

Action Reason Codes Short List – Quick Reference

Action/Reason Codes

In PeopleSoft, every job action requires an Action/Reason code and an effective date. You will be required to select the appropriate Action/Reason code each time you submit an Employee Profile. A full list of Action/Reason codes is available on the CMS web site. There may be times when none of these codes is applicable. At that time, you should contact Human Resources for assistance in completing the form.

Actions

There are numerous actions that can be taken related to an employee and their job at the university. The most common are:

1. Demotion
2. Data Change
3. Hire
4. Leave of Absence
5. Pay Rate Change
6. Paid Leave of Absence
7. Position Change
8. Completion of Probation
9. Promotion
10. Rehire
11. Retirement
12. Return from Disability
13. Short Term Disability with Pay
14. Termination
15. Transfer

Within each of these actions are numerous reasons. These are outlined on the next few pages.

Action	Reason
Demotion (DEM)	Disciplinary Action (DIS) Voluntary (VOL)
Data Change (DTA)	New Appointment (APT) Extend Appointment (EXN) Extend/Change Leave of Absence (LOA) Reorganization (REO) Serving Terminal Year (STY)
Hire (HIR)	Appointment (APT) Concurrent Job (CON)

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■ Appt Former Employee Prior PS (PRI)

Action	Reason
Leave of Absence (LOA)	Administrative (ADM) FMLA/CFRA (FML) Medical (MED) Military Service (MIL) Personal (PER) Professional (PRO) Union Release (REL)
Pay Rate Change (PAY)	Campus Funded Merit Increase (CMI) Campus Funded PSI (PCI) Partial Leave – Professional (PLF) Partial Leave - Family Medical (PLM) Partial Leave – Personal (PLP) PreRetirement Timebase Reduce (PRT) Return from Partial Leave (RPL) Student Pay Rate Change (SPC) Time Base Change (TBC)
Paid Leave of Absence (PLA)	Difference in Pay – AY (DFA) Difference in Pay - 12 Mo/Less (DFM) Diff in Pay - 1 Qtr/Sem (DFS) Fac Research/Creative Activity (RES) Sabbatical - AY - 1/2 Pay (SBA) Sabbatical - 1 Qtr/Sem – Full (SBS)
Position Change (POS)	End Temp Job Reclassification (ETR) In-Class Progress/Range Elev (ICP) Job Reclassification (JRC) Reorganization (REO) Temporary Job Reclassification (TJR)
Completion of Probation (PRC)	Tenure (TEN) Tenure with Promotion (TWP)
Promotion (PRO)	Promotion (PRO) RTP Process (RTP) Temporary Promotion (TMP)

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Action	Reason
Rehire (REH)	Mandatory Reinstatement (MAN) Rehire from Disability Rtrmt (RDR) Rehire (REH)
Retirement (RET)	Disability (DRT) Service (SRT)
Return from Leave (RFL)	Return from Unpaid LOA (LOA) Return from Paid LOA (PDL)
Termination (TER)	Term of MPP on Admin Leave (ALS) Auto Resignation/AWOL (AWL) Cancelled Appointment (CNL) Death (DEA) Dismissal (DIS) End Temporary Appointment (END) Term Position per Fund Change (FND) Faculty - Contract Not Renewed (FNR) Failure to Return from Leave (LVE) Medical (MED) Rejctd During Prob/NonRetentn (REJ) Resign - Professional Advncmnt (RSA) Resignation – Dissatisfied (RSD) Resignation - Better Job (RSJ) Resignation (RSN) Resign - Dissatisf w/Promo Opp (RSO) Resignation - Personal Reasons (RSP) Resignation - Better Pay (RSY) Separation by Agency (SBA)
Transfer (XFR)	Involuntary Reassignment (INV) Medical Reasons (MED) Pay Plan Chg w/o Fin Settlemnt (PPC) Pay Plan Chg w/ Fin Settlemnt (PPW) Reinstatement - Prob Rejected (RPR) Reinstatement - Temp Assign (RTA) Temporary Reassignment (TMP) Voluntary Reassignment (VOL)

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