Subject	Bulletin No. P-449
New Transaction Code for Reporting a Change of Jurisdictional Class from an Exempt, Labor or Non-Competitive Class to Permanent Competitive Class	**Date** October 31, 1985

Effective immediately, a new transaction code-COVER IN must be used to report a change of Jurisdictional Class to a permanent, competitive position.

The definition and block requirements for COVER IN are as follows:

COVER IN - Jurisdictional Class change to permanent competitive. This code is to be used to report Civil Service Commission approval to grant permanent competitive status to incumbents of positions reclassified from an exempt, labor or non-competitive class and to employees of a private agency taken over by the State.

Group 1
Class P

Block Requirements:
Complete blocks 01 thru 06

07 Transaction Code	-	Enter COVER IN
08 Line Changed To	-	if applicable
12 Trans Effective Date	-	enter beginning of business
13 Title Code & Title		
14 Jur Class	-	0
15 Salary Grade		
16 Negotiating Unit		
18 Appointment Code	-	Perm or Cont
20 Trans Good Thru Date	-	if applicable
21 Pay Basis Code		
22 Salary Rate		
23 Gross (Add)	-	if different from Normal (Deduct)
24 Normal (Deduct)	-	if applicable
25 Part Time %	-	if applicable
*26 Time Paid	-	enter 8,10,14 or number of hours depending on pay basis code
27 Increment Code	-	if applicable
28 Paid Thru (HRY,DLY,FEE)	-	ending date for services
29 Ann Location Amt	-	if applicable on initial appointment
30 Ann Inconvenience Amt		and for any status change when factors
31 Ann Geog Amt	-	are to continue. If RECERT or CHG
32 Ann Shift Amt		STATUS is used, all existing factors
33 Pre-Shift Briefing Amt		will continue automatically. If changes are needed, you must use AD SAL FAC
48 Employee Loc Code and Location		
59 Previous State Agency and Agency Code	-	if applicable
60 Date of Separation	-	if applicable

Remarks - use when necessary to further explain the transaction.