

Action Reason Codes for Use in Processing Transactions On Line

CLASSIFIED TRANSACTIONS					
Scenario	Action Code	Action Code Description	Reason Code	Reason Code Description	Paperwork required from Departments
Acting Assignments – process on current record #, usually ‘zero’. Do not add concurrent record. By keeping on current record, leave balances, service dates and benefits will be tracked better.					
Classified to Classified – insert one row in job	DTA	Data Change	AAC	Acting Assignment on Classified	Submit Appointment Form (PER-38)
Classified to Unclassified – insert two rows in job					
Row 1	DTA	Data Change	LOA	Leave to take Unclassified	Submit Appointment Form (PER-38)
Row 2 (Effective sequence)	DTA	Data Change	UNA	Unclassified Assignment	
Extend Acting Assignment (Classified or Unclassified)	DTA	Data Change	EXT	Extension of Acting Assignment	Submit PER 39
Return from acting assignment (Classified or Unclassified)	DTA	Data Change	RET	Return from Acting Assignment	Submit Appointment Form (PER-38)
Demotion - Transfer from Regular Classified to Regular Classified – decrease in pay – demotion, insert one row in job	DEM	Demotion	VOL	Voluntary	Submit PER-38 showing DEM (Demotion) VOL (Voluntary)
FTE Changes	POS	Position	PFC	Percent/FTE Change	Submit a PDS and PER-38 if different rate of pay.
Hire – New Employee	HIR	Hire	VAC	Vacant	Submit PER-38 with appropriate documents.
Hire – Concurrent Position- working multiple positions	HIR	Hire	CNP	Concurrent	Submit PER-38

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Hire Classified Employee at Higher Step	HIR	Hire	HSH	Hire Higher Step – Exceptional Quality	Submit PER-38 along with approval letter.
Promotion - Transfer from Regular Classified to Regular Classified – increase in pay – promotion, insert one row in job	PRO	Promotion	PRO	Promotion New Position/Class	Submit PER-38 showing PRO (Promotion) PRO (Promotion)
Reallocation	POS	Position	RPP	Reallocation – Position Review	Submit PER-38 & PDS
Rehire – use when there is a break in service	REH	Rehire	REH	Rehire	Submit PER-38
Resignation					Submit PER 39
Transfer from Temporary Classified to Regular Classified Position- will need to insert two rows in job					
Row 1	TER	Termination	ETM	End of Temporary	Submit PER-38 showing XFR (Transfer) EER (Employee Request)
Row 2 (Effective Sequence)	REH	Rehire	REH	Rehire	

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Transfer from Temporary Classified to Regular Unclassified Position – will need to insert two rows in job					
Row 1	TER	Termination	ETM	End of Temporary	Submit PER 39 to terminate classified and a PER-38 to hire in unclassified.
Row 2 (Effective Sequence)	REH	Rehire	REH	Rehire	
Transfer from Temporary Classified to Temporary Classified Position – no break in service					Submit PER-38 showing XFR (Transfer) EER (Employee Request)
Row 1	TER	Termination	ETM	End of Temporary	
Row 2 (Effective Sequence)	REH	Rehire	REH	Rehire	
Transfer from Regular Classified to Regular Classified Position – no break, same rate of pay – insert one row in job	XFR	Transfer	EER	Employee Request	Submit PER-38 showing XFR (Transfer) EER (Employee Request)
Transfer from Regular Classified to Regular Unclassified Position	PRO	Promotion	UPR	Unclassified Promotion	Submit PER 39 to terminate classified and a PER-38 to Promote because of different benefits. Note: We don't terminate & Rehire because this would end benefits.

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Transfer Classified to a Graduate or Hourly Student Position – 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-41 to rehire.
Row 2 (Effective sequence)	REH	Rehire	REH	Rehire	
Transfer from Graduate or Hourly Student position to a Classified position – insert two rows in job.					
Row 1	TER	Termination	ETM	End of Temporary	Submit termination or auto term based on previous appt.
Row 2 (Effective Sequence)	REH	Rehire	REH	Rehire	Submit PER-38 to Rehire
Transfer from Unclassified Benefits-eligible Position to a Classified Temporary Position – will need to insert two rows in job					
Row 1	TER	Termination	RS5	Resignation other Position	Submit PER 39 to terminate unclassified and a PER-38 to rehire into classified
Row 2 (Effective Sequence)	REH	Rehire	REH	Rehire	

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Transfer from Unclassified Benefits-eligible Position to a Classified Regular Position – Insert two rows in job					
Row 1	TER	Termination	SEP	Separation with Benefits	Submit PER 39 to terminate unclassified and a PER-38 to hire in classified position because of different benefits.
Row 2 (Effective Sequence)	REH	Rehire	REH	Rehire	