Action Codes and Reason Codes

DEM – Demotion
DTA – Data Change
HIR – Hire
LOA – Leave of Absence
PAY – Pay Rate Change
PLA – Paid Leave of Absence
POS – Position Change
PRO – Promotion
REH – Rehire
RET – Retirement
RFL – Return from Leave
RPT – Faculty Reappointment (SOM use only)
TER – Termination
XFR – Transfer

Reason Codes by Action Code Type

DEMOTION
IVA – involuntary demotion – administrative/organizational decision
VAD – voluntary demotion – administrative/organizational decision
VOL – voluntary demotion – employee decision

DATA CHANGE
CDP – correction – department
CJC – correction – job code
COD – correction – other data
CPG – correction – paygroup
CPR – correction – pay rate
CRA – change to regular status via admin decision
CRD – change to review date
CRG – change to regular status
DEA – death – RETIREES ONLY
FAC – change GME to Faculty
LOC – location change
PTF – change Post-Doc to Faculty
STC – status change
URD – update review data (performance rating and review date)
USI – update supervisor ID

HIRE
ADM – new hire via admin decision
HRE – new hire via open recruitment
SRC – new hire via search
TMP – temporary assignment
### LEAVE OF ABSENCE – UNPAID

ADM – administrative leave  
DSJ – medical/job –related leave  
DSN – medical non job related leave  
EDU – educational leave  
FML – family and medical leave act leave  
MIL – military service leave  
NTT – Non-Teaching Time (for use with adjunct faculty only)  
PAR – faculty parental leave  
PER – personal leave  
PRO – professional leave  
PRS – prestigious leave  
SEA – seasonal leave

### PAID LEAVE OF ABSENCE

ADM – administrative leave  
DSJ – medical/job –related leave  
DSN – medical non job related leave  
EDU – educational leave  
FML – family and medical leave act leave  
MIL – military service leave  
PAR – faculty parental leave  
PER – personal leave  
PRO – professional leave  
PRS – prestigious leave  
SEA – seasonal leave  
SAB – sabbatical leave

### POS – POSITION CHANGE

JRC – job reclassification  
REO – reorganization  
TTL – title change

### PRO– PROMOTION

ADM – administrative decision  
FAC – faculty promotion  
MGT – management decision  
REC – open recruitment

### REH – REHIRE

ADM – administrative decision  
REH – rehire  
RET – rehire retiree
RET – RETIREMENT
RET – retirement
RRR – rehired retiree re-retiring

RFL – RETURN FROM LEAVE
RFL – return from leave

RPT – FACULTY REAPPOINTMENT
RPT - reappointment

PAY
ADJ – adjustment
EOP – end out of class pay
MER – merit
OCP – out of class pay
REC – job reclassification
CIG – change in grant (GME use only)

TER – TERMINATION
(Please refer to “Changing Employee – Termination of Employment” for additional termination reasons)

Involuntary Terminations
ABS – absences or tardiness
CON – misconduct
FAL – falsification of records
INA – inability
INS – insubordination
JOB – job abandonment
POL – policy violation
RDE – reduction in force – eliminated job
RDF – reduction in force – lack of funding
RDR – reduction in force – reorganization
REF – refused transfer
RID – resignation in lieu of dismissal
UNS – unsatisfactory performance

Voluntary Terminations
ADV – better opportunities for advancement
BEN – better benefits
CAR – changing careers/professions
CNT – end of contract (or grant funding)
DEA – death
DEV – lack of training/development opportunities
FAM – family reasons
HRS – better working hours
LOC – better location/transportation
LVE – unable to return from leave
MCJ – multiple concurrent job end
PAY – better pay
REL – relocation
RET – return to school
TMP – end of temporary employment
TYP – job did not meet expectations
WCS – worker's compensation settlement
WKR – dissatisfied with work relationships
WOR – better working conditions (physical environment, dept. rules/procedures)
WPR – work permit expired
XFR – organizational transfer

**XFR – TRANSFER**
LAD – lateral transfer/admin decision
LXF – lateral transfer
ROR – reorganization