

Action Description	Action	Reason	Reason Description	Definition	Note:
Demotion	DEM	INV	Involuntary-Discipline	Used for a change in title based on discipline or inability to perform duties. Title must be a lower grade.	
Data Change	DTA	APR	Change Reports to/Supv ID	To change or correct the Reports To/Supv ID.	
UM Benefits Office Only - Data Change	DTA	BCF	Benefits Config Field Change	Used by UM Benefits Office ONLY for Benefit Administration programmed changes to Config fields on Benefit Program Participation Panel.	
UM Benefits Office Only - Data Change	DTA	BLC	Benefits Location Change	Used by UM Benefits Office ONLY to define employee Out of Area status.	
UM Benefits Office Only - Data Change	DTA	BMO	Benefit Medical Only	Used by UM Benefits Office ONLY for Health Care Reform.	
UM Benefits Office Only - Data Change	DTA	BON	Benefit On Going	Used by UM Benefits Office ONLY for Health Care Reform.	
UM Benefits Office Only - Data Change	DTA	C99	Correction - 1099 Earn Code	Used by UM Benefits Office ONLY for tax reporting purposes on 1099R when retiree reaches age 59 1/2	
Data Change	DTA	CDP	Change - Department	To correct the department due to entry error or to record a change in the department field (e.g. employee's department changes because a new home department was created)	
Data Change	DTA	CJC	Change - Job Code	To change or correct the Job Code, unless a more specific Action Reason is available.	
Data Change	DTA	COR	Correction	To change or correct job data that cannot be identified by another Action/Reason Code. Review other data change definitions before using.	
Data Change	DTA	CPR	Correction - Pay Rate	To correct a pay rate. Not to be used when another pay rate change reason applies.	
Data Change	DTA	FIC	Change - FICA Status	Used for FICA Status Changes. HR/Payroll Office may use when verifying student eligibility.	

Action Description	Action	Reason	Reason Description	Definition	Note:
Data Change	DTA	FTE	Change - FTE	Used if standard hours/FTE changes in the same position without impact to benefit eligibility. For an exempt employee may involve proportionate change in pay rate. Do not use if change impacts benefit eligibility.	
Data Change	DTA	HOL	Change - Holiday Schedule	Used to change holiday schedules - both programatic and manual entry.	
Data Change	DTA	PGC	Change - Paygroup	To change or correct the paygroup. Is used to coordinate all pay to be processed on the same paygroup. HR may also use to change to an appropriate international Paygroup for taxation purposes.	
Data Change	DTA	RPT	Reappointment	Used when a consecutive appointment is made with no break in service and no change in pay rate. Typically used for academic only.	
Data Change	DTA	RTT	Change Regular to Temporary	To change or correct Benefit Status from Regular to Temporary in the same position. Usually involves a reduction in FTE/Standard Hours.	
Data Change	DTA	TER	Terminal Appointment	To indicate the beginning of the terminal year when a tenure track faculty is denied tenure with no title change.	
Data Change	DTA	TTR	Change Temporary to Regular	To correct an entry error of Benefit Status from Temporary to Regular in the same position.	
Hire	HIR	CAP	Courtesy Appointment / Volunteer	Used to "hire" an individual into a courtesy or volunteer appointment.	
Hire	HIR	CNR	Concurrent Job Regular	Used to hire into a benefit eligible job when another active non-benefit eligible job(s) exists.	
Hire	HIR	CON	Concurrent Job	Used to hire into a non-benefit eligible job when another active job(s) exists.	
Hire	HIR	NPW	Never Previously Worked for UM	Used to hire an individual who has no job record in PeopleSoft.	

