HRAF 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
TER – Termination
XFR – Transfer

HRAF 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
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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

PAY
ADJ – adjustment
BRM – below range minimum
EOP – end out of class pay
MER – merit
OCP – out of class pay
REC – job reclassification

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
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