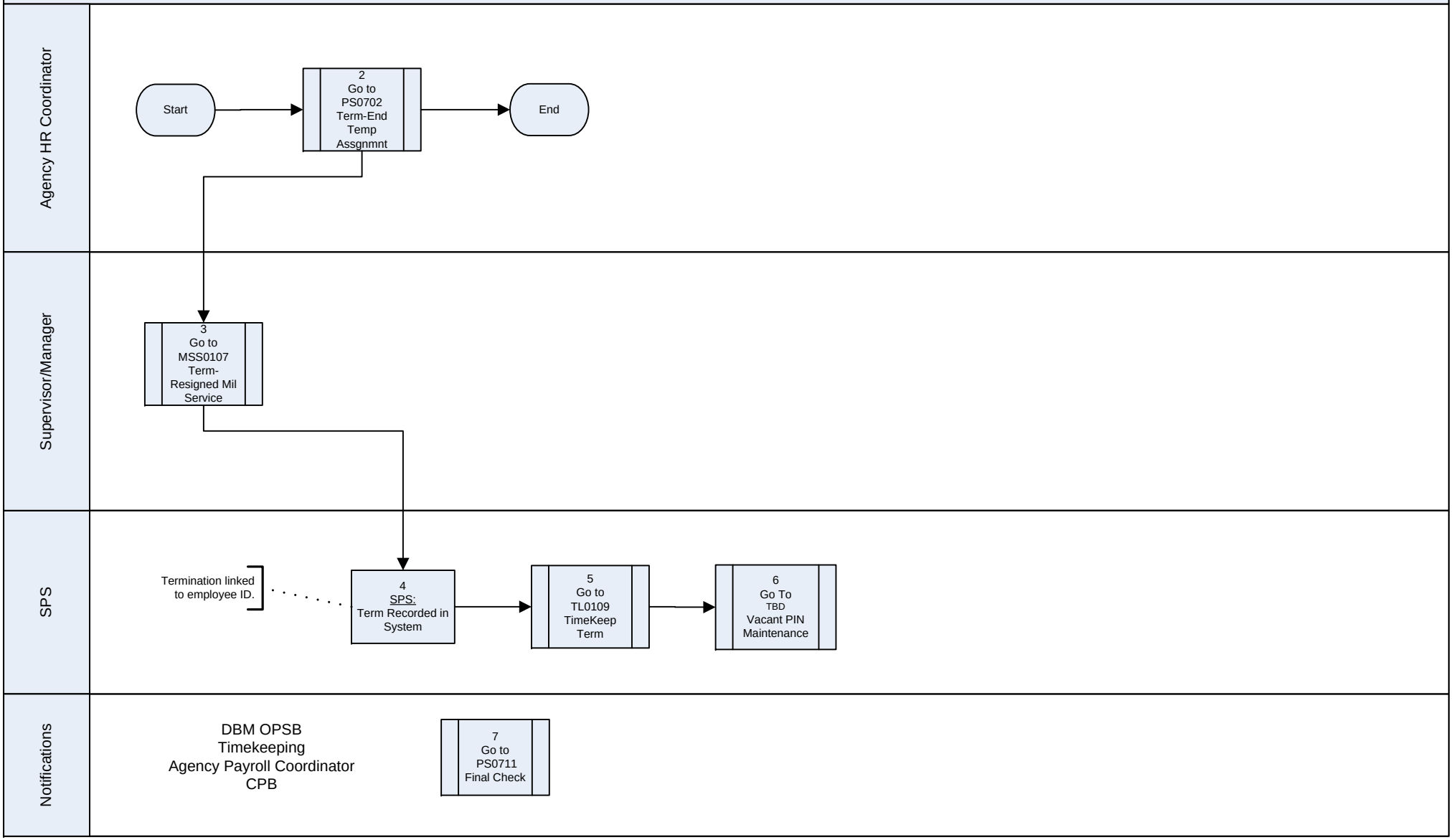


# MSS0111 - Termination – PIN Abolished



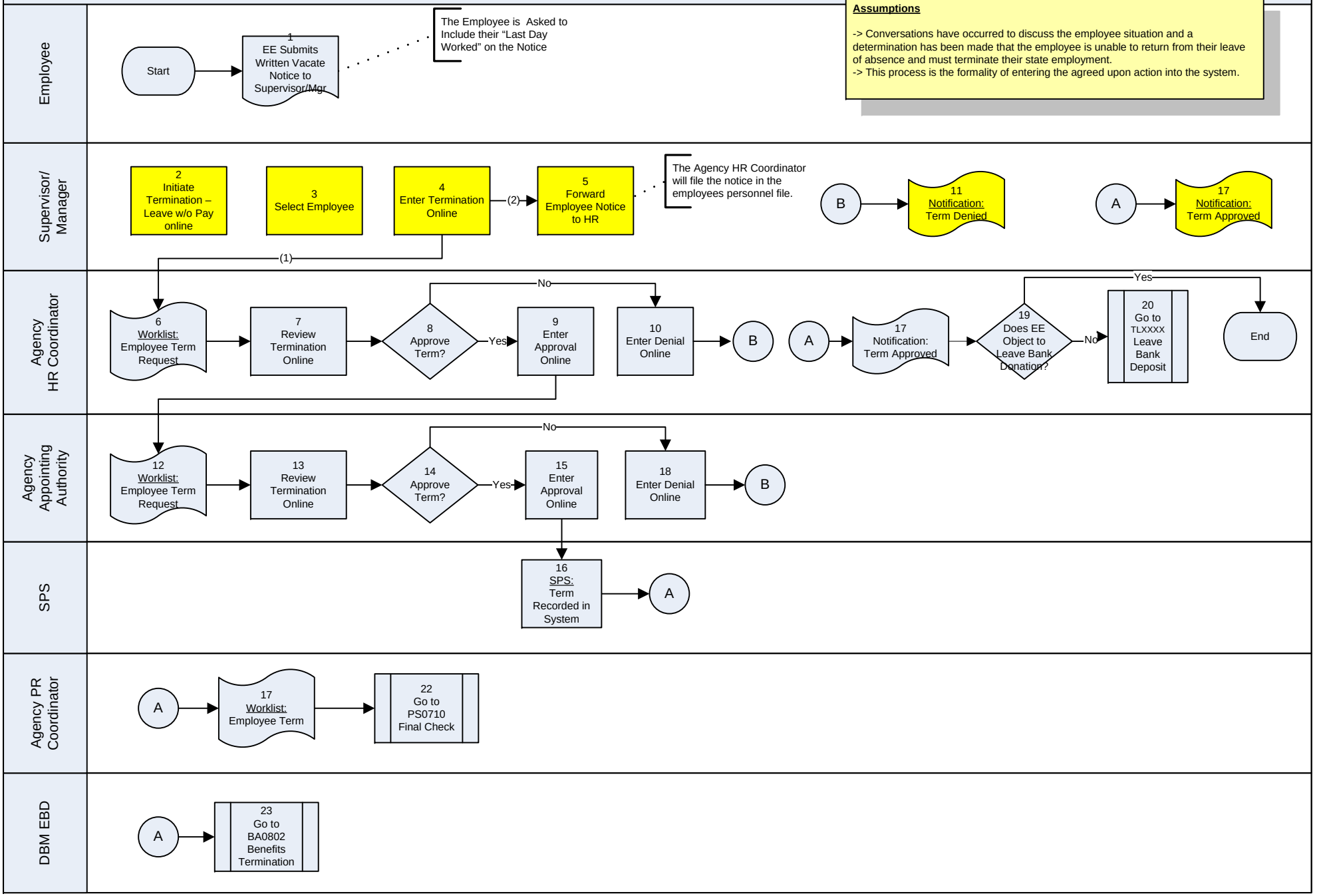
