

ACTION/REASON CODE TABLE

(Revised 03-21-06)

Action	Description	Reason	Description	Examples
DATA	Data Change	CDP	Correction-Department	To be used to correct a data entry or PAF error or record a change in the Department field (e.g. employee's department changes because a new home department was created).
DATA	Data Change	CJC	Correction-Job Code	To be used to correct a data entry or PAF error in the Job Code field
DATA	Data Change	COR	Correction	To be used to indicate data entry or PAF error or for other changes that are not identified in action/reason table.
DATA	Data Change	CPR	Correction-Pay Rate	To be used to correct a data entry or PAF error in the Pay Rate field.
DATA	Data Change	FIC	FICA Status Change	To be used if employee has change in FICA status.
DATA	Data Change	FTE	Change in FTE	To be used if employee FTE/Standard Hours changes in the same position without impact to benefit eligibility (e.g. employee reduces FTE from 100% to 75%). Do not use if change impacts benefit eligibility. (See DATA/RTT)
DATA	Data Change	NCG	Name Change	To be used if employee has a name change. This would require proof / must verify the change with a Social Security Card
DATA	Data Change	RPT	Reappointment	Academic only: Used to reappoint 9 month academic appointment by setting up the new contract. This code is used when there is no change in job data.
DATA	Data Change	RTT	Change Regular to Temporary	To be used if change is from Benefit Status Regular to Temporary in same position or to correct a data entry or PAF error in the Benefit Status field. Usually involves a reduction in FTE/Standard Hours.
DATA	Data Change	TER	Terminal Year-Academic	To be used when a tenure track ranked faculty does not meet tenure requirements. Notification occurs in the final year of probationary period.
DATA	Data Change	TTR	Temp To Regular	To be used to correct a data entry or PAF error in the Benefit Status field.
DEM	Demotion	INV	Involuntary-Discipline	To be used for change in title,(i.e., lower grade or range) based on discipline or inability to perform duties
DEM	Demotion	REC	Reclassification	To be used when employee's job code is changed to a lower title or range after a job audit based on a determination that the duties of the job justify a reclassification.

Action	Description	Reason	Description	Examples
DEM	Demotion	VOL	Voluntary	To be used when an employee voluntarily accepts a lower position. MON - position is considered lower anytime the top of the range is less than the top of the range in the position the person left. BIW - a position is considered lower where the M or H range is a lower number than assigned to the position the employee left.
ERNS	Earnings Distribution Change	EDC	Earnings Distribution Change	To be used for current or future changes in the way earnings are distributed. e.g. Funding is added or eliminated. No change in the employee's overall compensation rate is allowed on an ERNS/EDC.
HIR	Hire	CAP	Courtesy Appointment	To be used when "hiring" a non-employee into a courtesy appointment.
HIR	Hire	CON	Concurrent job	To be used for a current University employee hired into another job (usually in a different department). Typically an ongoing appointment as opposed to extra compensation payments.
HIR	Hire	NPW	Never Previously Worked for UM	To be used to hire an individual who has never previously worked for the University of Missouri.
HIR	Hire	NRA	Non Resident Alien	To be used when capturing the taxable portion of a scholarship/fellowship for a non-resident alien student or to pay an NRA independent contractor. NOTE: This action/reason code should only be used with the PAF for Non-Resident Aliens not employed.
HIR	Hire	RFE	Former Employee	To be used for an individual who worked for the University prior to conversion to PeopleSoft and needs EMPLID.
HIR	Hire	VOL	Volunteer	To be used when "hiring" a volunteer.
JRC	Job Reclassification	EXE	Exempt FLSA directed change	To be used for employee moved to new exempt title when current job code is made non-exempt after an FLSA review.
JRC	Job Reclassification	FDC	FLSA directed change	To be used when an employee's exemption status changes because the job is determined to be non-exempt under the FLSA regulations.
LOA	Leave of Absence-without pay	DEV	Development	To be used for unpaid leave of absence approved for an employee to seek educational, career, and/or skill improvement. Leave must be in the best interest of the University. See HR 406
LOA	Leave of Absence-without pay	FMF	Family and Medical Leave Act- Family	To be used for an unpaid leave of absence for the serious health condition of a covered family member of the employee as defined by FMLA. See HR 407
LOA	Leave of Absence-without pay	FMS	Family and Medical Leave Act- Self	To be used for an unpaid leave of absence for an employee's serious health condition, which is covered by FMLA. See HR 407

