

Post Range Revision Action Processing Instructions

Purpose

This document provides instructions for completing actions with effective dates prior to 2/1/26 for employees with a 2/1/26 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 2/1/26 (ZE) Range Revision (05) LM No Salary Adjustment record:

Image

Overview Actions (0000)



Pers.No.

Name

EEGroup SHRA Employees PersA

EESubgroup FT S-FLSAOT Perm

 Select to

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E..
02/01/2026	12/31/9999	ZE	Range Revision (NC)	05	LM No Salary Adjustment		3
07/01/2024	01/31/2026	ZC	Salary Adjustment (NC)	22	Legislative Increase		3

- **ALWAYS** review the employee actions in PA20 before processing any PCR action.
- If the action is effective 2/1/26 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 2/1/26 while there is a 2/1/26 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 2/1/26. Inserting an action will result in the 2/1/26 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 2/1/26 Range Revision action.
- BEST will **NOT** reprocess 2/1/26 ZE-05 Range Revision actions, except when processing LOA - related actions (Z3/Z2).
- 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 2/1/26, the ZE-05 (LM No Salary Adjustment) action **should remain** on the employees' record for reporting purposes.

Key Responsibility Reminders

- **Agencies MUST ensure ALL** necessary Range Revisions are back on the employee's record prior to any Legislative Increase (LI) processing.
- If BEST deletes a 2/1/26 Range Revision action so that an agency can process a PCR with an effective date prior to 2/1/26, **the agency is responsible for creating and working the Range Revision action after completing the prior date action.**
- Agencies must **determine Range Revision eligibility** for all pre-2/1/26 hire actions using OSHR guidance. BEST cannot determine eligibility.

Instructions for completing actions after the 2/1/26 Range Revision

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

PCRs Effective Prior to 2/1/26

Agency Action

BEST Action

(ZG) Separation

Agency must submit ticket to BEST to delete the Range Revision action and then process the Separation action.

BEST will delete the Range Revision and will advise the agency to proceed with processing the action.

(ZF) Separation Pay
Continuation

**PCRs Effective Prior to
2/1/26**

Agency Action

BEST Action

(ZO) New Hire

(Z2) Reinstatement

(Except Z@
Reinstatement from any
LOA)

Agency must first review to determine* if a Range
Revision action is needed and then create and work
the Range Revision action is applicable.

(Z7) Non-Beacon to
Beacon

(Z1) Promotion

(Z8) Transfer

1. Agency must submit a ticket to BEST to delete
the Range Revision action.
2. Create and work Promotion/Transfer action.
3. If necessary, create and work Range Revision
action*.

BEST will delete the Range
Revision and will advise the
agency to proceed with working
the actions.

(Z9) Appointment

Change (11) Probation to Perm
Not allowed. Must be dated 2/1/26 or later.

(Z3) Leave of Absence

(Z2) Reinstatement from
LOA

Agency must submit ticket to BEST requesting the
LOA or Reinstatement from LOA action to be
inserted.

BEST will insert the LOA or
Reinstatement from LOC action.

**PCRs Effective Prior to
2/1/26**

Agency Action

BEST Action

(ZC) Salary Adjustment	Agency must submit ticket to BEST to delete the Range Revision action and then follow instructions from BEST.	BEST will delete the Range Revision and advise the agency to proceed with working the action.
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*Note: Any questions about whether a Range Revision action is needed should be directed to OSHR.

First Published

Thu, 01/08/2026

Last Updated

Mon, 02/02/2026

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