

# Written Notices Training Guide

**Commonwealth of Virginia**  
**Department of Human Resource Management (DHRM)**  
Revised Date: October 31, 2005



# TABLE OF CONTENTS

- 1. System Overview ..... 1
  - 1.1 Introduction..... 1
  - 1.2 System Functions ..... 1
  - 1.3 Status of Written Notice..... 2
    - 1.3.1 Active Status ..... 2
    - 1.3.2 Inactive Status..... 3
- 2. Create Written Notice ..... 4
  - 2.1 Field Descriptions: Create or Change Written Notice ..... 5
  - 2.2 Help Screen: Offense Codes ..... 6
- 3. PMIS Modifications..... 7
  - 3.1 PMIS Disciplinary Actions ..... 7
  - 3.2 Selection of Written Notice: Add Disciplinary Action..... 8
- 4. Selection & Update of Written Notice..... 9
  - 4.1 Update of Written Notice..... 10
    - 4.1.1 Help Screen: Change Reasons ..... 11
    - 4.1.2 Help Screen: Decisions / Rulings ..... 12
    - 4.1.3 Decision/Rulings Definitions..... 13
- 5. Display of Written Notice..... 14
  - 5.1 PSE316 Display of Employee’s Active Written Notices..... 14
  - 5.2 PSE317 Display of Employee’s Active & Inactive Written Notices..... 14
  - 5.3 Display of Detailed Written Notice ..... 15
    - 5.3.1 Field Descriptions: Detailed Written Notice Display ..... 16

# Written Notices Training Guide

Appendices: PMIS Disciplinary Actions and Procedures .....	17
Appendix A - Disciplinary Transfer .....	18
Appendix B - Disciplinary Demotion .....	19
Appendix C - Disciplinary In-Band Salary Action.....	20
Appendix D - LWOP Disciplinary Suspension .....	22
Appendix E - Removal – Violation of Standards of Conduct .....	25
Appendix F – DHRM Help Desk Assistance .....	26

# System Overview

## 1. System Overview

### 1.1 Introduction

The Written Notice application is a subsystem of PMIS that captures and tracks written notices and other disciplinary actions associated with the issuance of written notices as defined in the DHRM policy for Standards of Conduct. The issuance of written notices applies to employees in non-probationary, full-time and part-time classified positions covered by the Virginia Personnel Act. This policy does not apply to wage personnel or employees in at-will positions.

After implementation of this application, written notices will be extracted monthly from the PMIS database and submitted to the EEO Assessment web tool on the DHRM website to assist agencies in the monitoring and proactive review of their data to ensure fairness, equity, and compliance with relevant laws and regulations.

### 1.2 System Functions

The Written Notice application provides the following system capabilities. In addition to those listed below, the written notice can also be rescinded, as described on the next page.

- **PSE290,xxx<sup>1</sup>** Create or Change Written Notice
- **PSE316,xxx<sup>1</sup>** Display Active Written Notices by Employee
- **PSE317,xxx<sup>1</sup>** Display Active & Inactive Written Notices by Employee (Historical View)

**xxx<sup>1</sup>** Enter one of the following employee identifiers to create, change, or display the written notice:

Social Security Number **or** Employee-ID **or** Agency,Position **or**  
Agency,Position,SSN **or** Agency,Position,Employee-ID

# System Overview

## 1.3 Status of Written Notice

### 1.3.1 Active Status

When a written notice is created, the notice is active and remains in an active status until it expires. An active written notice can be changed, as described below.

#### A. Change Active Written Notice

The written notice is modified when one of the following events occurs:

- a) A disciplinary action has been appended to the written notice **OR**
- b) A data element on the written notice has been changed. When this occurs, the status of the updated record remains “Active” and the status of the record before the update indicates that the record was “Changed”.

#### B. Rescind Active Written Notice

When the written notice is negated for reasons, such as an administrative decision or court order, the notice must be rescinded. The PMIS operator can rescind a written notice when no other disciplinary action has been appended to the notice. If an additional disciplinary action has been appended, the request to rescind the notice must be submitted to the DHRM Help Desk. The rescission will remove the written notice and any disciplinary action associated with the notice from the employee’s record. After a rescission has been entered in PMIS, the written notice and other appended disciplinary actions are no longer included in the analysis and reporting processes. Additionally, the employee’s record is restored to the status that existed before the issuance of the written notice.