Action	Description	Reason	Description	Examples
LOA	Leave of Absence-without pay	MED	Medical	To be used for an unpaid leave of absence due to the prolonged injury or illness of an employee that extends beyond accumulated vacation or sick leave and is not covered by FMLA.
LOA	Leave of Absence-without pay	MIL	Military Service	To be used for the unpaid portion of a leave of absence for periods of military service during which the employee is engaged in the performance of duty under competent orders. See HR 405
LOA	Leave of Absence-without pay	PER	Personal	To be used for an unpaid leave of absence for any exceptional personal or institutional reason. Employee must have a bona fide intention to return to the University following the leave. See HR 408
LOA	Leave of Absence-without pay	RED	Staff Reduction	To be used for an unpaid leave of absence related to the cessation of regular employment due to a permanent or temporary reduction in work force. See HR 117
LOA	Leave of Absence-without pay	RES	Research	To be used for an unpaid leave of absence for regular faculty with established scholarly, artistic or research records. In special circumstances, non regular faculty may be considered eligible. Faculty granted research leaves must state their intention to return to the University for at least one year on conclusion of the leave and upon return file a report on accomplishments during the leave period. See 340.080 Collected Rules and Regulations
LOA	Leave of Absence	RQP	Return during Qualifying Period	To be used when an employee is returned during the qualifying period, and the former position is NOT currently available. Leave cannot exceed 6 months. See HR 109.
LOA	Leave of Absence-without pay	SAB	Sabbatical	To be used for an unpaid leave of absence for regular faculty after six or more years of service. In special circumstances, non regular faculty may be considered eligible. Faculty granted sabbatical leaves must state their intentions to return to the University for at least one year on conclusion of the leave and upon return file a report on accomplishments during the leave period. See 340.070 Collected Rules and Regulations
LOA	Leave of Absence-without pay	SEA	Seasonal Closure	To be used for an unpaid leave of absence for employees in designated departments who are temporarily laid off due to seasonal demands. See HR 408
LOA	Leave of absence	SWB	Short Work Break	Unpaid leave for non-benefit eligible employees who will be returning to the same job within a year.

Action	Description	Reason	Description	Examples
LOA	Leave of Absence-without pay	WKC	Workers Compensation	To be used for the unpaid portion of leave of absence during an approved absence due to a work related injury. See HR 409
PAY	Change in Pay	AAD	Add Additional Duties	To be used for an increase in pay when an employee permanently assumes additional tasks, duties, and/or responsibilities.
PAY	Change in Pay	ACD	Add County Program Director responsibilities.	To be used for increase in pay because of the addition of County Program Director responsibilities. (Used by Extension Office only)
PAY	Change in Pay	ANN	Annual Budget Increase	To be used for increase in pay related to annual September increases. (NOTE: Increase may occur in month other than Sept. e.g. delay in Sept. increase until employee completes probationary period)
PAY	Change in Pay	APT	Apprentice/Trainee	To be used for increase in pay related to progression through an approved apprenticeship or trainee program.
PAY	Change in Pay	CPD	Drop County Program Director responsibilities.	To be used for decrease in pay because of the removal of County Program Director responsibilities. (Used by Extension Office only)
PAY	Change in Pay	CTO	Counter Offer	To be used for an increase in pay to counter an offer of a higher salary and to retain employee in current position.
PAY	Change in Pay	EQU	Equity (Internal Driven)	To be used for an increase in pay to remedy internal inequities in pay.
PAY	Change in Pay	ETP	End Temporary Pay Increase	To be used for a reduction in pay based on the end of an interim appointment or the removal of additional duties for which an increase was granted.
PAY	Change in Pay	FDC	FLSA Directed Change	To be used when increasing the comp rate for individuals to meet the new FLSA minimum pay standards for exempt employees.
PAY	Change in Pay	LGY	Longevity	To be used for an increase in pay for a benefit eligible employee in a union title which is based on time in step/title (i.e., longevity). See HR 208
PAY	Change in Pay	MER	Merit (Performance Based)	To be used for an increase in pay based on outstanding performance. Generally given in combination with a September increase because mid-year increases are generally not allowed for performance.
PAY	Change in Pay	MRK	Market (Inc. Based on Ext Mkt)	To be used for an increase in pay to make an employee's pay more competitive with the external market.
PAY	Change in Pay	NBE	Non Benefit Eligible	To be used for any type of increase in pay for a student or temporary employee.
PAY	Change in Pay	PRB	Probationary	To be used for an increase in pay for a union employee after successful completion of the probationary period. See HR 208

