

Action Reason Codes for Use in Processing Transactions On Line

UNCLASSIFIED 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 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)
FTE Change	POS	Position	PFC	Percent/FTE Change	Submit PER 39.
Hire – New Employee	Hir	Hire	VAC	Vacant	Submit PER-38 with appropriate documents.
Hire – Concurrent Position- working multiple positions	HIR	Hire	CUN	Concurrent	Submit PER-38
Pay Rate Change – other than FY salary increases	PAY	Pay Rate Chg	OTH	Other	Submit PER 39 and revised contract if applicable. (Contract required on regular appointments)

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Rank Changes - Will be processed in Position which should bring forward to job	POS	Position	TTL	Title Code	Submit a PDS with appropriate contract and PER 39 if different rate of pay. NOTE: FY rank changes noted in Budget do not need paperwork.
Rehire – use when there is a break in service	REH	Rehire	REH	Rehire	Submit PER-38
Resignations					Submit PER 39
Transfer from Regular Unclassified to Regular Unclassified Position – no break in service	XFR	Transfer	EER	Employee Request	Submit PER-38showing XFR (Transfer) EER (Employee Request)
Transfer from Regular Classified to Regular Unclassified	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. Also submit contract.
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 along with contract.
Row 2 (Effective Sequence)	REH	Rehire	REH	Rehire	

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Transfer from Unclassified to Graduate or Student Position – will need to insert two rows in job					
Row 1	TER	Termination	ETM or RS5	End of Temporary or Resign – other position	Submit PER 39 to terminate unclassified and a PER-41 or PER-40 to rehire
Row 2 (Effective Sequence)	REH	Rehire	REH	Rehire	
Transfer from Graduate or Hourly Student position to 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
Transfer from an Unclassified Temporary Benefit-eligible Position to Unclassified Regular Benefit-eligible Position –need to insert two rows in job					
Row 1	TER	Termination	SEP	Separation with Benefits	Submit PER-38 Showing XFR (Transfer) EER (Employee Request)
Row 2 (Effective Sequence)	REH	Rehire	REH	Rehire	

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Transfer from Temporary Non-benefit eligible Unclassified Position to a Temporary Unclassified Benefit-eligible Position – 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		
Transfer from Unclassified Benefit-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		
Reappointment- (no break in service)						
					Submit PER 39.	