XPM Actions Reference Guide

Initiating Event	Position	Action
New Employee Hired July 1-Dec 31	Single County/ASA/CED	CED/DED/Employee initiates XPM.
New Employee Hired Jan 1-June 30	Single County/ASA/CED	No Action – XPM rating of "insufficient time" is given at annual review.
New Employee Hired July 1-Dec 31	Multi County	Upon hire XPM effort is set at 100% base county. DAA enters county effort split in OSS. CED/DED/Employee initiates XPM.
New Employee Hired Jan 1-June 30	Multi County	Upon hire XPM effort is set at 100% base county. DAA enters county effort split in OSS. No Action - XPM rating of "insufficient time" is given at annual review.
Beginning of Fiscal Year No Change in Effort Split	Multi County	No Action Required
Beginning of Fiscal Year Change in Effort Split	Multi County	July 1 DAA makes changes to any employees with updates to effort split in OSS
Off Cycle - Change County	Single County Agent / ASA/ CED	No Action Required - Automatically updates with EIT XEMP county update. XPM plan transfers to the new county. New CED may edit plan if necessary. New CED completes annual review.
Off Cycle - Change in Effort Split/ Change in Counties/ Removal of Counties	Multi County	DAA submits Help Desk ticket. RE: XPM Effort Spit Change. Include employee name, unity id, prior counties, prior effort %, new counties, new effort %.
Position Change - PA to Agent	Agent	Treated as new hire
Position Change - Agent to Interim CED	Interim CED	XPM does not change. No action is required unless DED requests the agent's current XPM be cleared and changed to the CED XPM template for the duration of the fiscal year. To initiate DAA submits Help Desk Ticket RE: XPM request to move agent (interim CED) to CED template
Position Change - Agent to CED	CED	CED can remain on current agent template or be moved to CED template. DAA submits Help Desk Ticket RE: XPM request to move agent to CED template or RE: XPM request for promoted CED to remain on Agent template