Action	Description	Reason	Description	Examples
PAY	Change in Pay	PRW	Prevailing Wage Determination	To be used when an employee with an H1-B visa receives a pay rate increase because of a prevailing wage determination.
PAY	Change in Pay	RPT	Reappointment	Academic only: To be used when a new appointment or contract period is being created in the same position and includes a pay rate change and potentially other changes to the employee data.
PAY	Change in Pay	RDF	Reduction due to Funding	To be used for a reduction in pay because of a loss of department funding.
PAY	Change in Pay	SKL	Skill Based Pay	To be used for an increase in pay based on attaining skills defined in an approved incentive plan.
PAY	Change in Pay	TPI	Temporary Pay Increase	To be used for an temporary increase in pay when an employee assumes additional tasks, duties, and or responsibilities (e.g. interim appointment of an employee to a higher position until a vacancy is filled or assumption of additional tasks outside the employee's job description.)
PLOA	Leave of Absence-with pay	DEV	Development (Full/Partial Pay)	To be used for a paid leave of absence approved for an employee to seek educational, career, and/or skill improvement. Leave must be in the best interest of the University. See HR 406
PLOA	Leave of Absence-with pay	FMF	Family and Medical Leave Act – Family	To be used for a paid leave of absence for the serious health condition of a covered family member of the employee as defined by FMLA. See HR 407.
PLOA	Leave of Absence-with pay	FMS	Family and Medical Leave Act – Self	To be used for a paid leave of absence for an employee's serious health condition, which is covered by FMLA. See HR 407
PLOA	Leave of Absence-with pay	MED	Medical	To be used for a paid leave of absence due to the prolonged injury or illness of an employee and is not covered by FMLA.
PLOA	Leave of Absence-with pay	MIL	Military Leave	To be used for the paid portion of a leave of absence for periods of military service during which the employee is engaged in the performance of duty under competent orders. See HR 405
PLOA	Leave of Absence-with pay	PER	Personal	To be used for a paid leave of absence for any exceptional personal or institutional reason. Employee must have a bona fide intention to return to the University following the leave.

Action	Description	Reason	Description	Examples
PLOA	Leave of Absence-with pay	RES	Research (Full/Partial Pay)	To be used for a paid leave of absence for regular faculty with established scholarly, artistic or research records. In special circumstances, non regular faculty may be considered eligible. Faculty granted research leaves must state their intention to return to the University for at least one year on conclusion of the leave and upon return file a report on accomplishments during the leave period. See 340.080 Collected Rules and Regulations
PLOA	Leave of Absence-with pay	RQP	Paid Leave of Absence/Return during Qualifying Period	To be used when an employee is returned during the qualifying period, the former position is NOT currently available and the employee is receiving pay in the job while on leave. Leave cannot exceed 6 months. See HR 109.
PLOA	Leave of Absence-with pay	SAB	Sabbatical	To be used for a paid leave of absence for regular faculty after six or more years of service. In special circumstances, non regular faculty may be considered eligible. Faculty granted sabbatical leaves must state their intentions to return to the University for at least one year on conclusion of the leave and upon return file a report on accomplishments during the leave period. See 340.070 Collected Rules and Regulations
PLOA	Leave of Absence-with pay	SEA	Seasonal Layoff	To be used for a paid leave of absence for employees in designated departments who are temporarily laid off due to seasonal demands.
PLOA	Leave of Absence-with pay	TRN	Transitional Assistance <i>(No longer active)</i>	To be used for a paid leave due to the Transitional Assistance Policy. See HR 117 supplemental information.
PLOA	Leave of Absence-with pay	WKC	Workers Compensation	To be used for the paid portion (e.g., use of vacation or sick leave or a reduced work schedule) of a leave of absence due to a work related injury. See HR 307
PRO	Promotion	AWT	Awarded Tenure	To be used for faculty who attains tenure in accordance with the Tenure Regulations
PRO	Promotion	CRP	Career Progression (Not Competitive)	To be used for a change in title and pay based on a defined career progression plan. To be used for academic as well as non-academic titles
PRO	Promotion	DCI	Direct (Competitive Internal)	To be used for a change in title and pay when promotion occurs within same department. See HR 111
PRO	Promotion	RCS	Reclassification	To be used when employee's jobcode is changed to a higher title or range after a job audit based on a determination that the duties of the job justify a reclassification.