# MSS0112 - Termination – End of Temporary Employment

(Action = Termination + Reason = End of Temporary Employment)

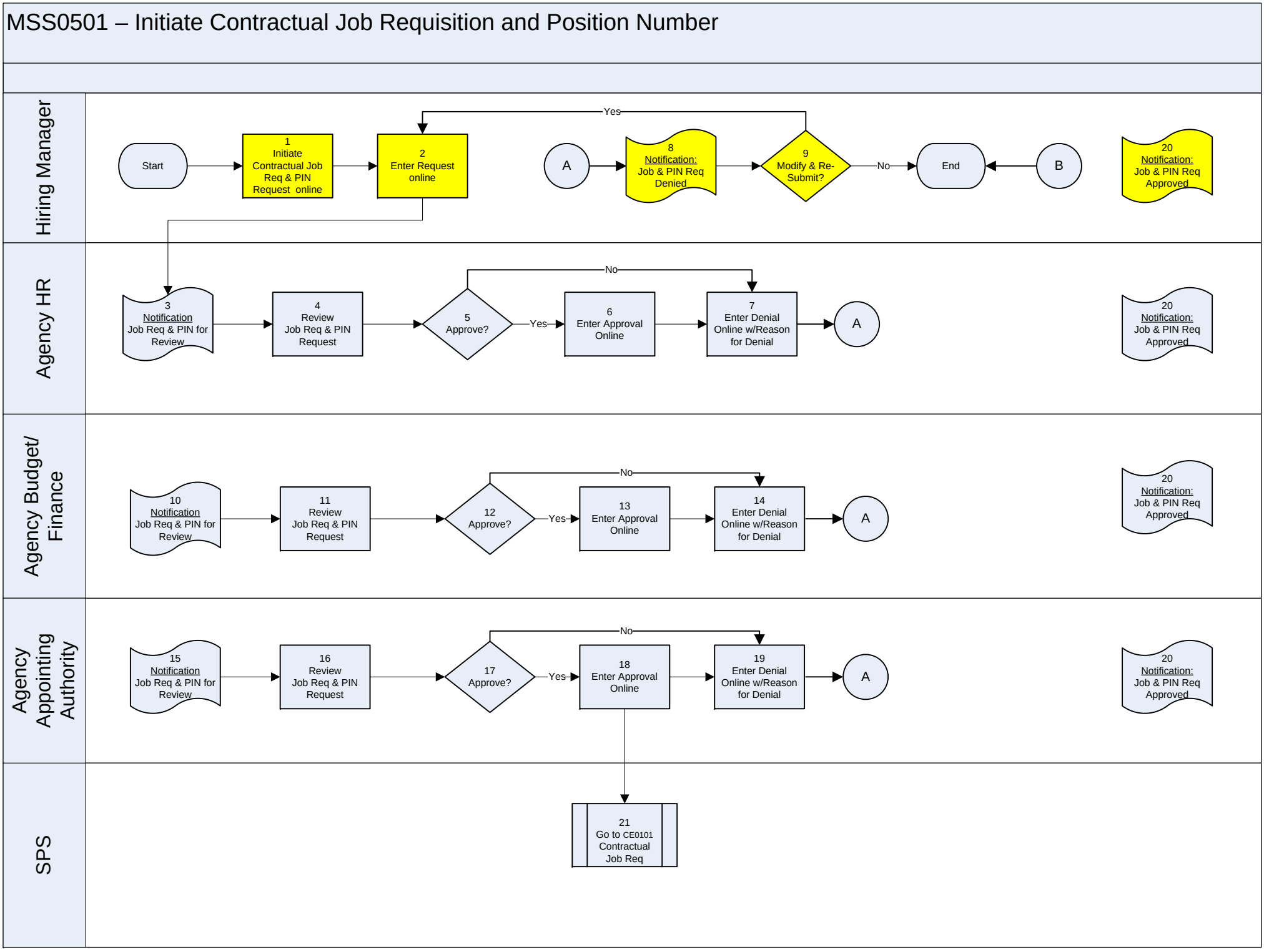


# MSS0113 – Termination – Leave Without Pay

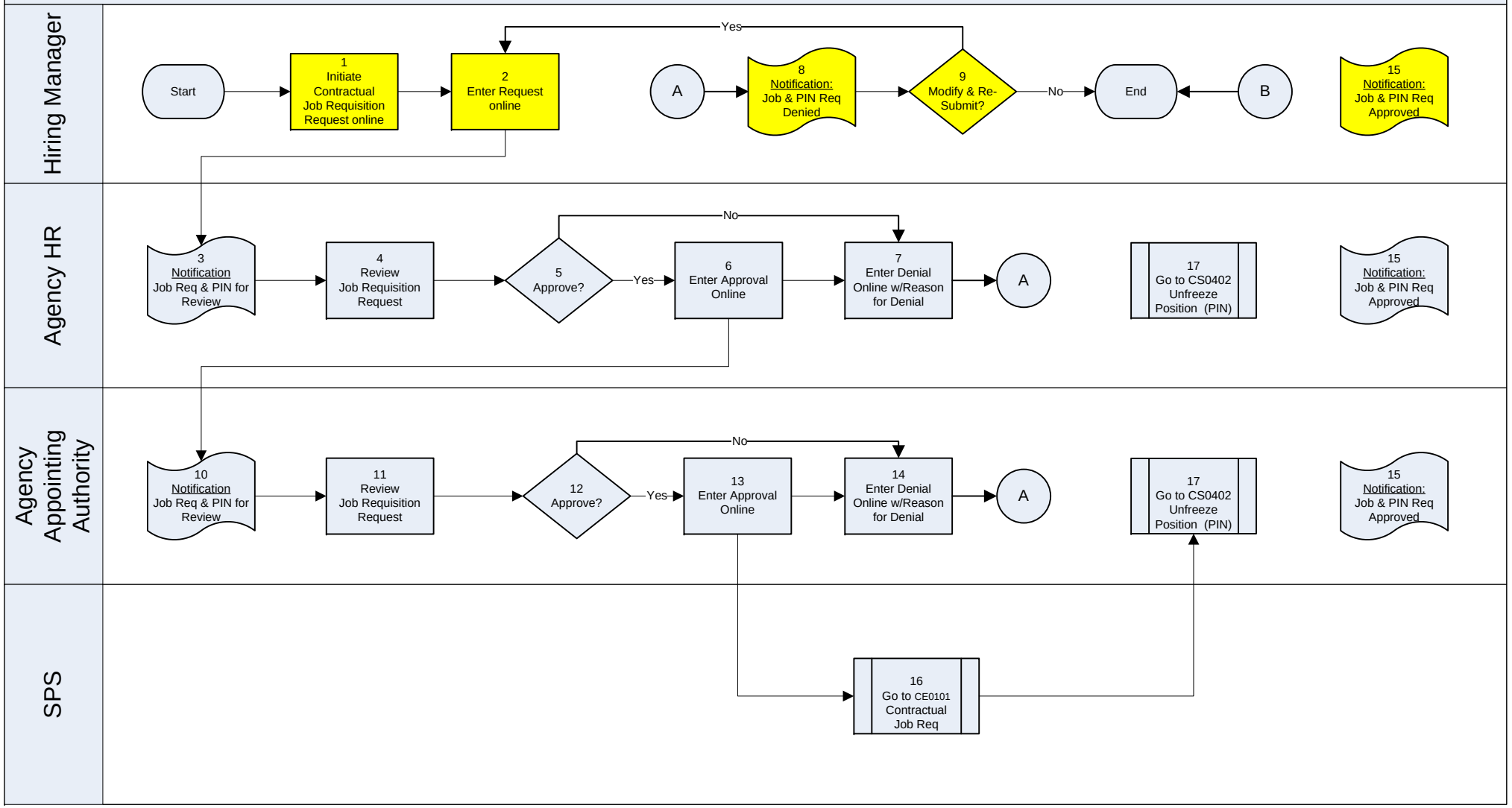
