

Action Reason Codes for Use in Processing Transactions On Line

GRADUATE AND HOURLY STUDENT TRANSACTIONS					
Scenario	Action Code	Action Code Description	Reason Code	Reason Code Description	Paperwork required from Departments
Hire – New Employee	HIR	Hire	VAC	Vacant	Submit PER-40 or PER-41
Hire – Concurrent Position – working multiple positions	HIR	Hire	CNP	Concurrent	Submit PER-40 or PER-41
Rehire – use when there is a break in service	REH	Rehire	REH	Rehire	Submit PER-40 or PER-41
Termination of Graduate or Hourly Student	TER	Termination	ETM	End of Temporary	Submit PER-40 (hourly) or PER-39 (grad)
Transfer from Hourly Student to Hourly Student Position – (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	

5/5/2011

PER-40 – Hourly Student Data Sheet

PER-41- Graduate Student Appointment Form

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

Action Reason Codes for Use in Processing Transactions On Line

GRADUATE AND HOURLY STUDENT TRANSACTIONS					
Scenario	Action Code	Action Code Description	Reason Code	Reason Code Description	Paperwork required from Departments
Transfer from Graduate Student to Graduate Student Position – (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	
Transfer from Graduate Student to Hourly Student Position (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	
Transfer from Graduate or Hourly Student position to a Classified or Unclassified position – 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

5/5/2011

PER-40 – Hourly Student Data Sheet

PER-41- Graduate Student Appointment Form

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

Action Reason Codes for Use in Processing Transactions On Line

GRADUATE AND HOURLY STUDENT TRANSACTIONS					
Scenario	Action Code	Action Code Description	Reason Code	Reason Code Description	Paperwork required from Departments
Transfer Classified to 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-40 to rehire.
Row 2 (Effective Sequence)	REH	Rehire	REH	Rehire	
Transfer Unclassified to 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-40 to rehire.
Row 2 (Effective Sequence)	REH	Rehire	REH	Rehire	