



POST 2/1/2025 RANGE REVISION ACTION PROCESSING INSTRUCTIONS BEST SHARED SERVICES – HR—PA&OM

PA

Description:

This document provides instructions for completing actions with effective dates prior to 2/1/25 for employees with a 2/1/25 Range Revision - LM No Salary Adjustment action.

Important Notes:

- As has been previously communicated by OSHR via memo sent to HR Directors, some employees will have a 2/1/25 (ZE) Range Revision (05) LM No Salary Adjustment on their record:

Overview Actions (0000)

Pers.No. [REDACTED]
Name [REDACTED]
EEGroup A SPA Employees PersA [REDACTED]
EESubgroup B1 FT S-FLSAOT Perm
Select 01/01/1800 to 12/31/9999

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E..
02/01/2025	12/31/9999	ZE	Range Revision (NC)	05	LM No Salary Adjustment	3	3
07/01/2024	01/31/2025	ZC	Salary Adjustment (NC)	22	Legislative Increase	3	3

- ALWAYS** review the employee actions in PA20 before processing any PCR action.
- If the action is effective 2/1/25 and does not involve a position change, the action may be worked at the agency per normal process.
- Do **NOT** attempt to process a new action with an effective date prior to 2/1/25 while there is a 2/1/25 Range Revision still on the employee's record. This would be considered an insert.
- Do **NOT** insert any action with an effective date prior to 2/1/25. Inserting an action will result in the 2/1/25 action being overwritten. This WILL cause payroll impacting issues and can prevent an employee from being paid.
- BEST will **NOT** insert retro actions (non-LOA) due to the 2/1/25 Range Revision action.
- BEST will **NOT** reprocess 2/1/25 ZE-05 Range Revision actions.
- Please follow instructions for ticket requirements listed in the [OM/PA Ticket Request Guide \(Job Aid GN-9\)](#) available on the OSC site. Five or more employees can be submitted by spreadsheet.

- If another (ZE) Range Revision action type is to be processed and effective 2/1/25, the ZE-05 (LM No Salary Adjustment) action **should remain** on the employees’ record for reporting purposes.
- **ALL** Range Revisions **MUST** be back on the employee’s record prior to any Legislative Increase processing.

Instructions for completing actions after the 2/1/2025 Range Revision:

PCRs Effective Prior to 2/1/25	BEST Action	Agency Action
(ZG) Separation (ZF) Separation Pay Continuation	BEST will delete the 2/1/25 Range Revision and will advise the agency to proceed with processing the action.	Agency must submit ticket to BEST to delete the 2/1/25 Range Revision action and then process the Separation action.
(ZO) New Hire (Z2) Reinstatement* (Z7) Non-Beacon to Beacon *Note: Does not include (Z2) Reinstatement from any LOA		Agency must first review to determine* if a 2/1/25 Range Revision action is needed and then create and work the 2/1/25 Range Revision action if applicable. *Note: Any questions about whether a 2/1/25 Range Revision action is needed should be directed to OSHR.
(Z1) Promotion (Z8) Transfer	BEST will delete the 2/1/25 Range Revision and will advise the agency to proceed with working the actions.	1. Agency must submit a ticket to BEST to delete the 2/1/25 Range Revision action. 2. Create and work promotion/transfer action. 3. If necessary, create and work 2/1/25 Range Revision action. *Note: Any questions about whether a 2/1/25 Range Revision action is needed should be directed to OSHR.
(Z9) Appointment Change (11) Probation to Perm		Not allowed. Must be dated 2/1/25 or later.
(Z3) Leave of Absence (Z2) Reinstatement from LOA	BEST will insert the LOA or Reinstatement from LOA action.	Agency must submit ticket to BEST requesting the LOA or Reinstatement from LOA action to be inserted.
(ZC) Salary Adjustment	BEST will delete the 2/1/25 Range Revision and either work the new action or advise the agency to proceed with working the action.	Agency must submit ticket to BEST to delete the 2/1/25 Range Revision action and then follow instructions from BEST.

Note: For any action not listed, please submit a ticket with details to BEST and instructions will be provided.

Document Control:

Date	New/Revised	Brief Description of Revision	Updated By
12/11/2024	NEW	Created job aid for the OSHR Post 2/1/25 Range Revision Process	TW