

# PSMT Notes

## Section 1: Terminology

Term	Definition
Position Action (POACT)	<p>Identifies the specific action being performed on the Position.</p> <p>Position Actions can include:</p> <ul style="list-style-type: none"> <li>• Abolishing a Position</li> <li>• Changing the Funding Source</li> <li>• Title Change</li> <li>• Unit Code Change (General Information Tab) to “move” Position to a Different Unit</li> </ul>
Position Action Reason (PORSN)	<p>Provides additional information regarding the action. Does not have to be used all the time but can help understand why the action is being done.</p> <p>Position Action Reasons include:</p> <ul style="list-style-type: none"> <li>• Board Action or DOP Board Action (with TITLE position action reason)</li> <li>• FLSA Changes (title not actually changing, just the FLSA status of the title), Position Action TITLE</li> </ul>
Position Status (PSTS)	<p>Provides the information about if the position is Active, New, or Inactivated</p> <ul style="list-style-type: none"> <li>• NEWP - when a position is being created</li> <li>• ACTIV - changed from NEWP to ACTIV with the first modification to the position</li> <li>• INACT - when position is being removed from the department’s Personal Services expenditure schedule (not an authorized position to fill)</li> </ul>

## Section 2: Position Action (POACT) and Position Action Reason (PORSN) Common code

The table below are the most common POACT and PORSN codes you will see and the descriptions.

Position Action Code (POACT)	Description
CIVSC	Civil Service Status Change Only
CURNT	Reverting back to Prior Time Slice Info
DEPAC	Department initiated action not defined by another action
FTE	Changing percent full-time
GOVAC	At the direction of the Governor
LEGAC	Based on passed Legislation
LEGCR	Legislative Branch Department Changes
PAYCL	Pay Class change only
PDCHG	Change Posn Desc, NCCI, SOC, Work Location or Reporting to
REACT	Reactivate previously inactivated position
RECLS	Reclassification (if filled - need a PD) (if Vacant need either PD, job posting, or Posting number)
REPR	Update Reporting To tab only
SUBTI	Subtitle change only
PDCHG	Change Posn Desc, NCCI, SOC, Work Location or Reporting to
TBLPY	Table Driven Pay indicator change
TITLE	Title change - Reallocation, FLSA (title/subtitle/pay class)
UNIT	Unit Code change to create New Position (can not be a title change if old unit is filled)
VSALC	Vacant Position salary change/correction

WKLOC	Work Location change only
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Position Action Reason Code (PORSN)	Description
BD	Board Action
CSC	Civil Service Status field change
DEM	Demotion Title Change (used with TITLE)
DOP	DOP Board Action
FLS	FLSA related position changes (Title/Subtitle/Pay Class)
GOV	Governor Approved (typically used with REACT or DEPAC)
GUP	Governor Approved and Position updated (Typically used with REACT)
LEG	Legislation
PDL	Update of Long Position Description only (used with PDCHG)
PDS	Update of Short Description only (Used with PDCHG)
PYL	Reactivate position to process prior year leave (used with REACT)
RAL	Reallocation
REO	Reorganization
STL	Subtitle change only
TDN	Reverse a TUP-Revert position bat to title before TUP
TSF	Time Slice Fix to correct previously processed document (Used with CURNT)
TUP	Temp title change of position due to employee assigned being TU

UPC	Unit position change (Used with REACT)
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### Section 3: Fields we are looking at and what they mean

General Information Tab	
Department	Should be the 4 digit department code (ex. DCR - 0608)
Position Number	If PD is attached want to make sure the PN matches
From (Effective Date)	The date the information on the PSMT becomes effective - Vacant can be between previous pay period and future pay period. Filled positions should be future pay period (unless just changing small information, such as WKLOC)
Short Description	The shorthand description associated with the Position number (ex. COROFF1) (if DOP position must have DOP in title)
Long Description	The longhand description associated with the Position number (ex. Correctional Officer 1) (if DOP position must have DOP in title)
Positions Attributes Tab	
Assignment Type	Should always be "Permanent"
Table Driven Pay	Should always be "Do Not Use Table"
Title	This is the class spec number (ex. 8911N or 8911E) - N is for nonexempt - E is for Exempt
Title Desc	Should match the short description
Sub-title	If nonexempt - NB/NC If exempt - 7H or XX

