

Action Reason Codes

Last Update: 12/5/14

Action	Action Reason	Action Reason Description	Intended Usage
ADD	CON	Consultant	Add a Contingent Worker
ADD	SEA	Seasonal Activity	Add a Contingent Worker
COM	EOA	End of Assignment	Terminate a Contingent Worker
DEM	DIS	Disciplinary Action	Demotion action, disciplinary reasons
DEM	LIU	In Lieu of Layoff - EE Request	Demotion action in lieu of layoff at election of employee
DEM	VOL	Voluntary	Demotion action, voluntary reasons
DTA	ANN	Extend Anniversary Date	Extend employee's anniversary date due to dock / non-qualifying pay period
DTA	APR	Temp to Prob/Perm Appt	Assign temporary employee to new prob/perm appointment when no separation is posted
DTA	APT	New Temp Appointment	Assign any employee to new temporary appointment or reappoint an active employee to a successive temporary appointment when no separation is posted
DTA	CBI	Collective Bargain Indicator	Change union code per technical letter directive
DTA	CCC	Class Code Change (PIMS 122)	For reporting PIMS Trans 122 only. To be used only under the direction of HRA.
DTA	CCV	Classification Conversion	Systemwide-initiated special use action (no salary change)
DTA	CNR	Contract Revision	Used to process a revised Temp Fac contract
DTA	CNV	Conversion	Used for baseline conversio only
DTA	COR	Correction	Correct data on a previously entered job row; must use same eff dt as previous row
DTA	DCF	Department Chair Fraction	Change department chair fraction when fraction differs from payroll time base
DTA	DNS	SSI Denial	To deny an SSI prospectively or to reverse a SSI increase
DTA	DTH	Death after Separation	Employee is now deceased after separation. Enter Date of Death in the Personal Data component.
DTA	EDU	Education/Degree Update	Update highest educational level attained.
DTA	EHR	Employment History Remarks 215	Used by the campus to correct an employee's date of employment, to post notice of overpayment to a separated employee's record, to delete FERF code 7757, to extend Work Authorization Expiration Date, and to input campus information on a employee's employment history record, as needed
DTA	EPD	Probation Adjustment	Used to adjust probationary codes and probation end date
DTA	ETH	Ethnic Origin	Data change on employee history for ethnicity
DTA	EXC	Extend NDI with Cat Leave	Extend NDI with Cat Leave. Use to extend: STD/ND3 & STD/ND4
DTA	EXN	Extend NDI no Cat Leave	NDI extension - no Cat Leave. Use to extend: STD/ND1, STD/ND2, STD/ND5, & STD/ND6
DTA	EXT	Extend Appointment	Extend temporary promotion/reassignment/reclassification
DTA	LIC	License/Certification Update	Indicate an update to License/Certification data
DTA	LOA	Extend/Change Leave of Absence	Extend leave of absence
DTA	MOU	Memorandum of Understanding	Non pay related changes as authorized by the Chancellor's Office.
DTA	NCS	Change Non-Citizen Status	Employee History changes to employee Visa Permit Data
DTA	PAY	Immediate Pay	Issue immediate pay
DTA	PLF	Ext Partial Lv - Professional	Extend partial professional leave of absence
DTA	PLM	Ext Partial Lv - Family Medical	Extend partial FML leave of absence
DTA	PLP	Ext Partial Lv - Personal	Extend partial personal leave of absence
DTA	PRD	On IDL/EIDL/TD-Part Ret to Wrk	On IDL/EIDL/TD, partial return to work (No impact to PIMS).
DTA	PRM	Temp Assignment to Perm Assign	Delete duration/expiration date of temp promotion, reassignment or reclassification.
DTA	PRN	On NDI-Partial Return to Work	On NDI - partial to reg timebase return to work
DTA	RCC	Retirement Code Change	Update an employee's retirement code
DTA	REO	Reorganization	Employee-level department change (reorganization)/unit
DTA	RTD	Mand Reinstmt from Tmp Demo	Reinstate actively working employees who had been temporarily demoted
DTA	SAB	Chg Sabbatical Eligibility Dt	Used to change employee's Sabbatical (SAB) Leave Eligibility Date generally following a leave without pay or upon conclusion of a SAB or DIP Leave
DTA	SSN	SSN Change	Update an employee's social security number
DTA	STY	Serving Terminal Year	Update probationary code for Faculty member serving terminal year
DTA	TTP	Temp to Perm (per MOU)	Temporary appointee to permanent probation status per MOU
DTA	VET	Disability Veteran Status	Employee History changes to employee Veteran/Disability Status
DTA	VOD	Void	Void data on a previously entered job row; must use same eff dt as previous row.
HIR	APT	Appointment	Hire for initial CSU appointment
HIR	CON	Concurrent Job	Hire into concurrent appointment(s)
HIR	PRI	Appt Prior Employee	Rehire a prior employee
JED	FSC	Fund Source Change	Update fund source(s)
JRC	ICP	In-Class Progression	In-class progression to higher skill level within a classification or to different MPP Job Code. Non-recruitment action.
JRC	JCC	Job Code Change	Process employee-level job reclassification or update POS row data. Non-recruitment action.
LOA	FML	FMLA	Place employee on unpaid parental/family care leave under FMLA eligibility
LOA	INV	Involuntary LOA - ER Initiated	Place employee on involuntary leave pending a disability retirement pursuant to AB 908