Action Description	Action	Reason	Reason Description	Definition	Note:
Campus HR/Payroll Offices Only - Hire	HIR	NRA	Non Resident Alien (not in ePAF list)	Used by Campus HR/Payroll Offices ONLY 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.	
Job Earning Distribution	JED	AWS	Annual Work Study MoCode Conv	Used by system programmers to automate the entry of new Work Study MoCodes each year. This can also be used to update any appointments that may have been missed by the program.	
Job Earning Distribution	JED	EDC	Earnings Distribution Change	Used to change or correct funding for a current or future pay period.	
Job Reclassification	JRC	FDC	FLSA Directed Change	Used when an employee's exemption status changes in the same title.	
Job Reclassification	JRC	JRC	Job Reclassification	Used when an employee is reclassified to a lower or lateral grade.	
Leave of Absence - Unpaid	LOA	DVN	Development (No Pay)	Used for an unpaid leave of absence for an employee seeking educational, career, and/or skill improvement. Leave must be in the best interest of the University. See HR 406	
Leave of Absence - Unpaid	LOA	EXT	Extension of Leave	Used to continue unpaid leave status beyond original date.	
Leave of Absence - Unpaid	LOA	FMF	FMLA Family	Used for unpaid leave of absence for the serious health condition of a covered family member as defined by FMLA. See HR 407	
Leave of Absence - Unpaid	LOA	FMS	FMLA Self	Used for unpaid leave of absence for the serious health condition of an employee covered by FMLA. See HR 407	

Action Description	Action	Reason	Reason Description	Definition	Note:
Leave of Absence - Unpaid	LOA	MED	Medical	Used for an unpaid leave of absence for medical reasons for a benefit eligible employee that extends beyond accumulated vacation or sick leave and is not covered by FMLA. See HR 408	
Leave of Absence - Unpaid	LOA	MIL	Military Service	Used for an unpaid leave of absence for military service under competent/official orders. See HR 405	
Leave of Absence - Unpaid	LOA	PRS	Personal	Used for an unpaid leave of absence for personal reasons. Employee must have a bona fide intention to return to the University following the leave. See HR 408	
Leave of Absence - Unpaid	LOA	RDP	Reduction in Pay	Used to withhold pay for employees (staff or academic) whose pay should be withheld at the university's direction ( <b>generally for 30 days or more</b> ) pursuant to university rules and regulations or state statute (e.g., Section 172.340 RSMO, CRRs 600.050; 600.040; 330.110). This reason code is only appropriate where pay is withheld and the absence does not fit under another more specific leave of absence code. USE OF THIS CODE REQUIRES APPROVAL OF THE CAMPUS CHRO, PROVOST OR OFFICE OF GENERAL COUNSEL TO VERIFY REDUCTION IS PURSUANT TO CRR OR STATE STATUTE	
Leave of Absence - Unpaid	LOA	RED	Staff Reduction	Used for an unpaid leave of absence due to the cessation of benefit eligible employment due to a permanent or temporary reduction in workforce. See HR 117	

Action Description	Action	Reason	Reason Description	Definition	Note:
Leave of Absence - Unpaid	LOA	RQP	Return during Qual. Period	Used for an unpaid leave for an employee who is returned during the qualifying period and the former position is not available. Leave cannot exceed 6 months. See HR 109	
Leave of Absence - Unpaid	LOA	RSN	Research (No Pay)	Used for an unpaid leave of absence for faculty with established scholarly, artistic or research records. See CRR 340.080	
Leave of Absence - Unpaid	LOA	SBN	Sabbatical (No Pay)	Used for unpaid leave of absence for regular faculty after 6 or more years of service. In special circumstances, non regular faculty may be considered eligible. Faculty granted sabbatical leaves must state their intention to return to the University for at least one year on conclusion of the leave and file a report on accomplishments during the leave period. See CRR 340.070	
Leave of Absence - Unpaid	LOA	SEA	Seasonal Closure	Used for unpaid leave of absence for benefit eligible staff in designated departments due to seasonal needs. See HR 408	
Leave of Absence - Unpaid	LOA	SWB	Short Work Break (non-ben)	Used for non-benefit eligible employees who have occasional or intermittent periods of non-working unpaid status. Unpaid leave may not exceed 26 weeks.	
Leave of Absence - Unpaid	LOA	WAE	Work Authorization Expiration	Used to place an employee on unpaid leave due to work authorization expiration.	HRPO Use Only
Leave of Absence - Unpaid	LOA	WKC	Workers Compensation	Used for unpaid leave of absence during an approved Workers Compensation period. See HR 409	
UM Benefits Office Only - Long Term Disability	LTD	LTD	Long Term Disability With Pay	UM Benefits Office ONLY - Long Term Disability With Pay	
UM Benefits Office Only -Long Term Disability	LTO	LTO	Long Term Disability w/o Pay	UM Benefits Office ONLY - Long Term Disability w/o Pay	