(Action = Termination + Reason = 1) Leave Without Pay – Medical 2) Leave Without Pay – Military 3) Leave Without Pay - Personal)



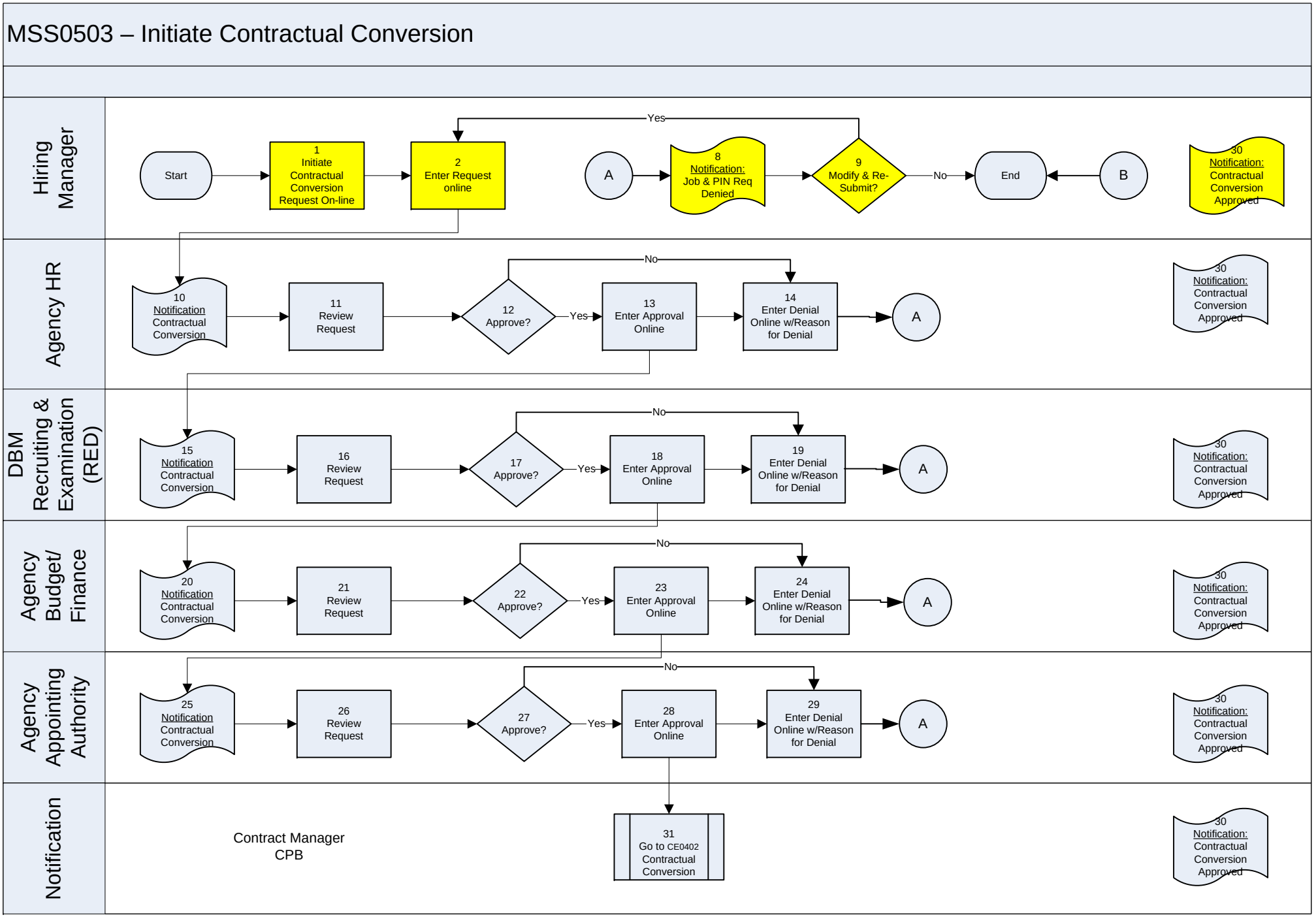
# MSS0501 – Initiate Contractual Job Requisition and Position Number



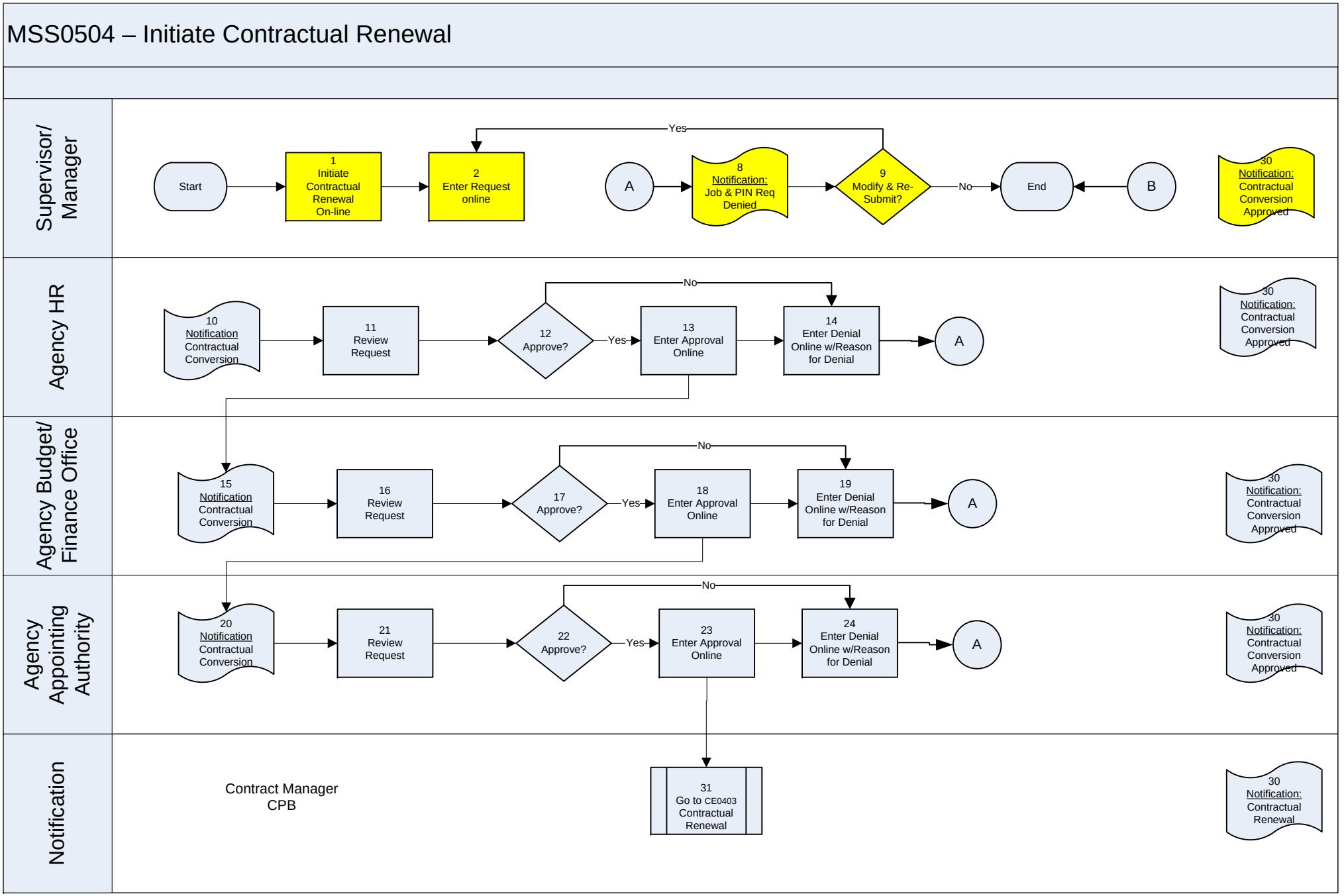