#### C. Rescind Other Disciplinary Actions

A disciplinary action that has been appended to a written notice can be removed from the notice by rescinding it. Only DHRM can key a rescission. Therefore, a request to rescind an appended action must be submitted to the DHRM Help Desk.

# System Overview

## 1.3.2 Inactive Status

The written notice expires or becomes inactive as of the inactive date, which is established at the time the written notice is issued to the employee. The DHRM policy pertaining to the expiration of the written notice is defined in 1.60 - Standards of Conduct. The rules are summarized as:

- Group 1 Notice is active for two years from its date of issuance to the employee.
- Group 2 Notice is active for three years from its date of issuance to the employee.
- Group 3 Notice is active for four years from its date of issuance to the employee.

# Create Written Notice

## 2. Create Written Notice

```
PSE290,SSN          CREATE WRITTEN NOTICE
-----^----- 192 PER129AAA          Date/Time
#          ID: 123-45-67  Name: Doe, Anne Z

  Offense Date: *****
  Issuance Date: *****

  Offense Level: *      ?Offense(s): 1: **  2: █  3: █  4: █  5: █

  If (99) █
  Offense (Other) █
  Entered, █
  Describe Offense Here █
  Agency Note: █

  Xmit:
  Help Available Where You See A "?" - Enter "?" In Field And Xmit from End

000002 Screen Call-Up Complete -- Proceed
```

This screen is used to enter written notices issued on or after July 1, 2005 for classified, non-probationary employees whose role code occurs within the range of 10000 through 88999.

Enter transaction code **PSE290** and the employee's identifier in the home position and transmit to display this screen. This screen will be displayed if the employee has not been issued a written notice. If a written notice has been issued, refer to the screen on page 9 and select the option **Create Brand New Written Notice**.

The underscore on the screen identifies the data entry fields. An asterisk signifies a required entry. When a "?" precedes the label, on-line help is available for the corresponding field. To view the data available for selection, enter the "?" in the corresponding field and transmit from the end of the screen. A description of each field is provided on the next page.

# Field Descriptions: Create or Change Written Notice

## 2.1 Field Descriptions: Create or Change Written Notice

<b>#</b> (Protected Field)	System-generated number that uniquely identifies the written notice issued to the employee. This number is generated when the written notice is stored on the PMIS database.
<b>ID</b> (Protected Field)	Employee ID (Person-Num) that uniquely identifies the employee on PMIS
<b>Name</b> (Protected Field)	Name of Employee
<i>Effective Date (Change Screen Only)</i>	Date when the written notice was issued or changed
<b>Offense Date</b>	Date when the employee committed the offense
<b>Issuance Date</b>	Date when the written notice was issued to the employee; The effective date and the issuance date are the same at the time when the written notice is created.
<b>Offense Level</b>	Level of Offense (Group 1, 2, 3)
<b>?Offense(s)</b>	Code(s) that identify the offense(s). To view the list of offenses, enter “?” in the Offense field and transmit from the end of the screen. If an offense is not included in the list, select code 99 for "Other".
<b>(If (99) Offense (Other) Entered, Describe Offense Here)</b>	Description of the offense when “Other” (code 99) has been selected. The description is required for this code.
<i>?Reason for Change (Change Screen Only)</i>	Code that identifies the reason for the change. To view the types of change, enter a “?” in this field and transmit from the end of the screen.
<i>?Decision / Ruling (Change Screen Only)</i>	Code that identifies the decision or ruling pertaining to the written notice; To view the list of decisions, enter a “?” in this field and transmit from the end of the screen. This field is required when reducing or rescinding a notice.
<b>Agency Note</b>	Note that provides additional information pertaining to the written notice; This field is required when a change is made to the written notice.

The fields listed in this table are available on the Written Notice Create and Change screens, with the exception of the italicized fields that are on the Change screen only.





