

Note: Popular Action\ Reason Codes are Hi-Lited

Action/Reason Codes Classified/Unclassified

Action Code :
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Action Code	Action Code Description	Reason Code	Reason Code Description
DEM	Demotion	DCN	Conversion (Div. of HR use only.)
DEM	Demotion	INV	Involuntary (Used for classified employees only.)
DEM	Demotion	LIU	In Lieu of Layoff
DEM	Demotion	UDE	Unclassified Demotion (Used for unclassified employees only.)
DEM	Demotion	USP	Unsatisfactory Performance (Used for classified employees only.)
DEM	Demotion	VOL	Voluntary
DTA	Data Change	AAC	Classified Acting Assignment (KAR 1-9-6(d))
DTA	Data Change	CNV	Conversion (Div. of HR use only.)
DTA	Data Change	EPA	Extend Probation for Appeal - Must be used when entering an extension pending the completion of a performance review appeal.
DTA	Data Change	EPD	End of Probation (Used for classified employees only.)
DTA	Data Change	EXP	Extend Probation (Used for classified employees only.)
DTA	Data Change	EXT	Extension of Acting Assignment (Used for classified and unclassified employees.)
DTA	Data Change	RET	Return From Acting Assignment
DTA	Data Change	STC	Status Change\Fica Update (Used to change the FICA status -- E=Exempt from FICA, N=Subject to FICA.)
DTA	Data Change	UNA	Unclassified Acting Assignment (KAR 1-9-6(d))
DTA	Data Change	WCF	Workers Comp Rtn to Work FT (Div of HR use only.)
DTA	Data Change	WCL	Workers Comp With Leave (Div of HR use only.)
DTA	Data Change	WCN	Workers Comp Without Leave (Div of HR use only.)
DTA	Data Change	WCP	Workers Comp Rtn to Work PT (Div of HR use only.)
DTA	Data Change	XLT	Extend Limited Term (Used to extend appointments that have a predetermined termination date no break in service.)
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	CNV	Conversion (Div. of HR use only.)
HIR	Hire	HSH	Higher Hire Step - Exceptional Qualifications
HIR	Hire	VAC	Vacant Position (New employee - vacant position.)

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LOA	Leave of Absence	CNV	Conversion (Div. of HR use only.)
LOA	Leave of Absence	FUR	Furlough (Div of HR use only.) All benefits continue. Shortage of funds may necessitate the appt authority to furlough without pay all employees in the classified service in designated classes, org units, geographical areas, or any combination thereof.
LOA	Leave of Absence	HEA	Health Reasons
LOA	Leave of Absence	LCA	Leave to take Classified Acting Assignment
LOA	Leave of Absence	LEX	Leave Extension
LOA	Leave of Absence	LTU	Leave to take Unclassified (Classified employee leaves current position to take unclassified position.)
LOA	Leave of Absence	MAT	Maternity/Paternity
LOA	Leave of Absence	MOP	Military Leave
LOA	Leave of Absence	SEA	Seasonal/Not Scheduled to Work (Voluntary LWOP--Used for classified or unclassified 9-Month Term Employees.)
LOA	Leave of Absence	SOP	Sabbatical/Professional (No Pay)
LOA	Leave of Absence	SWB	Summer Leave with Benefits (9-Month Employees who appear in the University Budget.)
LTD	Long-Term Disability with Pay	DIS	TSA Regents Disability (Div. of HR use only.)
PAY	Pay Rate Change	COL	General Increase (COLA--Cost of Living)
PAY	Pay Rate Change	DEC	Decrease - Disciplinary
PAY	Pay Rate Change	EQU	Equity (Unclassified)
PAY	Pay Rate Change	MER	Merit (Unclassified)
PAY	Pay Rate Change	OTH	Other (Unclassified -- Used for all other pay rate changes.)
PAY	Pay Rate Change	PPA	Professorial Performance Award
PAY	Promotion	PRO	Unclassified Advance to a higher status (i.e., associate processor to professor or assistant professor to associate professor, etc.)
PAY	Pay Rate Change	REC	Reallocation Per Job Study (Used for classified employees only.)
PAY	Pay Rate Change	SPM	Step Movement (Normally automatic-based on time on step.)

