



## Personnel Classification Services (CLS) Guidance

January 21, 2022

### Effective Date Guidance

This guidance memorandum updates and explains effective date criteria for Classification actions, in accordance with 2 AAC 07.035 (Effective Dates of Allocation Action) and the bi-weekly work week.

The bi-weekly “BIWK1” pay period is defined as beginning on a Monday and ending on the second Sunday. For example, using the 2022 Pay schedule example below: Jan 10, 2022 is the Monday starting the 3<sup>rd</sup> pay period and ends on Sunday Jan 23, 2022.

- The first column labeled “**Pay Period Number**” is pay period number within the calendar year.
- The second column labeled “**BIWK1 Pay Period Start Date**” is always a Monday.
- The fourth column labeled “**Payroll #**” denotes the number of the payroll run within the period.

**2022 BIWK1 Pay Period/Payday Schedule**

PAY PERIOD NUMBER	BIWK1 Pay Period Start Date	BIWK1 Pay Period End Date	PAYROLL #	PAYDAY
1	12/13/21	12/26/2021	1-Jan	1-7 Fri
2	12/27/2022	1/9/2022	2-Jan	1-21 Fri
3	1/10/2022	1/23/2022	1-Feb	2-4 Fri
4	1/24/2022	2/6/2022	2-Feb	2-18 Fri

**NOTE:** This does not apply to the Correctional Officers “BIWK4” or “AMHS” pay periods. See respective pay schedules for their pay periods.

### Effective Dates for Classification Allocation Actions

FPD & PCC actions: The effective date is the <u>first day of the regular pay period following the action</u> (Start of the Pay Period – every other Monday)	
<ul style="list-style-type: none"> <li>• Filled reclass up or down (FPD)</li> <li>• Filled strike class change (FPD)</li> <li>• Filled flex up or down (PCC)</li> </ul>	<b>NOTE:</b> If action involves a Filled BU change, effective date MUST be the <b>1<sup>st</sup> Payroll</b> pay period of the month (CLS OPS staff only) <b>(1<sup>st</sup> Payroll indicated by “1” in schedule’s fourth column)</b>
<ul style="list-style-type: none"> <li>• Filled FLSA change (FPD)</li> <li>• Non-perm interns [Flex up/down] – (PCC)</li> <li>• Filled Home Unit change (PCC)</li> </ul>	<b>NOTE:</b> If submitting multiple actions, or a specific action must have a specific effective date, consult with CLS Lead for approval.

FPD & PCC actions: Effective Date is the <u>date of approval</u> (unless actions from above apply)	
<ul style="list-style-type: none"> <li>• Filled or vacant update</li> <li>• Vacant location change</li> <li>• Filled or vacant position type change</li> <li>• Filled or vacant division or department transfer</li> <li>• Filled or vacant arms &amp; ammo change</li> <li>• Vacant home unit code change</li> </ul>	<ul style="list-style-type: none"> <li>• Vacant BU change</li> <li>• Filled or vacant CDL change</li> <li>• Vacant strike class change</li> <li>• Vacant flex up or down (non-Recruitment action)</li> <li>• Filled BU change <u>pending</u></li> <li>• Vacant reclass up or down</li> </ul>

FPD & PCC actions: Special Actions		
Action	Effective Date	Comments
Flex Up or down due to <b>Recruitment Action only</b>	The date of hire	Contact CLS if backdated more than two pay periods from the current period.
Filled location change	Start date of employee in new location	Contact CLS if backdated more than two pay periods from current period with justification for late entry.
Establish non-perms or Temporary position	Start date of position	Contact CLS if backdated more than two pay periods from the current period.
Labor Distribution Profile (LDP) Changes	Within the current pay period	
<b>Other Actions not covered within memo or special circumstances apply</b>	See Comments	<b>Contact CLS Lead for guidance.</b>

Other considerations.

1. OMB Position Approval Form (PAF) authorization documents requiring OMB approval that are more than one-year old must be re-verified or have new authorization issued.
2. Backdating a filled position for promotion is not authorized.

If you have any questions, please contact DOPLR Classification Services for further guidance.