



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject  New Transaction Codes	Bulletin No.  P-645
	Date January 23, 1990

The following new transaction codes have been established, effective immediately. Instructions for the proper use of the new codes have been issued by the Department of Civil Service.

Appointment Transactions

PEND RECL - Pending Reclassification. Use to temporary fill a position while a request for reclassification is pending. This transaction code replaces PEND PC, which is eliminated.

The four new codes below replace some of the uses of the transaction code CANVASS.

PEND ORAL - Pending Oral Examination. Use for a temporary appointment of an employee on an eligible list who cannot be permanently appointed because he or she has not yet passed the required oral test.

PEND PHYS - Pending Physical Examination. Use for a temporary appointment of an employee on an eligible list who cannot be permanently appointed because he or she has not yet passed the required physical examination.

SIX MO - Six months. Use for a temporary appointment of no more than 6 months duration from an eligible list without regard to the employee's rank on the eligible list.

THREE MO - Three months. Use for a temporary appointment of no more than 3 months duration without regard to an eligible list.

These codes are standard appointment or promotion codes; the block requirements are on page 67 of Chapter C of the Agency Payroll Manual.

Removal Transactions

OCC DIS TM - Disability termination for occupational disability.

ORD DIS TM - Disability for ordinary disability.

The two codes above replace DIS TERM, which is eliminated.

These codes are separation transactions; the block requirements are on page 70 of Chapter C of the Agency Payroll Manual.