Action Action Reason         Action 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, untrary reasons           DTA         ANN         Extend Anniversary Date         Extend employee's anniversary date due to dock / non-qual pay period           DTA         APR         Temp to Prob/Perm Appt         Assign temporary employee to new prob/perm appointment on separation is posted           DTA         APT         New Temp Appointment         Assign any employee to a successive temporary appointment on 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 und direction of HRA.           DTA         CNV         Contract Revision	ent when eappoint ent when er the
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DTA COR Correction Correct data on a previously entered job row; must use s	
as previous row	ame eff dt
DTA DCF Department Chair Fraction Change department chair fraction when fraction differs from	m payroll
time base	
DTA DNS SSI Denial To deny an SSI prospectively or to reverse a SSI increas	
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 em	ployment,
to post notice of overpayment to a separated employee's	record, to
delete FERP code 7757, to extend Work Authorization E:	piration
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 dat	e
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	n
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 Chancello	r's Office
The pay related sharings as dather 250 by the sharings	o omoo.
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 PIM	8)
DTA PRM Temp Assignment to Perm Assign Delete duration/expiration date of temp promotion, reassi	
reclassification.	griment or
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	
	porarily
DTA RTD Mand Reinstmt from Tmp Demo Reinstate actively working employees who had been tem	
demoted	
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	Action	Action Reason	
Action LOA	Reason LGA	Description	Intended Usage  Place employee on unpaid leave for loan to another government
LOA	LGA	Loan to Another Gov Agency	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 LOA	PRO REL	Professional Union Release	Place employee on unpaid leave for professional purposes  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 and 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 PAY	MHR	Multiple Hourly Rate	Trade Rate Employees
PAY	MKT MOU	Market Adjustment Memorandum of Understanding	Campus market adjustment increase  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 PLA	DFQ DFS	Diff in Pay - 2 Qtrs Diff in Pay - 1 Qtr/Sem	Place faculty on DIP leave for two quarters  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 PLA	SBQ SBS	Sabbatical - 2 Qtrs - 3/4 Pay Sabbatical - 1 Qtr/Sem - Full	Place faculty on sabbatical leave for two quarters at 3/4 pay  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 Inactivated	Position level in-class progression (change salary grade within job code)  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 PRO	PRM PRO	Prob to Perm/Tenure  Promotion	Update faculty or non-faculty employee from probationary to permanent status  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 Service - In Lieu of Layoff	Retirement action due to disability
RET RET	SLL SRT	Service - In Lieu of Layoff Service	Service retirement to preclude layoff Service Retirement
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RWB TOW IDE IDL Ehanced Röberger Return temp faculty employee from short work break STD IDE IDL Ehanced Röberger Röberge	RWB	SWB	Return 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 supplement and interest of the property of the	DW/B	TOW	Return Off Work Temp	
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STD ND3 ND1, Catastrophic Leave   Employee on initial ND1 with catastrophic supplement				
STD   ND4   New NDI Period, Cat Leave	STD	IDS	IDL w/Supplement	Employee on IDL with sick leave / catastrophic supplementation.
STD   ND4   New NDI Period, Cat Leave	CTD	NDO	NDI Catastrophia I agus	Frankrice on initial NDI with extraction his summission of
STD TDS Temporary Disability Employee on TD, none / partial supplementation, including donal credits  STD TSU Temp Disability w/Supplement Employee on TD, none / partial supplementation, including donal credits  STD ND1 ND1 Pd-Vac usd or AY Settle Employee on Initial ND1 (no catastrophic leave, exhausted vacal or received settlement pay)  STO ND2 New ND1 Pd-Vac usd or AY Settle Employee starting new ND1 benefit period (no catastrophic leave exhausted vacation or received settlement pay)  STO ND5 ND1 Pd-No Vac usd or AY Settle Employee starting new ND1 benefit period (no catastrophic leave exhausted vacation or received settlement pay)  STO ND6 New ND1 Pd-No Vac AY Settle Employee on initial ND1 (no catastrophic leave; elected not to size vacation; no settlement pay)  STO ND6 New ND1 Pd-No Vac or AY Settle Employee on short work break with 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 Separation of FERP employee prior to expiration of FERP employee period  SWB PDS Pending NDI/IDL/TD/Disb Ret Place employee on short work break with pending medical action  FIRE ALL Sep by Agency in Lieu/Layoff Separation by Agency of MPP employee in lieu of layoff Code 9)  SWB TOW Temp Faculty Off Work Separate temporary faculty employee in lieu of layoff Automatic resignation due to non-reported of unauthorized absence the reference of the property of the period of th				
STD TSU Temp Disability w/Supplement contacts and the state of the sta	0.5		nen nan sasa, ear aeare	
STD	STD	TDS	Temporary Disability	Employee on TD, none / partial supplementation, including donated
STO ND1 ND1 Pd-Vac usd or AY Settle Employee on initial ND1 (no catastrophic leave, exhausted vacain or received settlement pay)  STO ND2 New ND1 Pd-Vac usd or AY Settle Employee starting new ND1 benefit period (no catastrophic leave exhausted vacation or received settlement pay)  STO ND5 ND1 Pd-No Vac usd or AY Settle Employee on initial ND1 (no catastrophic leave, elected not to us vacation; no settlement pay)  STO ND6 New ND1 Pd-No Vac or AY Settle Employee on initial ND1 (no catastrophic leave, elected not to us 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 entitlemen period  SWB OPS Off Pay Status Place employee on short work break (employee in great pay)  SWB PDS Pending NDI/IDL/TD/Disb Ret Place employee on short work break with pending medical action (Place employee on short work break with pending nedical action Place employee on short work break with pending legal action (Place employee on short work break with pending legal action (Place employee on short work break with pending legal action (Place employee on short work break with pending legal action (Place employee on short work break with pending legal action (Place employee on short work break with pending legal action (Place employee)  SWB TOW Temp Faculty Off Work Separate temporary faculty employee prior to expiration of contracting employee (Place employee)  TER AWL Auto Resignation/AWOL Automatic resignation due to non-reported / unauthorized absence temporary active proposed in the proposed propo	0.70	T011	T B: 133: 40	
STO ND1 ND1 Pd-Vac usd or AY Settle   Employee on initial ND1 (no catastrophic leave, exhausted vacar or received settlement pay)	SID	180	Temp Disability w/Supplement	
STO   ND2   New NDI Pd-Vac usd or AY Settl   Employee starting new NDI benefit period (no catastrophic leave exhausted vacation or received settlement pay)	STO	ND1	NDI Pd-Vac usd or AY Settle	Employee on initial NDI (no catastrophic leave, exhausted vacation
exhausted vacation or received settlement pay)				
STO   ND5   ND1 Pd-No Vac usd or AY Settle   Employee on initial ND1 (no catastrophic leave; elected not to us vacation; no settlement pay)	STO	ND2	New NDI Pd-Vac usd or AY Settl	Employee starting new NDI benefit period (no catastrophic leave,
vacation; no settlement pay)	STO	ND5	NDI Pd-No Vacued or AV Settle	
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TER SBA Separation by Agency Separation by Agency			Separation by Agency	Separation by Agency
TER TIL End Temp Appnt in Lieu/Layoff End of temporary appointment in lieu of layoff.	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	XFK	LIU	µп ыеи от цауоп	rkeassign employee by request to avoid layoff

	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

Last Update: 12/5/14

Action Reason Intended Usage

# **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	