

FIELD DEFINITIONS/VALID VALUES
PeopleSoft HRMS Codes
Action / Reason Table

ACTION/REASONS FOR PERSONNEL ACTION FORM (PAR)

Hire can only be used to create a new Employee Record. Use Rehire to add a new job on an existing Employee Record. Avoid terminating and rehiring employees, as this will cause termination of benefits. Use an action that indicates the new assignment, such as Promotion or Transfer.

Action	Reason	Reason Description	When to Use
Hire	HIR	Hire	Hire a new employee
Hire	TMP	Temporary Assignment	Add an Empl Record for an existing employee
Rehire	RAP	Rehire- Reappointment	Rehire with no break in service
Rehire	REH	Rehire	Hire any employee that already has an Empl ID
Rehire	VME	Voluntary Modified Employment	Rehire a faculty member on a VMOE contract
Transfer	ARA	Administrative Re-Assignment	Prior approval required
Transfer	CBE	Change to Benefits Eligible	Change an employee from Non-Ben or Insurance Only to Benefits Eligible
Transfer	CIE	Change to Insurance Eligible	Change an employee from Non-Ben or Benefits Eligible to Insurance Only
Transfer	CNB	Change to Non-Ben Eligible	Change an employee from Benefits Eligible or Insurance Only to Non-Benefits
Transfer	FAC	New Faculty Assignment	Transfer to another faculty position
Transfer	LAT	Lateral Transfer	Transfer to another staff position in the same Pay Grade
Transfer		(No Reason)	Transfer to another Non-Ben position
Promotion	PNP	Promotion-Without Pay	Promotion to a higher Benefits Eligible position without a pay increase
Promotion	PWP	Promotion-With Pay	Promotion to a higher Benefits Eligible position with a pay increase
Demotion	REQ	Employee Request	Transfer to another staff position in a lower Pay Grade (Requires prior approval)
Demotion	USP	Unsatisfactory Performance	Requires prior approval
Data Change	CFT	FTE Change	Change the FTE and Standard Hours (may require a Position Request)
Data Change	CPR	Correction-Pay Rate	Return to regular rate of pay at the end of an interim assignment

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Pay Rate Change	ADJ	Adjustment	Changes to pay rate of Non-Benefits Eligible Assignments
Pay Rate Change	ATB	Across-The-Board	University approved pay increases
Pay Rate Change	EQU	Equity Adjustment	Requires prior approval
Pay Rate Change	INT	Interim Assignment	Increase pay rate due to additional Interim Duties (requires memo)
Pay Rate Change	MAN	State Mandated Increase	State approved pay increases
Pay Rate Change	MER	Merit	University approved merit increases
Pay Rate Change	REC	Job Reclassification	Pay rate change associated with a Job Reclassification
Short Work Break	SLV	Faculty Summer Leave	Place Faculty on unpaid Summer Break
Short Work Break	SWB	Short Work Break	Place Graduate Student on unpaid Summer Break
Leave of Absence	EDU	Education	Requires prior approval
Leave of Absence	FAC	Faculty	Requires prior approval
Leave of Absence	FML	Family and Medical Leave Act	Requires prior approval
Leave of Absence	HEA	Health Reasons	Requires prior approval
Leave of Absence	MIL	Military Service	Requires prior approval
Leave of Absence	PAR	Parental Leave	Requires prior approval
Leave of Absence	PRS	Personal Reasons	Requires prior approval
Leave of Absence	STD	Short Term Disability	Requires prior approval
Leave of Absence	SUS	Suspension	Requires prior approval
Leave of Absence	WCO	Workmans Compensation	Requires prior approval
Paid Leave of Absence	ESL	Extended Sick Leave	Requires prior approval
Paid Leave of Absence	FDL	Faculty Development Leave	Requires prior approval
Paid Leave of Absence	FML	FMLA	Requires prior approval

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Paid Leave of Absence	MIL	Military Service	Requires prior approval
Paid Leave of Absence	PAR	Parental Leave	Requires prior approval
Paid Leave of Absence	PEL	11 pay 12 Faculty	Place Faculty on paid Summer Break
Paid Leave of Absence	PSL	9 pay 12 faculty summer	Place Faculty on paid Summer Break
Paid Leave of Absence	PTL	10 pay 12 Faculty	Place Faculty on paid Summer Break
Paid Leave of Absence	SLP	Sick Leave Pool	Requires prior approval
Return from Leave	REC	Recall from Suspension	Requires prior approval
Return from Leave	REL	Return From Disability	Requires prior approval
Return from Leave	RFL	Return From Leave	Requires prior approval
Return from Leave	RSL	Return from Summer Break	Return Faculty or Graduate Student from Summer Break
Return from Leave	RWC	Return From Worker's Comp	Requires prior approval
Termination	ASN	Assignment End	End Non-Benefits Eligible Assignment
Termination	DEA	Death	Death
Termination	IAT	Involuntary-Attendance	Involuntary-Attendance
Termination	IGM	Involuntary-Gross Misconduct	Involuntary-Gross Misconduct
Termination	IJA	Involuntary-Job Abandonment	Involuntary-Job Abandonment
Termination	IMI	Involuntary-Misconduct	Involuntary-Misconduct
Termination	IMS	Involuntary-Misstmnt on Applic	Involuntary-Misstatement on Application
Termination	IOT	Involuntary - Other Reason	Involuntary - Other Reason
Termination	PFR	Involuntary -- Performance	Involuntary -- Performance
Termination	PRO	Involuntary-Under Probation	Involuntary-Under Probation
Termination	RIF	Involuntary-Reduction in Force	Requires prior approval

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Termination	TMP	End Temporary Employment	End Temporary Non-Benefits Eligible Employment
Termination	VOL	Voluntary	Voluntary Termination Benefits or Non-Benefits Eligible
Retirement	DIS	Disability Retirement	Disability Retirement
Retirement	RET	Retirement	Retirement

ACTION/REASONS FOR POSITION REQUEST FORM

Send Funding Changes directly to the budget office. If more than one action is requested on the same form, chose the highest action for the Requested Action Box (for example: If changing the FTE and the funding - use FTE Change.)

Action	Reason	Reason Description	When to Use
Position Change	NEW	New Position	Create a new position number
Position Change	JRC	Job Re-Classification	Reclassify a benefits eligible position
Position Change	FPR	Faculty Promotion	Implement a faculty promotion
Position Change	FTE	FTE Change	Change the FTE on a Benefits Eligible position (also need to submit a PAR to correct comp rate if monthly)
Position Change	XFR	Transfer	Change the Department Code on the position (also changes the Location -Mail Code)
Position Change	INA	Position Inactivated	Delete a position no longer in use
Position Change	FND	Funding Source Change	Change the funding source or distribution of the position