Action Description	Action	Reason	Reason Description	Definition	Note:
Pay Rate Change	PAY	AAD	Additional Duties	Used for increase in pay when an employee assumes additional duties or responsibilities on a permanent basis.	
Pay Rate Change	PAY	ANN	Annual Budget Increase	Used for increase in pay related to the University's established annual increase period. (NOTE: Increase may occur in month other than "Sept", e.g. delay in "Sept" increase until employee completes probationary period)	
Pay Rate Change	PAY	APT	Apprentice/Trainee	Used for increase in pay for progression through an approved apprenticeship or trainee program.	
UM Benefits Office Only - Pay Rate Change	PAY	CAS	Cashout	UM Benefits Office ONLY - Pay Rate Change/Cashout	
UM Benefits Office Only - Pay Rate Change	PAY	CLG	Guaranteed COLA (Retirees)	UM Benefits Office ONLY - Pay Rate Change/Guaranteed COLA (Retirees)	
UM Benefits Office Only - Pay Rate Change	PAY	COL	Cost-of Living (Retirees)	UM Benefits Office ONLY - Pay Rate Change/Cost-of Living (Retirees)	
Pay Rate Change	PAY	CTO	Counter Offer	Used for increase in pay to counter an offer and to retain employee in current position.	
Pay Rate Change	PAY	DES	Pay Increase Designated Funds	Used under special circumstances to indicate specific defined fund source.	
Pay Rate Change	PAY	EQU	Equity (Internal Driven)	Used for increase in pay to remedy internal inequities in pay.	
Pay Rate Change	PAY	ETP	End Temporary Pay	Used to end a temporary increase or reduction in pay.	
Pay Rate Change	PAY	LGY	Longevity	Used for an increase in pay for benefit eligible union employees based upon time in step or title. See HR 208	
UM Benefits Office Only - Pay Rate Change	PAY	LIM	415 Limit	UM Benefits Office ONLY - Pay Rate Change/415 Limit	
UM Benefits Office Only - Pay Rate Change	PAY	LOD	Loss of Dependent on Pension	UM Benefits Office ONLY - Pay Rate Change/Loss of Dependent on Pension	
UM Benefits Office Only - Pay Rate Change	PAY	LTD	LTD Pay Rate Change	UM Benefits Office ONLY - Pay Rate Change/LTD Pay Rate Change	

Action Description	Action	Reason	Reason Description	Definition	Note:
Pay Rate Change	PAY	MER	Merit (Performance Based)	Used for an increase in pay based upon successful performance. Generally given in combination with annual increase.	
Pay Rate Change	PAY	MMR	Meet Minimum Pay Requirements	Used to increase pay for an employee who is not paid at the minimum pay rate for either the minimum wage laws or set pay grade/range for classified position titles.	
Pay Rate Change	PAY	MRK	Market (Inc. Based on Ext Mkt)	Used for increase in pay to be competitive with external market.	
Pay Rate Change	PAY	NBE	Non Benefit Eligible	Used for increase in pay for a non-benefit eligible employee.	
UM Benefits Office Only - Pay Rate Change	PAY	POP	Pop Up	UM Benefits Office ONLY - Pay Rate Change/Pop Up	
Pay Rate Change	PAY	PRB	Probationary	Used for an increase in pay for a benefit eligible union eligible employee after the successful completion of the probationary period. See HR 208	
Pay Rate Change	PAY	PRW	Prevailing wage determination	Used for increase in pay for an employee with an H1-B visa that is required due to a prevailing wage determination.	
UM Benefits Office Only - Pay Rate Change	PAY	RAW	Pensioner + Widow/er	UM Benefits Office ONLY - Pay Rate Change/Pensioner + Widow/er	
Pay Rate Change	PAY	RDF	Reduction due to Funding	Used for a reduction in pay due to loss of department funding.	
Pay Rate Change	PAY	RPT	Reappointment	Used to change pay when a consecutive appointment is made with no break in service and includes a pay rate change and potentially other changes to the employee data. Typically used for academic only.	
Pay Rate Change	PAY	SKL	Skill Based Pay	Used for an increase in pay based on attaining skills tied to prior agreement (e.g., an offer letter approved by the Provost, a plan adopted during Meet & Confer, a career path plan that is approved by the campus).	

