

How to Submit Personnel Status Changes

1. Log into Acadis Portal – Click on the **Academy Resources Tab** – Click on **Find and Complete a Webform** - Click on the form titled **POST Employment Status Change V2**.
2. Complete Officer's Information:
 - a. **Officer's PSID** - PLEASE make sure you enter the correct PSID (if the PSID number has 8 characters you must insert a dash in between the first four numbers).
 - b. **Officer's Name**
 - c. **Enter the Organization**
3. Please ONLY use the following **Employee Actions**: Separation, On Leave, Intradepartmental Transfers, Promotion, Demotion, Suspension, Return from Leave and Return from Suspension.
4. Enter the **Effective Date** pertaining to your action. This date can be the current date or a past date. Your entry will be rejected if you use a future date.
5. Enter the **CURRENT Title/Rank**. If the current rank is not correct in Acadis, you Must correct it.
6. Enter the **Employee Status** (please refer to the formulas at the end of these instructions).
7. Enter **Title/Rank** (new or the same)
8. Please ONLY use the following **Employee Types**: Law Enforcement, Non- Law Enforcement, Civilian or Corrections.
9. ONLY enter a **Separation Reason** if you are completing a Separation.
10. Enter **Employee Action Comments**. Please limit to 195 Characters.
11. Enter **Name and Email** of the submitting person.
12. **Submit**.

For your reference, we have included the appropriate Employee Action, Employment Status and Separation Reason Formulas.

Separation Formulas:

- Separation - Resigned in Good Standing - Resigned
- Separation - Resigned During Internal Investigation - Resigned
- Separation - Resigned with Disciplinary Action Pending - Resigned
- Separation - Resigned in Lieu of Termination – Resigned
- Separation - Retired - Retired
- Separation - Terminated - Terminated
- Separation - Deceased - Deceased
- Separation - Deceased in the Line of Duty – Deceased

Leave Formulas:

- On Leave - Administrative Leave
- On Leave - Medical Leave
- On Leave - Medical Leave (on duty injury)
- On Leave - Military Leave

Return from Leave Formula:

- Return from Leave – Active

Suspension Formula:

- Suspension – Suspended

Return from Leave Formula:

- Return from Suspension - Active

Friendly Reminders:

Do NOT use Hire or Re-Hire

Do NOT use Transfer

Do NOT use Discharge

Do NOT use Correction

Do NOT use Update

Do NOT use Separated in Lieu of Termination, Educational Leave, Laid Off, or Discharged

Do NOT enter Future Dates

Do NOT submit Supervisor Changes

Do Not submit Re-Assignments from Unit to Unit

Do Not submit GDI as a Promotion (GDI is not Promotion)