

# **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

# (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.
ID (Protected Field)	Employee ID (Person-Num) that uniquely identifies the employee on PMIS
Name (Protected Field)	Name of Employee
<i>Effective Date (Change Screen Only)</i>	Date when the written notice was issued or changed
Offense Date	Date when the employee committed the offense
Issuance Date	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.
Offense Level	Level of Offense (Group 1, 2, 3)
?Offense(s)	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".
(If (99) Offense (Other) Entered, Describe Offense Here)	Description of the offense when “Other” (code 99) has been selected. The description is required for this code.
?Reason for Change (Change Screen Only)	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.
?Decision / Ruling (Change Screen Only)	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.
Agency Note	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.



# Help Screen: Offense Codes

## 2.2 Help Screen: Offense Codes

PSE290,SSN	CREATE WRITTEN NOTICE		
-----^-----	194 PER129AAA	Date / Time	
ID: 123-45-67	Name: Doe, Anne Z		

  

WRITTEN NOTICE OFFENSE CODES		
01: Attendance / Excess Tardiness	38: Traffic Conviction State Vehicle	78: Interfere with Operations
02: Leave Work w/o Permission	51: Property/Records Misuse	79: Unlawful Weapons Possession
03: Fail to Report w/o Notice	52: Internet/Computer/Misuse	81: Abuse/Negligence Inmate/ Patient
04: 3 Days Absent w/o Authorization	53: Misdemeanor Reporting	99: Other (Describe Offense)
11: Unsatisfactory Performance	54: HIPPA Violation	
12: Uniform/Personal Grooming	55: Fraternize Inmate/Patient	
13: Fail to Follow Instruction/Policy	56: Insubordination	
14: Safety Rule (all)	57: Refusal to Work Over-Time	
31: Policy 1.05 Alcohol/Drug	71: Sleeping During Work	
32: Policy 1.80 Violence	72: Theft	
33: Policy 2.05 EEO	73: Threats/Coercion	
34: Policy 2.30 Work Harassment	74: Falsifying Records	
35: Abuse of State Time	75: Gambling	
36: Abusive Language	76: Criminal Conviction	
37: Disruptive Behavior	77: Property/Records Damage	

  

Return to Create Screen:->	<input type="text"/>	← An offense code is not transferred to the prior screen when transmitting from here.
----------------------------	----------------------	---

000002 Screen Call-Up Complete - - Proceed

To display this screen, enter a “?” in the Offense Code on the Written Notice Create or Change screen and transmit from the end of the screen.

After this screen is displayed, move the cursor to the line that best describes the offense and transmit from the selected line. The offense code is automatically transferred to the prior screen. An offense code is not transferred to the prior screen when transmitting from the “Return to Create Screen:->” field.

<p align="center"><b>PMIS Modifications</b></p>
---

### 3. PMIS Modifications

### 3.1 PMIS Disciplinary Actions

Before certain disciplinary actions, listed below, can be entered for classified, non-probationary employees, the written notice must be retained in the PMIS database. If the operator tries to enter the disciplinary action without first entering the written notice in PMIS, the Written Notice Create screen is displayed for data entry. However, if the classified employee is in a probationary status, system edits do not preclude the entry of the disciplinary action.

After a written notice has been entered in PMIS, only two additional disciplinary actions can be appended to the written notice. **These actions are: LWOP Disciplinary Suspension and one additional disciplinary action. If both disciplinary actions are to be appended to the written notice, the LWOP Disciplinary Suspension should be keyed into PMIS first.** To select a particular action, place the cursor after the transaction code and transmit from that line. If no further action is required, move the cursor to the home position and proceed with the entry of other transactions.

[illegible]

# 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**

☐ < Create Brand New Written Notice

☐ < 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

☐ < Change Notice 423912 07/03/2005

14: Safety Rule (all)

72: Theft

33: Policy 2.05 EEO

☐ < Change Notice 413914 07/02/2005

77: Prop/Records Damage

78: Interfere w/Operations

51: Prop/Records Misuse

38: Traffic Convict St Veh

☐ < 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
# 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
<b>REASON FOR CHANGE</b>	
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.



## Display of Written Notice

## 5.1 PSE316 Display of Employee's Active Written Notices

## 5.2 PSE317 Display of Employee's Active & Inactive Written Notices

Enter **PSE316** and the employee's identifier in the home position to view the active written notices issued to the employee. Enter **PSE317** and the employee's identifier in the home position to view a list of active and inactive notices issued to the employee. The PSE317 screen is a historical view of all activity, including updates to the written notice. To view a detailed notice from either screen, move the cursor to the row of interest and transmit. The detailed notice is shown on the next page.

# Display of Detailed Written Notice

[illegible]

When transmitting from the Return position on the top line, a list of written notices is displayed on either the PSE316 or PSE317 screen, depending on the originating screen. If more than one written notice exists for the employee, the next or prior detailed record is displayed by transmitting from the Down or Up position at the top of the screen.

# 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: Subdv: 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 Efft 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.

# Disciplinary In-Band Salary Action

## Appendix C - Disciplinary In-Band Salary Action - Continued

```
PSE065,123456789          CLASSIFIED COMPENSATION - SAME ROLE AND POSITION
----- 604      69 PER129NFB                               Date / Time

Agency   111              Dept of XXXXXXXXXXXXXXXXXX
Position BZ111            Corr. Officer Sr.                      07/01/2005
ID 222333 SSN 123456789  Doe, Anne Z
Role     69113           Security Officer III
Efft Date 070105
Reason    604             Disciplinary Pay Action
Salary   026710.00       -or- 00.00 %

Agency Note
Classified In-Band Pay Adjustment
604 - Disciplinary Pay Action        (Decrease)
End ==

SW/D Min 20915
SW/D Max 42925
Months   12.00
Percent  100.00
Band     3
Salary   26710.00

000001 >>>>>>>>>>>>>>> Transaction Complete <<<<<<<<<<<<<<<<<
```

Enter either the reduced salary or the percent of reduction and transmit. With a successful submission, the disciplinary in-band salary adjustment record is stored on the PMIS database and linked to the appropriate written notice.



# LWOP Disciplinary Suspension

## Appendix D - LWOP Disciplinary Suspension

PSE003,123456789		LEAVE / LAYOFF SELECTION	
-----		143 PER129NFB	Date / Time
Agency	111	XXX	Dept of XXXXXXXXXXXXXXXXXXXX
Position	BZ111		Corr. Officer Sr.
Soc-Sec/ID	123-45-6789 / 1234567		Doe, Anne Z
Current Status			N/A
Effrt/Begin Date	*****		
	<div>Move the cursor to this option and transmit.</div>		
	<-- 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			

Page 1 of 3

Enter the transaction code **PSE003** and the employee's identifier in the home position to display the disciplinary suspension screen. Next, enter the Effrt/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 XXXXXXXXXXXXXXXXXXXX	
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: Pending 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
-----
Agency..... 111          145 PER129NFB          Date / Time
Soc-Sec/ID..... 123456789 / 1234567          Position..... BZ111
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.