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LOA	LGA	Loan to Another Gov Agency	Place employee on unpaid leave for loan to another government agency
LOA	LIU	In Lieu of Layoff	Place employee on unpaid leave to avoid layoff
LOA	MED	Medical	Place employee on unpaid medical leave
LOA	MIL	Military Service	Place employee on unpaid military leave
LOA	PAR	Parental Leave	Place employee on maternity/parental leave.
LOA	PER	Personal	Place employee on unpaid personal leave
LOA	PRO	Professional	Place employee on unpaid leave for professional purposes
LOA	REL	Union Release	Place employee on unpaid leave for union business
PAY	CCV	Classification Conversion	Systemwide-initiated special use pay action
PAY	DUT	Duties out of Class [16th Day]	Mandated salary increase pursuant to R06 MOU
PAY	EPI	Extended Performance Increase	EPI (extended performance increase) pursuant to R06 MOU
PAY	EQU	Equity Adjustment	Equity adjustment increase
PAY	FR1	Furlough OFF Pay Reduction	This action reason places the employee OFF Furlough Pay Reduction. The 957 Furlough percent code as well as the 815 Furlough Amount and the 306 Actual Salary Amount will be removed.
PAY	FRE	Temp. Faculty Range Elevation	Temporary Faculty Range Elevation pursuant to Unit 3 MOU
PAY	FRL	Furlough ON Pay Reduction	This action reason places the employee ON Furlough Pay Reduction. Enter the 957 Furlough percent code to calculate the 815 Furlough Amount and 306 Actual Salary Amount.
PAY	GS2	General Salary Increase 2	General salary increase per article 31.7-31.10
PAY	GSI	General Salary Increase	General salary increase
PAY	IRP	In Range Progression	Salary progression within a grade (range) - Campus funded
PAY	MAN	Mandatory Increase (by order)	Mandatory increase by order of appropriate authority
PAY	MER	Perform (all bargaining units)	Merit / performance increase
PAY	MHR	Multiple Hourly Rate	Trade Rate Employees
PAY	MKT	Market Adjustment	Campus market adjustment increase
PAY	MOU	Memorandum of Understanding	Pay related changes as authorized by the Chancellor's Office. May be combined with data changes.
PAY	PRT	PreRetirement Timebase Reduce	Participant in preretirement reduction in time base program
PAY	RED	Red Circle [5 years] Decrease	Salary decrease upon expiration of red circle rate provision
PAY	SPC	Student Pay Rate Change	Increase/decrease student pay rate
PAY	SSI	Service Salary Increase	Service Salary Increase/Special In-Grade Salary Increase
PAY	SWF	In Range Progression-SW Funded	Systemwide funded salary progression within a grade (range)
PAY	TBC	Time Base Change	Update time base (FTE and/or Standard Hours)
PLA	AD1	MPP Paid Admin Leave - 42729a	Place MPP employee on paid administrative leave per 42729a
PLA	AD2	MPP Paid Admin Leave - 42729b	Place MPP employee on paid administrative leave per 42729b
PLA	DFA	Difference in Pay - AY	Place faculty on DIP leave for academic year
PLA	DFM	Difference in Pay - 12 Mo/Less	Place faculty on DIP leave for 12 months or less
PLA	DFQ	Diff in Pay - 2 Qtrs	Place faculty on DIP leave for two quarters
PLA	DFS	Diff in Pay - 1 Qtr/Sem	Place faculty on DIP leave for one quarter/semester
PLA	FML	FMLA/CFRA	Place employee on paid leave under CFRA/FMLA eligibility
PLA	LWP	Leave with Pay	Leave with pay pursuant to policy / MOU
PLA	MIL	Military Service	Employer paid temporary, emergency or indefinite military leave
PLA	PLF	Partial Leave - Professional	Place employee on partial leave for professional reasons
PLA	PLM	Partial Leave - Family Medical	Place employee on partial leave for medical reasons
PLA	PLP	Partial Leave - Personal	Place employee on partial leave for personal reasons
PLA	PRO	Professional	Place employee on paid leave for professional purposes
PLA	REL	Union Release	Document union-reimbursed time off
PLA	RES	Fac Research/Creative Activity	Place faculty on paid leave for research or creative activities
PLA	SBA	Sabbatical - AY - 1/2 Pay	Place faculty on sabbatical leave for academic year at half pay
PLA	SBQ	Sabbatical - 2 Qtrs - 3/4 Pay	Place faculty on sabbatical leave for two quarters at 3/4 pay
PLA	SBS	Sabbatical - 1 Qtr/Sem - Full	Place faculty on sabbatical leave for one quarter/semester at full pay
POS	CCV	Classification Conversion	Position level class conversion (update position and /or incumbents)
POS	ETR	End Temp Job Reclassification	End position level temporary job reclassification
POS	ICP	In-Class Progress/Range Elev	Position level in-class progression (change salary grade within job code)
POS	INA	Position Inactivated	Position inactivated (update position only)
POS	JRC	Job Reclassification	Position level job reclassifications
POS	NEW	New Position	Add new Position (update position only)
POS	REA	Position Reactivated	Position reactivated (update position only)
POS	REO	Reorganization	Position level reorganization
POS	TTL	Title Change	Position-level working title change (update position and display on incumbents)
POS	UPD	Position Data Update	Any other position data change (update position, possibly incumbents)
PRC	PRM	Prob to Perm/Tenure	Update faculty or non-faculty employee from probationary to permanent status
PRO	PRO	Promotion	Move nonacademic employee to higher class/skill level following a recruitment or per MOU, or faculty employee to higher rank or class following standard review.
REC	SUS	Recall from Suspension	Reinstate employee subsequent to suspension
REH	MAN	Mandatory Reinstatement	Mandatory reinstatement by order of appropriate authority
REH	RDR	Rehire from Disability Rtrmt	Reinstate from disability retirement
REH	REH	Rehire	Rehire separated employee
REH	REL	Reemployment from Layoff	Reemployment of employee subsequent to layoff
RET	DLL	Disability - In Lieu of Layoff	Disability retirement to preclude layoff
RET	DRT	Disability	Retirement action due to disability
RET	SLL	Service - In Lieu of Layoff	Service retirement to preclude layoff
RET	SRT	Service	Service Retirement