# Selection of Written Notice: Add Disciplinary Action

## 3.2 Selection of Written Notice: Add Disciplinary Action

PSE290,SSN  
-----^----- 191 PER129AAA Date / Time  
ID: 123-45-67 Name: Doe, Anne Z  
PSE048 – DISCIPLINARY DEMOTION  
SELECT APPLICABLE WRITTEN NOTICE FOR THIS ACTION OR CREATE NEW WRITTEN NOTICE

<input type="checkbox"/> < Create Brand New Written Notice	
<input type="checkbox"/> < Select Notice 403913 07/01/2005 01: Attendance / Excess Tard 02: Leave Work w/o Perm 03: Fail Report w/o Notice 04: 3 Days Absent w/o Auth	<input type="checkbox"/> < Select Notice 413914 07/02/2005 77: Prop/Records Damage 78: Interfere w/Operations 51: Prop/Records Misuse 38: Traffic Convict St Veh
<input type="checkbox"/> < Select Notice 423912 07/03/2005 14: Safety Rule (all) 72: Theft 33: Policy 2.05 EEO	<input type="checkbox"/> < Select Notice 433911 07/11/2005 76: Criminal Conviction 35: Abuse of State Time

000002 Screen Call-Up Complete - - Proceed

When a disciplinary transaction, such as PSE048 Disciplinary Demotion is entered, the screen above is displayed if an active written notice exists that does not have two disciplinary actions already appended to the notice. (i.e. suspension and disciplinary transfer). When this screen is displayed, the user must select one of the following options:

1. Select the written notice for which the disciplinary action should be entered. After the written notice is selected, the screen for the disciplinary demotion is automatically displayed for data entry **OR**
2. Create a new written notice for which the disciplinary action should be entered. After the written notice is successfully entered, the screen for the disciplinary demotion is automatically displayed for data entry.

If an active written notice does not exist, the create screen is displayed for data input. Also, the create screen is displayed if the notice has the maximum number of appended disciplinary actions. After the notice is entered in PMIS, the screen for the disciplinary demotion is automatically displayed for data entry.

# Selection & Update of Written Notice

## 4. Selection & Update of Written Notice

PSE290,SSN  
-----^----- 191 PER129AAA Date / Time  
ID: 123-45-67 Name: Doe, Anne Z

**CREATE NEW WRITTEN NOTICE or SELECT WRITTEN NOTICE TO UPDATE**

<input type="checkbox"/> < Create Brand New Written Notice	
<input type="checkbox"/> < Change Notice 403913 07/01/2005 01: Attendance / Excess Tard 02: Leave Work w/o Perm 03: Fail Report w/o Notice 04: 3 Days Absent w/o Auth 31: Policy 1.05 Alcohol/Drug	<input type="checkbox"/> < Change Notice 413914 07/02/2005 77: Prop/Records Damage 78: Interfere w/Operations 51: Prop/Records Misuse 38: Traffic Convict St Veh
<input type="checkbox"/> < Change Notice 423912 07/03/2005 14: Safety Rule (all) 72: Theft 33: Policy 2.05 EEO	<input type="checkbox"/> < Change Notice 433911 07/11/2005 76: Criminal Conviction 35: Abuse of State Time

000002 Screen Call-Up Complete - - Proceed

Enter **PSE290** and the employee identifier in the home position to display the active written notices for the employee. For the purpose of illustration, four (4) written notices are displayed on this screen. From this list, the operator should select the written notice to update. After the selection is made, the written notice is displayed, as illustrated on the next page.

If an active written notice does not exist for the employee, the Written Notice Create screen is displayed for data entry.

# Update of Written Notice

## 4.1 Update of Written Notice

```
PSE290,SSN                CHANGE WRITTEN NOTICE
-----^----- 192 PER129AAA                Date/Time
# 001          ID: 123-45-67   Name: Doe, Anne Z

Effective Date: 070505
Offense Date:   070105                ?Reason for Change: **
Issuance Date:  070505

Offense Level:  3                ?Offense(s): 1: 01  2: 02  3: 03  4: 04  5: 37

If (99)
Offense (Other)
Entered,
Describe Offense
Here
?Decisn/Ruling:

Agency Note:

Xmit:

Help Available Where You See A "?" - Enter "?" In Field And Xmit from End
000002 Screen Call-Up Complete - - Proceed
```

Changes to the written notice are made on this screen. The underscore identifies the fields that are updateable. An asterisk signifies a required entry. When a “?” precedes the label, on-line help is available for the corresponding field. To view the data available for selection, enter the “?” in the corresponding field and transmit from the end of the screen.

