

Action	Reason	Description
Additional Job	ADL	Additional Job
Demotion	USP	Unsatisfactory Performance
Data Change	BPC	Benefit Program Change
	CDP	Correction-Department
	CJC	Correction-Job Code
	CNT	Contract
	CPO	Correction-Position
	CPR	Correction-Pay Rate
	FSC	FICA Tax Status Change
	RED	Redesignation
	SFP	Stat Chg-FullTime to PartTime
	SHR	Stat Chg-Std Hours/FTE
	SPA	Stat Chg-Primary Appt Change
	SPF	Stat Chg-PartTime to FullTime
	STC	Status Change
Hire	HAF	Hired from Affiliate
	NPS	New Position
	REG	Regular Assignment
	RET	Retiree
	TMP	Temporary Assignment
	TRN	Trainee
	XFR	Transfer
Job Reclassification	JRC	Job Reclassification
Leave of Absence	CNV	Conversion Record (Payroll use only)
	EDU	Education
	FML	Family and Medical Leave Act
	HEA	Health Reasons
	LDB	Long Term Disability w/Benefit
	LTD	Long Term Disability
	MAT	Maternity/Paternity
	MED	Medical Leave Employee
	MIL	Military Service
	PER	Personal Leave
	PTD	Partial/Total Disability
	RIF	Reduction in Force
	SAB	Sabbatical Leave
	USH	Unpaid Statutory Holiday

Action	Reason	Description
Layoff	RED	Staff Reduction
	SEA	Seasonal Closure
	TMP	Temporary Closure
Long Term Disability	LTD	Long Term Disability With Pay
	LTO	Long Term Disability
Pay Rate Change	ADJ	Adjustment-In Range
	ATB	Across-The-Board
	COL	Cost-of Living Adjustment
	COM	Adjustment-Compliance
	MER	Merit
	OTH	Other
	PAY	Pay Rate Change
	PRO	Promotion
	REC	Job Reclassification
	SEN	Seniority Pay
	SPG	Step Progression
Paid Leave of Absence	XFR	Transfer
	ADM	Administrative Leave
	CNV	Conversion Record (Payroll use only)
	FML	FMLA Family Medical Non-EE
	LTD	Long-Term Disability
	MAT	Maternity/Paternity
	MED	Medical Leave Employee
	MIL	Military Service
	SAB	Sabbatical Leave
STD	Short-Term Disability	
Position Change	INA	Position Inactivated
	IPC	Initial Position Conversion (HR Use only)
	JRC	Job Re-Classification
	NEW	New Position
	REO	Re-Organization/Restructure
	RTP	Reports to Position
	STA	Position Status Change
	TTL	Title Change
	UPD	Position Data Update
	XFR	Transfer
Probation	PRB	On Probation

Action	Reason	Description
Probation Completed	PRC	Probation Completed
Promotion	NCP	Normal Career Progression
	OPR	Outstanding Performance
Recall from Suspension/Layoff	REC	Recall from Suspension/Layoff
Rehire	REH	Rehire
Retire	CRE	Compulsory Retirement
	ERT	Early Retirement
	LOA	Medical Leave of Absence
	PER	Personal Leave of Absence
	RAT	Retired from Affiliate
	RDP	Spouse/Dependent(full cost)
	RDS	Retired Disabled
Retire (continued)	RET	Retirement
	RMT	Normal Retirement
	RSA	Retirement-Special Agreement
	VRE	Voluntary Retirement
Retire With Pay	RWP	Retirement With Pay
Return From Disability	RFD	Return From Disability
Return From Leave	AFC	Assignment Fully Completed
	RFL	Return From Paid Leave
	RFR	Return from RIF
	RLV	Return from Unpaid Leave
Suspension	DAC	Disciplinary Action
	DSB	Disorderly Behavior
	ILA	Illegal Action
Termination	APT	Inv-End of Appointment
	ATC	Agreed Term. of Apprent of CDD
	ATT	Attendance
	CDE	Closing Down of Establishment
	CHI	Child/House Care
	CNV	Conversion Record (Payroll use only)
	CON	Misconduct/Violation UL Policy
	DEA	Death
	DIS	Dishonesty
	DSC	Discharge

Action	Reason	Description
Termination (continued)	DSM	Inv-Dismissal
	EAB	Employer's Anticipated Breach
	EAC	End of Apprenticeship Contract
	EES	Dissatisfied w/Fellow Employee
	EFT	End of Fixed-Term Contract
	ELI	Elim of Posn/Lack of Funding
	EPP	Employer's End Probation Time
	ERT	Early Retirement
	FAM	Family Reasons
	GMI	Gross Misconduct
	HEA	Health Reasons
	HRS	Dissatisfied with Hours
	ILL	Illness in Family
	INS	Insubordination
	JOB	Job Abandonment
	LOC	Dissatisfied with Location
	LTC	Legal Termination of Contract
	LVE	Failure to Return from Leave
	MAR	Marriage
	MIS	Misstatement on Application
	MUT	Mutual Consent
	OTP	Resignation-Other Position
	PAB	Payee's Anticipated Breach
	PAY	Dissatisfied with Pay
	PCD	Premises Closed
	PER	Personal Reasons
	POL	Dissatisfied w/Comp. Policies
	PPO	Pension Payee Off
	PPP	Payee's End Probation Time
	PRM	Dissatisfied w/Promotion Opps
	PTD	Partial/Total Disability
	RAT	Retired from Affiliate
	RED	Staff Reduction
	REF	Refused Transfer
	REL	Relocation
	RES	Resignation
	RET	Return to School
	RFR	Reduction-Failure to Return
	RLS	Release
	ROE	Resignation-Other Employment
	SUP	Dissatisfied with Supervision
	TAF	Transfer to Affiliate
	TAR	Tardiness

Action	Reason	Description
Termination (continued)	TMP	End Temporary Employment
	TRA	Transportation Problems
	TYP	Dissatisfied w/Type of Work
	UFC	Unforeseen Circumstances
	UNS	Unsatisfactory Performance
	VIO	Violation of Rules
	VSP	Voluntary Separation Program
	WOR	Dissatisfied w/Work Conditions
	ZRO	Move To Zero Appointment (Payroll use only)
Terminated With Benefits	TWB	Terminated With Benefits
Terminated With Pay	TWP	Termination With Pay
Transfer	EER	Employee Request
	INT	Internal Recruitment
	MRR	Manager Request
	PCN	Change Position Number
	PRO	Promotion
	ROR	Reorganization
	TAF	Transfer to Affiliate
ZRO	Move To Zero Appointment (Payroll use only)	