

## Effective Date Cheat Sheet

### 1. Full Position Description (FPD) system actions for 1<sup>st</sup> or 16<sup>th</sup> effective date (Classification)

Filled reclass up or down

Filled FLSA change

Filled strike class change

Filled BU change (the 16<sup>th</sup> only - OPS)

Filled or Vacant Home Unit change **NOTE:** If multiple actions with the Home Unit change must have a specific date, consult with Classification Services Lead for approval

### 2. Position Control Change (PCC) system actions for 1<sup>st</sup> or 16<sup>th</sup> effective date (Dept. HR/Ops)

Filled flex up or down

Filled or vacant flex up or down for non-perm interns

Filled Home Unit change. **NOTE:** If multiple actions with the Home Unit change must have a specific date, consult with Classification Services Lead for approval

### 3. FPD & PCC actions for date of approval (unless actions from section 1 apply)

Filled **or** vacant update

Filled **or** vacant location change

Filled **or** vacant position type change

Filled **or** vacant division or department transfer

Filled **or** vacant arms & ammo change

Filled **or** vacant CDL change

Vacant flex up or down

Vacant reclass up or down

Vacant strike class change

Vacant FLSA change

Vacant BU change

Filled BU change pending