Action	Description	Reason	Description	Examples
PRO	Promotion	TIC	Transfer of Candidate	To be used for a transfer to a higher level job where the employee is selected after going through the normal recruitment process. MON – position is considered higher anytime the top of the range is more than the top of the range in the position the person left. BIW – position is considered higher where the M or H range is a higher number than assigned to the position the employee left. A transfer from a non-benefit eligible job to a benefit eligible job is also considered a higher level job.
PRO	Promotion	TTR	Temp to Regular	To be used for a transfer from a non-benefit eligible job to a benefit eligible job after going through the normal recruitment process.
REH	Rehire	CAP	Rehire Courtesy Appointment	Rehire of a person with a terminated job record into a courtesy appointment.
REH	Rehire	CON	Concurrent	Rehire of a current employee into a concurrent job record that was previously terminated. The new job may be in the same or a different department than the terminated concurrent job.
REH	Rehire	LTD	Long Term Disability	To be used when rehiring a previously retired or terminated employee who has been awarded LTD (used by F&SB only).
REH	Rehire	NPW	Never Previously Worked	To be used when hiring someone who has never previously worked for the University but has an existing job record due to a courtesy appointment.
REH	Rehire	RET	Retiree	To be used to hire an individual who is a retiree of the University of Missouri.
REH	Rehire	RFE	Rehire former UM employee	To be used to hire an individual who has previously worked for the University of Missouri.
REH	Rehire	VRP	Rehire a VERIP retiree. Not currently used.	To be used to rehire a former employee who retired pursuant to VERIP (Voluntary Early Retirement Incentive Program).
RET	Retirement	ERT	Early Retirement	To be used when an employee retires prior to age 65
RET	Retirement	RTR	Regular Retirement	To be used when an employee retires at age 65 or later
RET	Retirement	VRP	Voluntary Early Retirement Incentive Plan Not currently used.	To be used when an employee retires under a voluntary early retirement incentive plan (VERIP).
RLOA	Return from Leave of Absence	SJB	Same Job	To be used when an employee returns to the same position from any type of leave.

Action	Description	Reason	Description	Examples
RLOA	Return from Leave of Absence	WTR	With Transfer	To be used when an employee returns from any type of leave to a different position than the one occupied when the employee was placed on leave. (e.g., finds a job during a layoff LOA)
TER	Termination	AAP	Accepted Another Position	To be used for a voluntary resignation by employee to accept another position. Use this code when reason is not related to pay or related to the fact that the employee is moving.
TER	Termination	AHS	Accepted Higher Salary	To be used for a voluntary resignation by an employee to accept a position that pays a higher salary.
TER	Termination	CAP	Termination Courtesy Appointment	To be used to terminate a courtesy appointment.
TER	Termination	CON	Misconduct	To be used for an employee involuntarily terminated due to actions which are a violation of a policy or are serious enough to warrant summary dismissal. (e.g. fighting, theft, threats)
TER	Termination	DEA	Death	To be used when employment with University ends due to the death of the employee.
TER	Termination	EAP	End of Appointment	To be used when academic employee is terminated from the University because the end date of appointment has expired. For non benefit eligible administrative, service and support staff employees, when the need for the job ceases regardless of the appointment end date.
TER	Termination	FLS	Falsification of Application	To be used for an involuntary termination of an employee because of false representations on application materials (including resume).
TER	Termination	IAM	Inadequate match	To be used when employee terminated because of inability to perform the specific job. The inability may be due to conflict with supervisor or skills that are not a good match for the job. Termination for this reason is involuntary but employee is eligible to be re-employed elsewhere at the University. This code should be used where employee has skills that may be useful in another University department. This code should not be used if employee has behavior or attendance problems or if performance problems are due to lack of effort.
TER	Termination	LVE	Failure to Return from Leave	To be used when employee fails to return from an approved leave of absence.