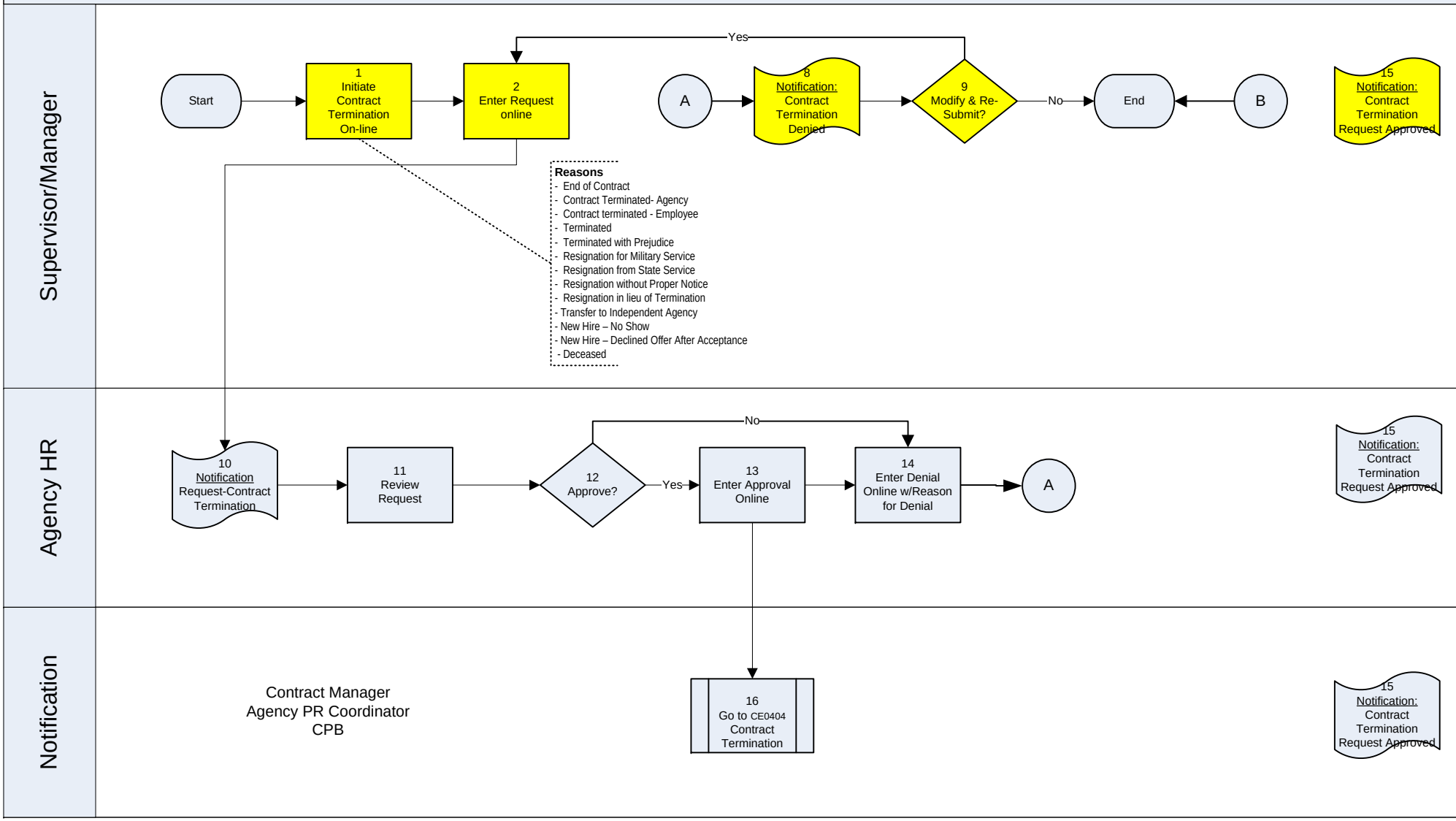
# MSS0502 – Initiate Contractual Job Requisition (Existing Position Number)



# MSS0503 – Initiate Contractual Conversion



# MSS0504 – Initiate Contractual Renewal



# MSS0505 – Initiate Contract Termination