The agency users are allowed to reduce or rescind the written notice if no additional disciplinary action is associated with the notice. If any additional disciplinary action is appended to the notice, a change request must be sent to the DHRM Help Desk. The Decision / Ruling field is a required field when reducing or rescinding the notice.

Other changes can be made to the data on this screen. However, the Offense Level can only be changed if no additional disciplinary action is associated with the notice. If any additional disciplinary action is appended to the notice, a change request for the Offense Level must be sent to the DHRM Help Desk.

# Change Written Notice Help

## 4.1.1 Help Screen: Change Reasons

```
PSE290,SSN                                CHANGE WRITTEN NOTICE - HELP SCREEN
-----^-----                          193 PER129AAA
      Date / Time
      ID: 123-45-67      Name: Doe, Anne Z

                                REASON FOR CHANGE

01:  Reduced Group 2 to 1
02:  Reduced Group 3 to 2
03:  Reduced Group 3 to 1
04:  Notice Rescinded
90:  Correction - Keying Error

Return to Change Screen -> ____
000002 Screen Call-Up Complete - - Proceed
```

To display this screen, enter a “?” in the “Reason for Change” field on the Written Notice Change screen and transmit from the end of the screen.

After this screen is displayed, move the cursor to the line that describes the action and transmit from the selected line. The code for the “Reason for Change” is automatically transferred to the corresponding field on the change screen. The code is not transferred to the prior screen when transmitting from the “Return to Change Screen:->” field.

**Note:** A request to reduce or rescind a written notice must be submitted to the Help Desk if an additional disciplinary action has been appended to the notice. The rescission of the written notice expunges the disciplinary actions that have been appended to the notice.

# Change Written Notice Help

## 4.1.2 Help Screen: Decisions / Rulings

PSE290,SSN	CHANGE WRITTEN NOTICE – HELP SCREEN	
-----^-----	193 PER129AAA	Date / Time
ID: 123-45-67	Name: Doe, Anne Z	
<b>DECISIONS / RULINGS</b>		
01: Grievance Management Step Decision		
02: Grievance Hearing Officer Decision		
03: Administrative Appeal Decision		
04: Grievance Court Decision		
05: Complaint Ruling		
06: Management Decision		
Return to Change Screen -> ___		
000002 Screen Call-Up Complete - - Proceed		

To display this screen, enter a “?” in the “Decision/Ruling” field on the Written Notice Change screen and transmit from the end of the screen.

After this screen is displayed, move the cursor to the line that describes the decision or ruling for the reduction or rescission and transmit from the selected line. The code for the “Decision/Ruling” is automatically transferred to the corresponding field on the change screen. The code is not transferred to the prior screen when transmitting from the “Return to Change Screen:->” field.

**Note:** The decision / ruling is required if the written notice is being reduced or rescinded.

# Change Written Notice Help

## 4.1.3 Decision/Rulings Definitions

**01: Grievance Management Step Decision** – The decision to reduce or rescind the Written Notice was decided during one of the management steps of the grievance process.

**02: Grievance Hearing Officer Decision** – The decision to reduce or rescind the Written Notice was determined by the Hearing Officer at the conclusion of the Grievance Hearing.

**03: Administrative Appeal Decision** – The decision to reduce or rescind the Written Notice is in response to a challenge of the Hearing Officers Decision, a request to reconsider or reopen a hearing, or a challenge that the hearing decision does not comply with the grievance procedure.

**04: Grievance Court Decision** – The decision to reduce or rescind a Written Notice is the outcome of the grievance going to Court. The court can reaffirm, reverse or modify the final hearing decision.