Action	Description	Reason	Description	Examples
TER	Termination	MED	Medical Reasons	To be used for voluntary termination where employee resigns due to his/her inability to perform the job because of medical reasons. This code should not be used for an involuntary termination. NOTE: Departments should consult with HRS re FMLA and ADA before using this code.
TER	Termination	MIL	Military Reasons	To be used for a voluntary termination by an employee to pursue military duties. See HR 405 for guidance and to ensure compliance with federal laws regarding military leaves of absence for active duty.
TER	Termination	NRW	Never reported to work	To be used when employee accepts position but never reports to work.
TER	Termination	PAY	Dissatisfied with Pay	Voluntary termination by employee because he/she is dissatisfied with pay. Usually used when employee accepts a different, higher paying position. This code is also used when employee quits over pay but may not have another job or takes a lower paying job.
TER	Termination	PER	Personal Reasons	To be used for a voluntary termination by employee for reasons unrelated to working conditions (e.g. employee quits to stay home or start a business).
TER	Termination	QNN	Quit Without Notice	To be used when employee quits without required 2 week notice. NOTE: Do not use code if department agreed to a shorter period of notice.
TER	Termination	REL	Relocation	To be used for voluntary resignation by an employee to relocate to another city, state, or country.
TER	Termination	REO	Reorganization	To be used when an employee is terminated because of a departmental reorganization which eliminates the employee's position. If a layoff leave of absence has expired, it is appropriate to use this code to terminate the employee.
TER	Termination	RET	Return to School	To be used for a voluntary resignation by employee to pursue his/her education.
TER	Termination	TAP	Terminal Appointment	Academic only: To be used for termination of an employee after end of a terminal appointment (i.e., a 1 year appointment granted after tenure is denied).
TER	Termination	UNS	Unsatisfactory Performance	To be used for an involuntary termination of an employee because his/her performance is not satisfactory. Generally, this type of termination only occurs after progressive discipline.
TER	Termination	WAE	Work Authorization Expired	To be used for termination by a department or resignation of an employee because his/her eligibility to work in the United States has expired.

Action	Description	Reason	Description	Examples
TER	Termination	WKR	Workforce Reduction	To be used for involuntary termination of an employee due to the elimination of positions. The reduction in workforce occurs because of a loss of funding. Generally the termination will be preceded by a layoff LOA.
TER	Termination	WOR	Dissatisfied w/Work Conditions	To be used for an employee who resigns because of dissatisfaction with some aspect of his/her job (e.g. conflict with supervisor or coworkers, doesn't like type of work, hours, or schedule).
TRAN	Transfer	LAT	Lateral (Same Title or Range)	To be used when employee accepts a different position in the same title or pay range. Applies to benefit eligible positions only. See HR 206 regarding limitation of increase in pay.
TRAN	Transfer	NBN	Different Position-Non-benefit	To be used when employee transfers from one non-benefit eligible position to another
TRAN	Transfer	REA	Reassignment (Admin Decision)	To be used for administrative reassignment (i.e. transfer) of an employee to a different position suited to the employee's knowledge, skills or abilities initiated by the University/department to serve the best interests of the institution. Generally does not involve a competitive external search.
TRAN	Transfer	RQP	Return during Qualifying Period	To be used when employee is returned to previous position during the 2 month qualifying period.
TRAN	Transfer	RTT	Transfer Benefit status Regular to Temporary	To be used if change in position impacts benefit status i.e., from Benefit Status Regular to Temporary.