

Note: Popular Action\  
Reason Codes are Underlined

## Action/Reason Codes *Position Data Sheet*

Action Code	Reason Code	Reason Code Description
<u>POS</u>	<u>APB</u>	<b>Appointment Basis Change</b>
<u>POS</u>	<u>NEW</u>	<b>New Position</b> (Use when creating a new position.)
<u>POS</u>	<u>PFC</u>	<b>Percent/FTE Change</b>
POS	PGC	<b>Pay Grade Change</b> (Used by Human Resources only.)
POS	PSC	<b>Position Status Change</b>
<u>POS</u>	<u>RCD</u>	<b>Change in Duties</b> (Use when changing job code or job description.)
POS	RPJ	<b>Reallocation Per Job Study</b> (Use for <b>classified</b> positions only.)
POS	RPP	<b>Reallocation - Position Review</b> (Used most often -- <b>classified positions</b> only.)
POS	RPS	<b>Reallocation Per AdHoc Study</b> (Used when Div. Personnel Services-Topeka conducts a study of a classification or a group of classifications and either assigns a new job code or a new salary grade. Used for <b>classified positions</b> only.)
POS	RRP	<b>Recruitment Purposes</b> (Used when a position is temporarily downgraded to a lower level to facilitate filling a position when no qualified candidates are available. Used for <b>classified positions</b> only.)
POS	RTP	<b>Training Purposes</b> (Used when reallocating a classified position to the lowest level in a class series, when the lowest class serves as a training class. <b>Used by Human Resources only.</b> )
<u>POS</u>	<u>UPD</u>	<b>Position Data Update</b> (Used most often for general position updates.)