**05: Complaint Ruling** - The decision to reduce or rescind a Written Notice is the outcome of a complaint of discrimination filed internally, with OEES, EEOC, or any other enforcement agency.

**06: Management Decision** –The decision to reduce or rescind the Written Notice is done by management prior to a grievance being initiated by the employee. This could be done through mediation or another management tool.





# Field Descriptions: Detailed Written Notice

## 5.3.1 Field Descriptions: Detailed Written Notice Display

Screen Names	Field Descriptions
<b>SSN:</b>	Social Security Number and Employee Name
<b>ID:</b>	Employee number (Person-Num) that uniquely identifies the employee on PMIS
<b>Trans:</b>	Identifies the disciplinary action using transaction code & description
<b>Notice:</b>	System-generated number that uniquely identifies the employee's written notice
<b>Off Lvl:</b>	Level of Offense (Group 1, 2 or 3)
<b>Effectv:</b>	Date of Issuance or Effective Date of the last change to the written notice
<b>Offense:</b>	Date when the employee committed the offense
<b>Issuanc:</b>	Date when the written notice was issued to the employee
<b>Inactiv:</b>	Date when the written notice expires or becomes inactive
<b>Offenses:</b>	Codes that identify the offenses for which the written notice was issued
<b>Other Offense Descriptn:</b>	Description for "Other Offense" (code 99)
<b>Agency: Positn: Subdy: Role: SOC: Salary: EEO:</b>	Employment Data
<b>Status:</b>	Status of the written notice (Active, Changed, Inactive)
<b>Suspension:</b>	Transaction Code for LWOP Disciplinary Suspension
<b>Eft:</b>	Effective date of LWOP Disciplinary Suspension
<b>Ret:</b>	Date when employee returns from LWOP Disciplinary Suspension
<b>Days:</b>	Number of workdays the employee was suspended
<b>Last Action:</b>	Last disciplinary action issued to the employee
<b>Eft:</b>	Effective date when an additional disciplinary action was issued
<b>Rsn Chg:</b>	Code & description that define the reason for change, such as a reduction in the offense level
<b>Decision:</b>	Code & description that identify the decision or ruling pertaining to the written notice
<b>Agy Note:</b>	Note that provides information pertaining to the disciplinary action
<b>Entry:</b>	Date and time when the last entry or update was entered

# Appendices

## Appendices: PMIS Disciplinary Actions and Procedures

The screen layouts of the following disciplinary actions are presented in this section. If the screen layout has been changed to accommodate the requirements for a written notice, a description of the modification is included.

<u>Transaction Description</u>	<u>Transaction Code</u>
Disciplinary Transfer	PSE016
Disciplinary Demotion	PSE048
Disciplinary In-Band Salary Action	PSE065 / 604
LWOP Disciplinary Suspension	PSE003 / 803
Removal – Violation of Standards of Conduct	PSE141

The following transactions have been removed from the PMIS menu as of November 1, 2005.

Removal – Un-adapted for Assigned Work	PSE140
Removal – Neglect of Duty	PSE143
Removal – Failure to Report After Approved Leave	PSE145

# Disciplinary Transfer

## Appendix A - Disciplinary Transfer

```
PSE016,123456789                DISCIPLINARY TRANSFER
----- 144 PER129NFB                Date / Time
Agency..... 111                Position..... 11111
Soc-Sec/ID..... 123456789 / 222333  Trans-Efft-Date..... *****
-----
New Agency..... 111                New Position..... 11111
Months..... 12.00                State Phone..... 8043335550
Percent..... 100.00            Appt-Expire-Date.... 000000
Status..... F                    Duration..... P
Pay Schedule..... 24            Comp Leave.....
State-Salary..... 033388.00
Optional Data.....
-----
E-Mail.....
Agency Note.....
-----
End.....
```

000002 Screen Call-Up Complete - Proceed

Enter the transaction code **PSE016** and the employee's identifier in the home position to display the disciplinary transfer screen. If a written notice does not exist on the PMIS database for this employee, the create screen for the written notice is displayed for data input. If a written notice does exist for this employee, the user must either select the written notice applicable to the disciplinary transfer or create a new notice for this disciplinary action. After selecting or entering the written notice, the screen for the disciplinary transfer is displayed. Enter the data on this screen and transmit. With a successful submission, the disciplinary transfer record is stored on the PMIS database and linked to the appropriate written notice.

