

Overview

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 at [MYSJSU Human Resources Tutorials](http://my.sjsu.edu/employees/employee_tutorials/hr_tutorials/index.html) (http://my.sjsu.edu/employees/employee_tutorials/hr_tutorials/index.html). There may be times when none of these codes are applicable. At that time, you should contact Human Resources for assistance in selecting the action/reason.

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

- Demotion
- Data Change
- Hire
- Leave of Absence
- Pay Rate Change
- Paid Leave of Absence
- Position Change
- Completion of Probation
- Promotion
- Rehire
- Retirement
- Return from Disability
- Short Term Disability with Pay
- Termination
- Transfer

The Reasons for these Actions are as follows:

Actions and Reasons

Action	Reason
Demotion (DEM)	<ul style="list-style-type: none"> • Disciplinary Action (DIS) • Voluntary (VOL)

Action	Reason
Data Change (DTA)	<ul style="list-style-type: none"> • New Appointment (APT) • Extend Appointment (EXN) • Extend/Change Leave of Absence (LOA) • Reorganization (REO) • Serving Terminal Year (STY)
Hire (HIR)	<ul style="list-style-type: none"> • Appointment (APT) • Concurrent Job (CON) • Appt Former Employee Prior PS (PRI)
Leave of Absence (LOA)	<ul style="list-style-type: none"> • Administrative (ADM) • FMLA/CFRA (FML) • Medical (MED) • Military Service (MIL) • Personal (PER) • Professional (PRO) • Union Release (REL)
Pay Rate Change (PAY)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • End Temp Job Reclassification (ETR) • In-Class Progress/Range Elev (ICP) • Job Reclassification (JRC) • Reorganization (REO) • Temporary Job Reclassification (TJR)

Action	Reason
Completion of Probation (PRC)	<ul style="list-style-type: none"> • Tenure (TEN) • Tenure with Promotion (TWP)
Promotion (PRO)	<ul style="list-style-type: none"> • Promotion (PRO) • RTP Process (RTP) • Temporary Promotion (TMP)
Rehire (REH)	<ul style="list-style-type: none"> • Mandatory Reinstatement (MAN) • Rehire from Disability Rtrmt (RDR) • Rehire (REH)
Retirement (RET)	<ul style="list-style-type: none"> • Disability (DRT) • Service (SRT)
Return from Leave (RFL)	<ul style="list-style-type: none"> • Return from Unpaid LOA (LOA) • Return from Paid LOA (PDL)
Termination (TER)	<ul style="list-style-type: none"> • 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)

Action	Reason
Transfer (XFR)	<ul style="list-style-type: none"> • 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)