



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Working for Oklahoma"

OPM 11-10

DATE: March 24, 2011

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., IPMA-CP, Administrator and
Cabinet Secretary of Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" field.

SUBJECT: Business Process on Rejected Job Actions

The Office of Personnel Management and the Office of State Finance/CORE have reached agreement on a new business process that will affect the way rejected job actions are handled in the future. Previously, if an agency failed to take the necessary steps to correct an action that had been rejected by OPM, the action would be allowed to stand as is in the system, notwithstanding the fact that OPM had determined it to be improper or perhaps even illegal.

Under the new business process, the OPM classification liaison may notify the agency by email of actions that have been rejected and indicate a time period during which the agency must correct the action. If the action is not corrected within the specified time period, the OPM liaison will add a new job action to the job record to return the employee record to its prior state. This will be accomplished with a new action/reason combination: "Data change/OPM Supersede Action." In the case where the rejected action is a Hire or Rehire, and the action is determined to be illegal, the OPM liaison will remove the authorization for continuing the individual's payroll using an action of "Remove Payroll Authorization." In either case, the OPM Review previously marked Rejected will then be changed to Superseded so it drops from the OPM 14 Summary. OPM will notify the agency when an action has been entered to supersede a transaction or remove payroll authorization.

This procedure is expected to significantly reduce the number of instances wherein a rejected action remains uncorrected for an extended period of time. Questions on this new process can be referred to the agency's assigned OPM classification liaison.

*"We serve the people of Oklahoma by delivering reliable and innovative
human resource services to our partner agencies to achieve their missions."*