# Disciplinary Demotion

## Appendix B - Disciplinary Demotion

```

PSE048,123456789                DISCIPLINARY DEMOTION
-----
Agency..... 111                Position..... 11111
Soc-Sec/ID..... 123456789 / 222333  Trans-Efft-Date..... *****
-----
New Agency..... ***                New Position..... *****
Months..... 12.00                State Phone..... 8043335550
Percent..... 100.00
Status..... F                    Appt-Expire-Date.... 000000
Pay Schedule..... 24                Duration..... P
State-Salary..... *****                Comp Leave..... 000.00
Eligible For BES?... (if <100%)
Optional Data.....
-----
E-Mail.....
Agency Note.....
-----
End.....
  
```

000002 Screen Call-Up Complete - Proceed

Enter the transaction code **PSE048** and the employee's identifier in the home position to display the disciplinary demotion screen. If a written notice does not exist on the PMIS database for this employee, the create screen for the written notice is displayed for data input. If a written notice does exist for this employee, the user must either select the written notice applicable to the disciplinary demotion or create a new notice for this disciplinary action. After selecting or creating the written notice, the screen for the disciplinary demotion is displayed. Enter the data on this screen and transmit. With a successful submission, the disciplinary demotion record is stored on the PMIS database and linked to the appropriate written notice.

# Disciplinary In-Band Salary Action

## Appendix C - Disciplinary In-Band Salary Action

```

PSE065,123456789          CLASSIFIED COMPENSATION - SAME ROLE AND POSITION
----- 79 PER129NFB                      Date / Time
          Agency 111          Dept of XXXXXXXXXXXXXXXXXXXX
          Position BZ111      Corr. Officer Sr.
ID 1234567      SSN 123456789  Doe, Anne Z
          Role 69113         Security Officer III
Trans Effct Date *****
          Reason Code 604
          ** Project
* Referred Empl ID
          Xmit
          REASON CODES
          604: Disciplinary Action
    
```

000002 Screen Call-Up Complete -- Proceed

Page 1 or 2

Enter the transaction code **PSE065** and the employee's identifier in the home position to display the disciplinary in-band salary adjustment screen. Enter the transaction effective date, the reason code 604 and transmit. If a written notice does not exist on the PMIS database for this employee, the create screen for the written notice is displayed for data input. If a written notice does exist for this employee, the user must either select the written notice applicable to the disciplinary in-band salary adjustment or create a new notice for this disciplinary action. After either selecting or creating the written notice, the second screen for the disciplinary in-band salary adjustment is displayed, as shown on the next page.



# LWOP Disciplinary Suspension

## Appendix D - LWOP Disciplinary Suspension

```
PSE003,123456789          LEAVE / LAYOFF SELECTION
----- 143 PER129NFB          Date / Time

Agency 111          XXX          Dept of XXXXXXXXXXXXXXXXXXXXX
Position BZ111          Corr. Officer Sr.
Soc-Sec/ID 123-45-6789 / 1234567 Doe, Anne Z
Current Status          N/A
Effft/Begin Date *****

<-- Add Position Layoff Notification Date
<-- Move Employee To Leave Without Pay
<-- Move Employee To Leave With Partial Pay
<-- Move Employee To Leave With Full Pay or LTD (Working)
<-- Move Employee To Short Term Disability
<-- Move Employee To Long Term Disability - Not Working
<-- Retire/Separate Employee

Move Cursor To Desired Option and Transmit
000002 Screen Call-Up Complete -- Proceed
```

Move the cursor to this option and transmit.

Enter the transaction code **PSE003** and the employee's identifier in the home position to display the disciplinary suspension screen. Next, enter the Effft/Begin Date and select the option: Move Employee to Leave Without Pay. After transmitting from the selected option, the second screen for the disciplinary suspension is displayed, as shown on the next page.