Action Description	Action	Reason	Reason Description	Definition	Note:
Pay Rate Change	PAY	TPD	Temporary Pay Decrease	Used for a temporary decrease in pay.	
Pay Rate Change	PAY	TPI	Temporary Pay Increase	Used for a 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).	
UM Benefits Office Only - Pay Rate Change	PAY	WAR	Widow/er + Pension	UM Benefits Office ONLY - Pay Rate Change/Widow/er + Pension	
Pay Rate Change	PAY	ZZZ	Annual Salary Increase	Increase submitted through the programatic Annual Salary Increase Application. Not to be used on PAF.	
Leave of Absence - Paid	PLA	DEV	Development (Full/Partial Pay)	Used for a paid leave of absence for an employee seeking educational, career, and/or skill improvement. Leave must be in the best interest of the University. See HR 406	
Leave of Absence - Paid	PLA	EXT	Extension of the Leave	Used to continue paid leave status beyond original date.	
Leave of Absence - Paid	PLA	FMF	FMLA - Family	Used for a paid leave of absence for the serious health condition of a covered family member as defined by FMLA. See HR 407	
Leave of Absence - Paid	PLA	FMS	FMLA - Self	Used for a paid leave of absence for the serious health condition of an employee covered by FMLA. See HR 407	
Leave of Absence - Paid	PLA	MED	Medical	Used for a paid leave of absence for medical reasons for a benefit eligible employee not covered by FMLA.	
Leave of Absence - Paid	PLA	MIL	Military Service	Used for a paid leave of absence for military service under competent/official orders. See HR 405	



Action Description	Action	Reason	Reason Description	Definition	Note:
Leave of Absence - Paid	PLA	MOD	Modified Duty	Used when an employee is out on an approved Worker's Compensation leave of absence, returns to work under an approved Modified Duty Plan. See HR 307	
Leave of Absence - Paid	PLA	PAA	Placed on Admin Absence	See HR Policy 413. Must have HRS or higher approval. TRC "ADH" must be reported on timesheet to produce pay for BIW employees TRC "AVM" is to be reported on Monthly timesheet	
Leave of Absence - Paid	PLA	PER	Personal	Used for a paid leave of absence for personal reasons. Employee must have a bona fide intention to return to the University following the leave.	
Leave of Absence - Paid	PLA	RDP	Reduction in Pay	Used to reduce pay for employees (staff or academic) whose pay should be reduced at the university's direction ( <b>generally for 30 days or more</b> ) pursuant to university rules or regulations (e.g., CRRs 600.050; 600.040; 330.110). This reason code is only appropriate where pay is reduced and the absence does not fit under another more specific leave of absence code. USE OF THIS CODE REQUIRES APPROVAL OF THE CAMPUS CHRO, PROVOST OR OFFICE OF GENERAL COUNSEL TO VERIFY REDUCTION IS PURSUANT TO CRR OR STATE STATUTE	

Action Description	Action	Reason	Reason Description	Definition	Note:
Leave of Absence - Paid	PLA	RES	Research (Full/Partial Pay)	Used for an approved 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 leave and file a report on accomplishments during the leave. See CRR 340.080	
Leave of Absence - Paid	PLA	RQP	Return during Qualifying Period	Used for a paid leave for an employee who is returned during the qualifying period, the former position is not available and the employee is receiving pay in the job while on leave. Leave cannot exceed 6 months. See HR 109	
Leave of Absence - Paid	PLA	SAB	Sabbatical (1/2 Salary)	Used for paid leave of absence for regular faculty after 6 or more years of service. In special circumstances, non regular faculty may be considered eligible. Faculty granted sabbatical leaves must state their intention to return to the University for at least one year on conclusion of the leave and file a report on accomplishments during the leave period. See CRR 340.070	
Leave of Absence - Paid	PLA	SEA	Bene eligible seasonal layoff	Used for a paid leave of absence for benefit eligible staff in designated departments who are temporarily laid off due to seasonal needs. See HR 408	
Leave of Absence - Paid	PLA	TRN	Transition Assistance	Used for a paid leave to provide short term income to employees subject to involuntary layoff. See HR 117	
Leave of Absence - Paid	PLA	VPO	Vacation Pay Out Retirement	Used for a paid leave between the last day worked and retirement date in order to pay out accrued vacation.	

