Washington State Department of Enterprise Services

Action Guidance

PPDS Actions

What fields do I need to complete on the PPDS?

Acting **(already in state service)**	1 thru 7 20,thru 24 28 thru 29 34thru 38 41 thru 44 46 ***(end prob/trial period only)***,47
Appointment from Layoff	1 thru 7 21 thru 24 28,30 34 thru 36 38, 41 thru 44 46 ***(end prob/trial period only),*** 47.
Budget Coding Change- *Note: If you have several coding changes you may submit these on an excel spreadsheet rather than completing a PPDS for every person.*	1, 2, 4 ***(other)*** 21,22,23, 42,43,45, 47.
Completion of In-Training	1 thru 7 21,22,23 34,35,47
EMS **(already in state service)**	1 thru 7 20 thru 24 28, 29 34 thru 38 41 thru 44 46 ***(end prob/trial period only),*** 47.
General Government Transition Pool	1 thru 7 21 thru 24 28,30,34,35,36,38 41 thru 44 46 ***(end prob/trial period only),*** 47.
In Training	1 thru7 21 thru 24 28 thru 30 34 thru 36 38,41 thru 44 46***(end prob/trial period only),*** 47.

New Hire	ALL fields
NonPerm/On- Call **(already in state service)**	1 thru 7 21 thru 24 28, 30, 34 thru 36 38,41 thru 44 46 ***(end prob/trial period only),*** 47.
Promotion	1 thru 7 21 thru 24 28,30 34 thru 36 38,41 thru 44 46 ***(end prob/trial period only),*** 47.
Reassignment	1thru 7 21 thru 24 28,29,35,42 thru 44,47
Rehire	ALL fields
Retirement	1 thru 7 11 thru 13 23, 47
Resignation	1 thru 7 11 thru 13 23, 47
Termination	1 thru 7 11 thru 13 23, 47
Transfer out/ Separation	1 thru 7 11 thru 13 23, 47
Trial Service	1 thru 7 21 thru 24 28, 30, 34 thru 36, 38, 41 thru 44 46***(end prob/trial period only),*** 47.
WMS **(already in state service)**	1 thru 7 20 thru24 28,29,34, thru 38, 41 thru 44 46 ***(end prob/trial period only),*** 47.

Other Actions

Work Schedule Change: Use the work schedule change **form**

Position/Change Updates: Use the position update/change **form.**
(Position actions only, not person)

Shared Leave Donation: Use shared leave donation **form**