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PAY	Targeted Salary Enhancement	TGT	Targeted Salary Enhancement Unclassified (for targeted faculty as requested by K-State Compensation Task Force and approved by administration)
PLA	Leave with Pay	INV	Investigation (KAR 1-10-7 Relief from duty, or change of duties, of perm. classified employee, with pay, under certain circumstances. Where appointing authority needs time to conduct an investigation before proposing dismissal, suspension, or demotion.)
PLA	Leave with Pay	JIN	Job Injury (KAR 1-9-22 Any classified or unclassified employee who sustains a qualifying job injury, as determined by the employee's appointing authority, shall be eligible for job injury leave -- Paid while on injury leave.)
PLA	Leave with Pay	LWB	Leave w/Benefits (Div. of HR use only.) Used when the employee takes a leave and benefits such as health insurance need to continue.
PLA	Leave with Pay	MWP	Military Leave
PLA	Leave with Pay	SWP	Sabbatical (Used for all employees on SABB leave.Sabbatical with pay.)
PRO	Promotion	HSP	Promotion High Step - Exceptional Qualifications
PRO	Promotion	PRO	Promotion New Position/Class (Change classified employee's position indicating a higher pay grade.)
PRO	Promotion	TRN	From Training Class (Used for classified employees only.)
PRO	Promotion	UPR	Unclassified Promotion
REC	Return from Suspension	REC	Return From Suspension (Div of HR use only.)
REH	Rehire	HSE	Higher Hire Step Reemploy- Exceptional Qualifications
REH	Rehire	HSN	Higher Step Reinstate - Exceptional Qualifications
REH	Rehire	HSR	Higher Step Rehire - Exceptional Qualifications
REH	Rehire	MVS	Move From State-Regent Mvmt (Move from SOK agency to Regents University-no break in service. Ex: SRS to KSU)
REH	Rehire	PRO	Promotion-Regent Mvmt
REH	Rehire	REH	Rehire (Rehire after break in service.)
REH	Rehire	REM	Reemployment (Reemployed after classified employee lay off.)
REH	Rehire	RIN	Reinstatement (Rehiring a former-permanent-classified State of KS employee within one year of a voluntary termination from State service.)
RET	Retirement	ER1	Early Retirement 1 (The State is not currently using this reason code. This was added "just in case" the legislature passed an early retirement package.)

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RET	Retirement	ER2	Early Retirement 2 (The State is not currently using this reason code. This was added "just in case" the legislature passed an early retirement package.)
RET	Retirement	REG	Regular Retirement
RFL	Return from Leave	RFL	Return from Leave (Used most often for classified and unclassified employees on voluntary LWOP .)
RFL	Return from Leave	SLR	Summer Leave Return (Used for 9-month classified and unclassified employees on involuntary LWOP .)
SUS	Suspension	DAC	Personal Conduct (Classified employees only.)
SUS	Suspension	ILA	Work Performance (Classified employees only.)
SUS	Suspension	SAF	Safety Violation (Classified employees only.)
TER	Termination	CNV	Conversion (Div. of HR use only.)
TER	Termination	CON	Personal Conduct
TER	Termination	DEA	Death
TER	Termination	DEM	Demotion-Regent Mvmt (Moving to a different Regents position with a lower pay grade.)
TER	Termination	ELT	End of Limited Term (Used for classified and unclassified TERM employees that are scheduled to terminate within a predetermined period of time Benefit eligible positions only .)
TER	Termination	ETM	End of Temporary (Used for all employees with temporary appointments Nonbenefit eligible positions only .)
TER	Termination	IPD	Termination/Inability to perform position duties
TER	Termination	LA1	Layoff - Shortage of Work/Funds
TER	Termination	LA2	Layoff - Incumbent Rtns Leave (The reinstatement of an employee returning from authorized leave.)
TER	Termination	LA3	Layoff - Incumbent Rtn Per CSB. (Empl is dismissed--agency fills the position--the dismissal is appealed--Civil Service Bd overturns the dismissal & returns the employee to the position. The agency has no vacant position so they have to lay someone off.)
TER	Termination	LA4	Layoff - Other (The abolition of a position or other material change in duties or organization.)
TER	Termination	LA6	Layoff-Probationary Employee
TER	Termination	LA7	Layoff-Non-State Job Hire
TER	Termination	MVS	Move To State-Regent Mvmt (Employee leaves KSU to take position with another SOK agency.)
TER	Termination	PRO	Promotion-Regent Mvmt

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TER	Termination	RS0	Resign - Other
TER	Termination	RS1	Resign - Family Reasons
TER	Termination	RS2	Resign - Job Abandonment
TER	Termination	RS3	Resign - Health Reasons
TER	Termination	RS4	Resign - Personal Reasons
TER	Termination	RS5	Resign - Other Position
TER	Termination	RS6	Resign - Mutual Consent
TER	Termination	RS7	Resign - Return to School
TER	Termination	RS8	Resign - Dissatisfied w/Work
TER	Termination	RS9	Resign - Dissatisfied w/Pay
TER	Termination	TNR	Not Reappointed/Continued
TER	Termination	UNS	Unsatisfactory Work Performance
TER	Termination	XFR	Transfer-Regent Mvmt (Employee leaves KSU for another Regents University position, i.e. KSU to FHSU; KSU to KU, etc.)
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	Employer Request
XFR	Transfer	LIU	In Lieu of Layoff