

**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.

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

Action	Reason
<b>Data Change (DTA)</b>	<ul style="list-style-type: none"> <li>• New Appointment (APT)</li> <li>• Extend Appointment (EXN)</li> <li>• Extend/Change Leave of Absence (LOA)</li> <li>• Reorganization (REO)</li> <li>• Serving Terminal Year (STY)</li> </ul>
<b>Hire (HIR)</b>	<ul style="list-style-type: none"> <li>• Appointment (APT)</li> <li>• Concurrent Job (CON)</li> <li>• Appt Former Employee Prior PS (PRI)</li> </ul>
<b>Leave of Absence (LOA)</b>	<ul style="list-style-type: none"> <li>• Administrative (ADM)</li> <li>• FMLA/CFRA (FML)</li> <li>• Medical (MED)</li> <li>• Military Service (MIL)</li> <li>• Personal (PER)</li> <li>• Professional (PRO)</li> <li>• Union Release (REL)</li> </ul>
<b>Pay Rate Change (PAY)</b>	<ul style="list-style-type: none"> <li>• Campus Funded Merit Increase (CMI)</li> <li>• Campus Funded PSI (PCI)</li> <li>• Partial Leave—Professional (PLF)</li> <li>• Partial Leave—Family Medical (PLM)</li> <li>• Partial Leave—Personal (PLP)</li> <li>• PreRetirement Timebase Reduce (PRT)</li> <li>• Return from Partial Leave (RPL)</li> <li>• Student Pay Rate Change (SPC)</li> <li>• Time Base Change (TBC)</li> </ul>
<b>Paid Leave of Absence (PLA)</b>	<ul style="list-style-type: none"> <li>• Difference in Pay—AY (DFA)</li> <li>• Difference in Pay—12 Mo/Less (DFM)</li> <li>• Diff in Pay—1 Qtr/Sem (DFS)</li> <li>• Fac Research/Creative Activity (RES)</li> <li>• Sabbatical—AY - 1/2 Pay (SBA)</li> <li>• Sabbatical—1 Qtr/Sem – Full (SBS)</li> </ul>
<b>Position Change (POS)</b>	<ul style="list-style-type: none"> <li>• End Temp Job Reclassification (ETR)</li> <li>• In-Class Progress/Range Elev (ICP)</li> <li>• Job Reclassification (JRC)</li> <li>• Reorganization (REO)</li> <li>• Temporary Job Reclassification (TJR)</li> </ul>

Action	Reason
<b>Completion of Probation (PRC)</b>	<ul style="list-style-type: none"> <li>• Tenure (TEN)</li> <li>• Tenure with Promotion (TWP)</li> </ul>
<b>Promotion (PRO)</b>	<ul style="list-style-type: none"> <li>• Promotion (PRO)</li> <li>• RTP Process (RTP)</li> <li>• Temporary Promotion (TMP)</li> </ul>
<b>Rehire (REH)</b>	<ul style="list-style-type: none"> <li>• Mandatory Reinstatement (MAN)</li> <li>• Rehire from Disability Rtrmt (RDR)</li> <li>• Rehire (REH)</li> </ul>
<b>Retirement (RET)</b>	<ul style="list-style-type: none"> <li>• Disability (DRT)</li> <li>• Service (SRT)</li> </ul>
<b>Return from Leave (RFL)</b>	<ul style="list-style-type: none"> <li>• Return from Unpaid LOA (LOA)</li> <li>• Return from Paid LOA (PDL)</li> </ul>
<b>Termination (TER)</b>	<ul style="list-style-type: none"> <li>• Term of MPP on Admin Leave (ALS)</li> <li>• Auto Resignation/AWOL (AWL)</li> <li>• Cancelled Appointment (CNL)</li> <li>• Death (DEA)</li> <li>• Dismissal (DIS)</li> <li>• End Temporary Appointment (END)</li> <li>• Term Position per Fund Change (FND)</li> <li>• Faculty - Contract Not Renewed (FNR)</li> <li>• Failure to Return from Leave (LVE)</li> <li>• Medical (MED)</li> <li>• Rejctd During Prob/NonRetentn (REJ)</li> <li>• Resign—Professional Advncmnt (RSA)</li> <li>• Resignation—Dissatisfied (RSD)</li> <li>• Resignation—Better Job (RSJ)</li> <li>• Resignation (RSN)</li> <li>• Resign—Dissatisf w/Promo Opp (RSO)</li> <li>• Resignation—Personal Reasons (RSP)</li> <li>• Resignation—Better Pay (RSY)</li> <li>• Separation by Agency (SBA)</li> </ul>

Action	Reason
<b>Transfer (XFR)</b>	<ul style="list-style-type: none"> <li>• Involuntary Reassignment (INV)</li> <li>• Medical Reasons (MED)</li> <li>• Pay Plan Chg w/o Fin Settlemnt (PPC)</li> <li>• Pay Plan Chg w/ Fin Settlemnt (PPW)</li> <li>• Reinstatement—Prob Rejected (RPR)</li> <li>• Reinstatement—Temp Assign (RTA)</li> <li>• Temporary Reassignment (TMP)</li> <li>• Voluntary Reassignment (VOL)</li> </ul>