Sub-title Desc	If nonexempt - NE Elgble or NON EX NO CT BH If exempt - EX Elgble or EX HLDY NO COMP
Annual salary	If nonexempt - salary is the minimum or higher (unless there is a special hiring rate) If exempt - should be the federal exempt amount \$43,888 or the minimum - whichever is higher
Work Location	Must be filled out
Work Location Desc	Must be filled out
Position Status	Should be Active or NEWP
Position Status Desc	Should be Active Funded or NEWP
Civil Service Status	Can be DOPCL, DOPCE, DOP NON <ul style="list-style-type: none"> <li>• If DOPCL or DOPCE and it's a reallocation we must have a PD (Vacant can have a posting or posting number)</li> <li>• If its a DOP NON and reallocation we don't require PD</li> </ul>
Civil Service Status Description	DOP Class, DOP Class Exe, DOP Nonclass
Position Action	
Position Action Desc	
Position Action Reason	
Position Action Reason Desc	
Pay Location	Must be filled out (Does not have to match work location)
Pay Location Description	Must be filled out (Does not have to match work location)
<b>Reporting To Department Tab - If changing who they are reporting to this must be filled out</b>	
Department	
Department Desc	

Unit	
Unit Desc	
Position Number	
Position Number Desc	
<b>Old Unit Tab - used if the position is changing units/PN</b>	
Department	
Department Desc	
Unit	
Unit Description	
Position Number	
Position Number Description	
<b>New Unit Tab - used if the position is changing units/PN</b>	
Department	
Department Desc	
Unit	
Unit Description	
Position Number	
Position Number Description	

Section 4: What to look for on particular Position Actions and where

<b>Position Action (POACT) Code</b>	<b>POACT Long Description</b>	<b>Position Action Reason (PORSN)</b>	<b>PSMT Document Tab</b>	<b>PSMT Document Fields</b>	<b>Tips</b>
CIVSC	Civil Service Status Change	Blank/LEG/SPB	Position Attributes	Civil Service Status	This is to update the Civil Service Status
CURNT	Reverting back to prior time slice info	TSF	All	All	This is to revert back to prior information check all tabs
DEPAC	Department Initiated	Blank or Various (ex. DOP, LEG)	All	All	May have attachments or comments
FTE	Change percent full time	Blank	Position Attributes	Position Action	Comments are required
GOVAC	At the direction of the Governor	Can be blank	All	All	Comments are required
GOVAP	Governor Approved	Can be blank	All	All	Used to create positions or make changes ONLY after the governor has approved (Approval document must be attached)
LEGAC	At the direction of	Can be	All	All	Comment or



	the Legislature	blank			attachment must be provided
LEGCR	Legislative Created	Can be blank	All	All	New positions passed by legislation (comment or attachments must be provided)
PDCHG	Position Description Change	Blank/PDS/PDL	All		May have attachments or comments
REACT	Reactivate previously inactivated positions	UPC	All	All	Used with REACT to indicate reactivation because another position will be inactivated to take its place. OLD UNIT Tab is required to be filled out
		PYL	All	All	Used to reactive a position because prior employee has missed leave/leave returns that need processed - salary can be \$0.00
RECLS	Reclassification	Required	Position Attributes	Title	Used when large group

					of positions changes from one title to another
REPRT	Used Reporting to Department Tab Only	(Optional) REO	Reporting to Department	All	
SUBTI	Subtitle Change	Blank	Position Attributes	Subtitle	Only changing the subtitle for leave, pay, deduction reasons
		FLS	Position Attributes	Subtitle	Changing subtitle due to FLSA determination or correction
TITLE	Title Change	RAL	Position Attributes	Title	Used for Reallocation
		STL (Subtitle)	Position Attributes	Title and Subtitle	Used when both title and subtitle of a vacant position needs changed (Comments needed)
		FLS	Position Attributes	Title and Subtitle (and Pay class)	Actual title is not changing but the FLSA is
		Blank	Position Attributes	Title and Subtitle (and Pay class)	If vacant no PORSN is needed to update position UNLESS it is for FLSA reasons
		PRO or	Position	Title	May have

		DEM	Attributes		attachments or comments
		TUP	Position Attributes	Title (Possibly Subtitle)	Temporary Upgrade
		TDN	Position Attributes	Title (Possibly Subtitle)	Reversing Temporary Upgrade - needs to go back to position it was before
UNIT	Unit Code Change to "move" position to new unit	Blank	Position Attributes and Old/New Unit		The OLD/NEW Unit Tab must be filled out. And Position Status should be NEWP
		REO, SPB or other appropriate reason	Position Attributes and Old/New Unit		The OLD/NEW Unit Tab must be filled out. And Position Status should be NEWP
VSALC	Vacant Position Salary Change/Correction	Blank	Position Attributes	Annual Position Salary	Check for special hiring rates
WKLOC	Work Location Update	Blank	Position Attributes	Work Location	Used only when Work and/or Pay location is being updated

List of CV Correctional Facilities:

- Huttonsville Correctional
- Mt. Olive Correctional

- Western Regional
- Northern Correctional
- Ohio County Correctional
- Northern Regional
- Chick Buckbee
- Vicki Douglas
- Potomac Highlands
- Eastern Regional Jail
- Martinsburg Correctional