

## Action Reason Codes for Use in Processing Transactions On Line

<b>GRADUATE AND HOURLY STUDENT TRANSACTIONS</b>					
Scenario	Action Code	Action Code Description	Reason Code	Reason Code Description	Paperwork required from Departments
<b>Hire – New Employee</b>	HIR	Hire	VAC	Vacant	Submit PER-40 or PER-41
<b>Hire – Concurrent Position</b> – working multiple positions	HIR	Hire	CNP	Concurrent	Submit PER-40 or PER-41
<b>Rehire</b> – use when there is a break in service	REH	Rehire	REH	Rehire	Submit PER-40 or PER-41
<b>Termination of Graduate or Hourly Student</b>	TER	Termination	ETM	End of Temporary	Submit PER-40 (hourly) or PER-39 (grad) or blanket listing. Blanket listing should have employee name, employee ID, Position #, Record #, effective date and appropriate signatures.
<b>Transfer from Hourly Student to Hourly Student Position</b> – (no break in service) may be processed two ways, one by a transfer or the other done as a term and a rehire. Method #1 is preferred.					
Method #1	XFR	Transfer	EER	Employee Request	Submit PER-40 showing XFR (transfer) EER (Employee Request)
Method #2 Row 1	TER	Termination	ETM	End of Temporary	
Method #2 Effective Sequence Row 2	REH	Rehire	REH	Rehire	

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PER-40 – Hourly Student Data Sheet

PER-41- Graduate Student Appointment Form

PER-39 – Change and Separation Form (Graduate Students only)

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<b>GRADUATE AND HOURLY STUDENT TRANSACTIONS</b>					
Scenario	Action Code	Action Code Description	Reason Code	Reason Code Description	Paperwork required from Departments
<b>Transfer from Graduate Student to Graduate Student Position</b> – (no break in service) may be processed two ways, one by a transfer or the other done as a term and a rehire, method #1 is preferred.					
Method #1	XFR	Transfer	EER	Employee Request	Submit PER-41 showing XFR (transfer) EER (Employee Request)
Method #2 Row 1	TER	Termination	ETM	End of Temporary	
Method #2 Effective Sequence Row 2	REH	Rehire	REH	Rehire	
<b>Transfer from Graduate Student to Hourly Student Position</b> (no break in service) insert two rows in job.					
Row 1	TER	Termination	ETM	End of Temporary	Submit PER-40 showing XFR (transfer) EER (Employee Request)
Row 2 (Effective Sequence)	REH	Rehire	REH	Rehire	
<b>Transfer from Graduate or Hourly Student position to a Classified or Unclassified position</b> – insert two rows in job.					
Row 1	TER	Termination	ETM	End of Temporary	Submit termination or auto term based on previous appointment.
Row 2 (Effective Sequence)	REH	Rehire	REH	Rehire	Submit PER-38 to Rehire

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<b>GRADUATE AND HOURLY STUDENT TRANSACTIONS</b>					
Scenario	Action Code	Action Code Description	Reason Code	Reason Code Description	Paperwork required from Departments
<b>Transfer Classified to Graduate or Hourly Student Position</b> – insert two rows in job.					
Row 1	TER	Termination	ETM or RS5	End of Temporary or Resign-other position	Submit PER 39 to terminate and a PER-41 or PER-40 to rehire.
Row 2 (Effective Sequence)	REH	Rehire	REH	Rehire	
<b>Transfer Unclassified to Graduate or Hourly Student Position</b> – insert two rows in job.					
Row 1	TER	Termination	ETM or RS5	End of Temporary or Resign-other position	Submit PER 39 to terminate and a PER-41 or PER-40 to rehire.
Row 2 (Effective Sequence)	REH	Rehire	REH	Rehire	

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