Action Description	Action	Reason	Reason Description	Definition	Note:
Leave of Absence - Paid	PLA	WRC	Workers Compensation	Used for a paid portion (e.g. use of vacation or sick leave or a reduced work schedule) of a leave of absence during an approved Workers Compensation period. See HR 307	
UM Benefits Office Only - Person of Interest	POI	BEN	Hire Beneficiary	UM Benefits Office ONLY - Person of Interest/Hire Beneficiary	
UM Benefits Office Only - Person of Interest	POI	DEF	Deferred Vested Retiree	UM Benefits Office ONLY - Person of Interest/Deferred Vested Retiree	
UM Benefits Office Only - Person of Interest	POI	EAR	Early Retirement	UM Benefits Office ONLY - Person of Interest/Early Retirement	
UM Benefits Office Only - Person of Interest	POI	ERX	Early, Deferred Retiree	UM Benefits Office ONLY - Person of Interest/Early, Deferred Retiree	
UM Benefits Office Only - Person of Interest	POI	NOP	Benefits Only Retiree	UM Benefits Office ONLY - Person of Interest/Benefits Only Retiree	
UM Benefits Office Only - Person of Interest	POI	NOR	Normal Retirement	UM Benefits Office ONLY - Person of Interest/Normal Retirement	
UM Benefits Office Only - Person of Interest	POI	NVT	Not Vested	UM Benefits Office ONLY - Person of Interest/Not Vested	
UM Benefits Office Only - Person of Interest	POI	RBN	Re-Hire Derivative Beneficiary	UM Benefits Office ONLY - Person of Interest/Re-Hire Derivative Beneficiary	
UM Benefits Office Only - Person of Interest	POI	RDF	Re-Hire Deferred Vested	UM Benefits Office ONLY - Person of Interest/Re-Hire Deferred Vested	
UM Benefits Office Only - Person of Interest	POI	RER	Re-Hire Retiree	UM Benefits Office ONLY - Person of Interest/Re-Hire Retiree	

Action Description	Action	Reason	Reason Description	Definition	Note:
UM Benefits Office Only - Person of Interest	POI	RNV	Re-Hire Not Vested	<p>UM Benefits Office ONLY - Person of Interest/Re-Hire Not Vested  Used to Re-hire Former Non-Vested, who was previously Terminated.  When they terminate from an active appointment we hire them on the retirement side and set up their 99 record. Then if they go back to work or cash out their benefit, we term their 99 record. Some are hired back in an active appoint and separate from the University again, so they are termed on the active side and we "re-hire" them on the retirement side.</p>	
UM Benefits Office Only - Person of Interest	POI	RVE	Re-Hire ERIP Deferred Vested R	<p>UM Benefits Office ONLY - Person of Interest/Re-Hire ERIP Deferred Vested R  Used to Re-hire Former ERIP Deferred Vested, who was previously Terminated.  When they terminate from an active appointment we hire them on the retirement side and set up their 99 record. Then if they go back to work or cash out their benefit, we term their 99 record. Some are hired back in an active appoint and separate from the University again, so they are termed on the active side and we "re-hire" them on the retirement side.</p>	

Action Description	Action	Reason	Reason Description	Definition	Note:
UM Benefits Office Only - Person of Interest	POI	RVV	Re-Hire ERIP Not Vested	UM Benefits Office ONLY - Person of Interest/Re-Hire ERIP Not Vested Used to Re-hire Former ERIP Non-Vested, who was previously Terminated. When they terminate from an active appointment we hire them on the retirement side and set up their 99 record. Then if they go back to work or cash out their benefit, we term their 99 record. Some are hired back in an active appoint and separate from the University again, so they are termed on the active side and we "re-hire" them on the retirement side.	
UM Benefits Office Only - Person of Interest	POI	SBO	Survivor Benefits Only	UM Benefits Office ONLY - Person of Interest/Survivor Benefits Only	
UM Benefits Office Only - Person of Interest	POI	VEF	ERIP Deferred Vested Retiree	UM Benefits Office ONLY - Person of Interest/ERIP Deferred Vested Retiree This will be used in recording and identifying the setup of a vested record for a terminated vested employee in the new ERIP plan.	
UM Benefits Office Only - Person of Interest	POI	VVT	ERIP Not Vested	UM Benefits Office ONLY - Person of Interest/ERIP Not Vested This will be used in recording and identifying the setup of a vested record for a terminated vested employee in the new ERIP plan.	
HR ONLY - Position Change	POS	APR	Change Reports to/Supv ID	HR ONLY - Position Change. When reporting structure changes and Reports To Field needs to be updated.	
HR ONLY - Position Change	POS	BUD	Budget	HR ONLY - Position Change.	
HR ONLY - Position Change	POS	CRE	Position Created From Job	HR ONLY - Position Change. Program used this to create positions originally - will leave active for future position creation	