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Action	Action Reason	Action Reason Description	Intended Usage
RFD	BEX	Return from NDI - Benefits Exp	NDI benefits expired, did not return to former class and / or timebase
RFD	IDO	Ret from IDL - Off Pay Stat	Return employee from IDL (employee in off-pay status)
RFD	ONP	Ret from IDL/TD - On Pay Stat	Return employee from Temp disability (employee on payroll at time of return)
RFD	RFT	Ret from NDI - Full Return	Return employee from NDI - Full return to duty
RFD	RLC	Ret from NDI - F/T Lower Class	Return employee from NDI - Full return to duty in lower class
RFD	RPL	Ret from NDI - P/T Lower Class	Return employee from NDI part time in lower class
RFD	RPT	Ret from NDI - Part Time	Return employee from NDI - part time
RFD	TDO	Ret from TD - Off Pay Stat	Return employee from Temp disability (employee in off-pay status)
RFL	AD1	Ret from MPP Pd Adm Lv-42729a	Return MPP employee from paid administrative leave per 42729a
RFL	AD2	Ret from MPP Pd Adm Lv-42729b	Return MPP employee from paid administrative leave per 42729b
RFL	LOA	Return from Unpaid LOA	Return employee from an unpaid leave of absence
RFL	PDL	Return from Paid LOA	Return employee from a paid leave of absence
RWB	FRP	FERP	Rehire/Return FERP employee from short work break
RWB	PDS	Pending Approval	Return employee from SWB pending approval from appropriate authority
RWB	SWB	Return from Short Work Break	Return employee to active pay status following a non-medical short work break. Return from Roll Code 9
RWB	TOW	Return Off Work Temp	Rehire/Return temp faculty employee from short work break
STD	IDE	IDL Enhanced	R08 employee on Enhanced IDL (EIDL)
STD	IDL	IDL	Non-R08 employee on IDL
STD	IDS	IDL w/Supplement	Employee on IDL with sick leave / catastrophic supplementation.
STD	ND3	NDI, Catastrophic Leave	Employee on initial NDI with catastrophic supplement
STD	ND4	New NDI Period, Cat Leave	Employee starting new NDI benefit period with catastrophic supplement
STD	TDS	Temporary Disability	Employee on TD, none / partial supplementation, including donated credits
STD	TSU	Temp Disability w/Supplement	Employee on TD, full leave credit supplementation, including donated
STO	ND1	NDI Pd-Vac used or AY Settle	Employee on initial NDI (no catastrophic leave, exhausted vacation or received settlement pay)
STO	ND2	New NDI Pd-Vac used or AY Settl	Employee starting new NDI benefit period (no catastrophic leave, exhausted vacation or received settlement pay)
STO	ND5	NDI Pd-No Vac used or AY Settle	Employee on initial NDI (no catastrophic leave; elected not to use vacation; no settlement pay)
STO	ND6	New NDI Pd-No Vac or AY Settle	Employee starting new NDI benefit period (no catastrophic leave; elected not to use vacation; no settlement pay)
SUS	SUS	Suspension	Place employee on suspension for disciplinary reasons
SWB	FRP	FERP	Separate FERP employee prior to expiration of FERP entitlement period
SWB	OPS	Off Pay Status	Place employee on short work break (employee in off pay status) Roll Code 9
SWB	PDS	Pending NDI/IDL/TD/Disb Ret	Place employee on short work break with pending medical action
SWB	PLA	Pending Legal Action	Place employee on short work break with pending legal action (Roll Code 9)
SWB	TOW	Temp Faculty Off Work	Separate temporary faculty employee prior to expiration of contract entitlement
TER	AIL	Sep by Agency in Lieu/Layoff	Separation by Agency of MPP employee in lieu of layoff
TER	AWL	Auto Resignation/AWOL	Automatic resignation due to non-reported / unauthorized absence
TER	CNL	Cancelled Appointment	Cancelled appointment. Used only if no other historical actions are entered subsequent to Hire action.
TER	DEA	Death	Death of employee
TER	DIS	Dismissal	Terminate employee for disciplinary/performance reasons or for disability, pursuant to Ed Code 89536
TER	END	End Temporary Appointment	End Temporary Appointment
TER	ERR	Error	Used for campus decentralization to term invalid record (keying error)
TER	FNR	Faculty - Contract Not Renewed	Terminate faculty employee pursuant to non-renewed contract/non-retention
TER	LIU	In Lieu of Layoff	Voluntary separation in lieu of layoff
TER	LLF	Layoff	Layoff employee
TER	LVE	Failure to Return from Leave	Terminate employee for failure to return from a leave of absence
TER	MED	Medical	Voluntary separation due to medical reasons
TER	REJ	Rejctd During Prob/NonRetentn	Reject non-academic employee prior to end of probation period
TER	RSA	Resign - Professional Advncmnt	Voluntary separation due to professional advancement opportunity.
TER	RSD	Resignation - Dissatisfied	Voluntary separation due to dissatisfaction with CSU Policies
TER	RSJ	Resignation - Better Job	Voluntary separation due to better job opportunity.
TER	RSN	Resignation	Voluntary separation
TER	RSO	Resign - Dissatisf w/Promo Opp	Voluntary separation due to dissatisfaction with promotion opportunities
TER	RSP	Resignation - Personal Reasons	Voluntary separation due to personal reasons
TER	RSY	Resignation - Better Pay	Voluntary separation due to better pay opportunity
TER	SBA	Separation by Agency	Separation by Agency
TER	TIL	End Temp Appnt in Lieu/Layoff	End of temporary appointment in lieu of layoff.
XFR	INV	Involuntary Reassignment	Reassign employee involuntarily
XFR	LIU	In Lieu of Layoff	Reassign employee by request to avoid layoff