# LWOP Disciplinary Suspension

## Appendix D - LWOP Disciplinary Suspension - Continued

```
PSE003,123456789          LEAVE WITHOUT PAY OPTION MENU
----- 143 PER129NFB          Date / Time

Agency 111          XXX          Dept of XXXXXXXXXXXXXXXXXXXXX
Position BZ111          Corr. Officer Sr.
Soc-Sec/ID 123-45-6789 / 1234567 Doe, Anne Z
Current Status          N/A
Effrt/Begin Date 071005

<-- 16 Suspension: Pendng Invstgtn
<-- 17 Educational
<-- 18 Medical
<-- 05 Military
<-- 09 Personal
<-- 03 Suspension: Stndrd of Cndct
<-- 19 Workers Compensation

Move the cursor to this
option and transmit.

Move Cursor To Desired Option and Transmit
000002 Screen Call-Up Complete -- Proceed
```

Page 2 or 3

On this screen, select the option, **03 Suspension: Standards of Conduct (Stndrd of Cndct)** and transmit. If a written notice does not exist on the PMIS database for this employee, the create screen for the written notice is displayed for data input. If a written notice does exist for this employee, the user must either select the written notice applicable to the disciplinary suspension or create a new notice for this disciplinary action. After selecting or creating the written notice, the third screen for the disciplinary suspension is displayed, as shown on the next page.

# LWOP Disciplinary Suspension

## Appendix D - LWOP Disciplinary Suspension - Continued

```
PSE030,123456789      LEAVE WITHOUT PAY - SUSPENSION - STANDARDS OF CONDUCT
----- 145 PER129NFB                                     Date / Time
Agency..... 111                                         Position..... BZ111
Soc-Sec/ID..... 123456789 / 1234567                    Trans-Efft-Date..... 070105
-----
                                                    # Work Days Suspended ***
Leave End Date..... *****
Agency Note.....
End.....
000002 Screen Call-Up Complete - Proceed
```

Page 3 of 3

This screen has been modified to retain the number of workdays that an employee has been suspended. Enter the data and transmit. With a successful submission, the disciplinary suspension record is stored on the PMIS database and linked to the appropriate written notice. The transaction code, PSE030, is generated by the system.

# Removal From State Service

## Appendix E - Removal – Violation of Standards of Conduct

```

PSEXXX,123456789                Removal – Violation of Standards of Conduct
----- 145 PER129NFB                Date / Time
Agency..... 111                Position..... BZ111
Soc-Sec/ID..... 123456789 / 1234567  Trans-Efft-Date..... 070105
-----
BES Terminate Date...  _____
-----
Annual-Leave..... *****
Comp-Leave..... *****
Disability Credits... *****
Agency Note..... _____
End.....  _____
000002 Screen Call-Up Complete - Proceed
  
```

Enter the transaction code **PSE141** and the employee’s identifier in the home position to display the disciplinary removal screen. If a written notice does not exist on the PMIS database for this employee, the create screen for the written notice is displayed for data input. If a written notice does exist for this employee, the user must either select the written notice applicable to the disciplinary removal or create a new notice for this disciplinary action. After selecting or creating the written notice, the screen for the disciplinary removal is displayed. Enter the data on this screen and transmit. With a successful submission, the disciplinary removal is stored on the PMIS database and linked to the appropriate written notice.

# DHRM Help Desk Assistance

## Appendix F – DHRM Help Desk Assistance

1. A request must be submitted to the DHRM Help Desk to perform the following actions:

- To reduce an offense level or rescind an active written notice when a disciplinary action, listed below, has been appended to the written notice

PSE030	LWOP Disciplinary Suspension
PSE016	Disciplinary Transfer
PSE048	Disciplinary Demotion
PSE965	Disciplinary In-Band Salary Action
PSE141	Removal - Violation of Standards of Conduct

- To modify an inactive written notice
- To rescind or retract a disciplinary action that has been appended to the written notice  
Refer to the list of transactions above.
- To correct the offense level when a disciplinary action, listed above, has been appended to the written notice. Please select “Correction” as the **Reason for Change** to correct a keying error of the offense level. Do not select any of the reduction reasons for this purpose.
- To remove the reduction of an offense level.