

***Action/Reason Codes
Graduate Student
and Hourly Student Transactions***

Action Code	Action Code Description	Reason Code	Reason Code Description
DTA	Data Change	STC	FICA Update\Status Change [Example: Hourly student not enrolled in 6 hours in Fall and/or Spring semester or 3 hours during the summer semester ... FICA Status = N (subject to FICA)]. [Example: Hourly student enrolled in 6 hours in Fall and/or Spring semester or 3 hours during the summer semester ... FICA Status = E (Exempt from FICA)].
HIR	Hire	CNP	Concurrent Position (Used for all employees who hold more than one position-either within the same department or a different department.)
HIR	Hire	VAC	Vacant Position (New employee - vacant position.)
PAY	Pay Rate Change	OTH	Other (Unclassified -- Used for all other pay rate changes.)
POS	Position Change	NEW	New Position (Use when a new position needs to be created.)
POS	Position Change	PFC	FTE (tenths time) Change
POS	Position Change	UPD	Position Data Update (General position update.)
REH	Rehire	REH	Rehire (Rehire...with or without a break in service.)
TER	Termination	DEA	Death
TER	Termination	ETM	End of Temporary (Used for hourly and graduate student temporary appointments.)
XFR	Transfer	EER	Employee Request (No break in service - transfers from one KSU position to another KSU position, possibly a different KSU department.)
XFR	Transfer	ERR	Employee Request (No break in service - transfers from one KSU position to another KSU position, possibly a different KSU department.)