Action Reason Codes

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Action	Action Reason	Action Reason Description	Intended Usage
XFR	MED	Medical Reasons	Reassign employee for medical reasons
XFR	PPO	Pay Plan Chg w/o Fin Settlemnt	Reassign 12/12 to / from AY, 10/12 or 11/12 (no settlement pay)
XFR	PPW	Pay Plan Chg w/ Fin Settlemnt	Reassign AY to / from 12/12, 10/12 or 11/12 (with final settlement)
XFR	RPR	Reinstatement - Prob Rejected	Reassignment, rejection during probation, reinstate to former class
XFR	RTA	Reinstatement - Temp Assign	Return to prior appointment upon expiration of temporary reassignment
XFR	RWV	In Lieu - Recall Rights Waived	Reassign employee to avoid layoff with recall rights waived
XFR	TMP	Temporary Job Reclassification	Temporary Reclassifications and In-Classification Progress
XFR	VOL	Voluntary Reassignment	Voluntary reassignment

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Action	Action Reason	Action Reason Description	Intended Usage
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Action and Status Descriptions

Action Short Descriptions	
ADD	Add CWR
COM	Completion
DEM	Demotion
DTA	Data Chg
HIR	Hire
JED	Erns Distn
JRC	Job Reclas
LOA	LOA
PAY	Pay Rt Chg
PLA	Paid LOA
POS	Posn Chg
PRC	Compl Prob
PRO	Promotion
REC	Recall
REH	Rehire
RET	Retirement
RFD	Return-DIS
RFL	Return-LOA
RWB	Return-SWB
STD	STD w/Pay
SUS	Suspension
SWB	Short WBrk
TER	Terminatn
XFR	Transfer