Action Description	Action	Reason	Reason Description	Definition	Note:
HR ONLY - Position Change	POS	INA	Position Inactivated	HR ONLY - Position Change. Used to inactivate a position. Positions are inactivated if are no longer a viable vacancy. Positions are never deleted in PeopleSoft.	
HR ONLY - Position Change	POS	JRC	Job Re-Classification	HR ONLY - Position Change. Used when the job is reclassified to another job code. Trying to indicate that the new job code can be lower, lateral, or promotion.	
HR ONLY - Position Change	POS	NEW	New Position	HR ONLY - Position Change. This action creates a new position. Does not update job data.	
HR ONLY - Position Change	POS	REO	Re-Organization	HR ONLY - Position Change. Used to reflect a change in the department's organizational structure.	
HR ONLY - Position Change	POS	STA	Position Status Change	HR ONLY - Position Change. Used to change a position status to Eliminated, Frozen, Approved or Proposed	
HR ONLY - Position Change	POS	TTL	Title Change	HR ONLY - Position Change. Used to change a Position due to a change in title (i.e. Instructor to Lecturer).	
HR ONLY - Position Change	POS	UPD	Position Data Update	HR ONLY - Position Change. Used to change one or more of the following data elements: Head Count, Full/Part Time, Reg/Temp, and Standard Hours.	
HR ONLY - Position Change	POS	XFR	Transfer	HR ONLY - Position Change. Used to transfer a position to another department or division.	
Promotion	PRO	AWT	Awarded Tenure	Used for faculty who attains tenure in accordance with the Tenure Regulations. See CRR 310.020	
Promotion	PRO	CRP	Career Progression(Not Compet)	Used for a change in title based on a defined career progression plan.	

Action Description	Action	Reason	Reason Description	Definition	Note:
Reclassification	PRO	RCS	Reclassification	Used after a job audit where it is determined the position should be classified at a higher title and/or grade/range.	
Rehire	REH	CAP	Rehire courtesy/Volunteer appointment	Rehire of a person with a terminated job record into a courtesy/volunteer appointment.	
Rehire	REH	CNR	Rehire in Concurrent Regular	Used to rehire into a concurrent position which is benefit eligible.	
Rehire	REH	CON	Rehire in concurrent job	Used to rehire a current employee into a concurrent position which is not benefit eligible.	
Rehire	REH	LTD	Rehire After Term w/LTD	UM Benefits Office ONLY – Used when an employee is put on Long Term Disability. The Employee is first terminated for Medical Reasons, then rehired into the LTD group.	
Rehire	REH	NPW	Never Previously Worked for UM	Used to hire someone who has never previously worked for the University but has an existing job record due to a courtesy /Volunteer appointment.	
Rehire	REH	RET	Retiree		Currently not being used and still under review.
Rehire	REH	RFE	Rehire former UM employee	Used to hire an individual who has previously worked for the University.	
Retirement	RET	ERT	Early Retirement	Used when an employee retires prior to age 65.	
Retirement	RET	RTB	Retirement, Tenure Buyout		
Retirement	RET	RTR	Retirement, Regular	Used when an employee retires at age 65 or greater.	
Return From Leave of Absence	RFL	SJB	Same Job	Used to return an employee to the same position from any type of leave.	

Action Description	Action	Reason	Reason Description	Definition	Note:
Return From Leave of Absence	RFL	WTR	With Transfer	Used to return an employee from leave with an immediate transfer to another position/job via a transfer action.	
Termination	TER	AAP	Accepted Another Position	Used for an employee who has accepted another position. Use this code when reason is not related to pay or related to the fact the employee is moving. (Considered Voluntary Termination for purposes of Eligibility to rehire)	
Termination	TER	AHS	Accepted Higher Salary	Used for an employee who has accepted a position that pays a higher salary. (Considered Voluntary Termination for purposes of Eligibility to rehire)	
Termination	TER	ATW	Employment at Will	Used for termination of an Administrative, Service and Support employee where reason for the termination is nonspecific. Employment at will means that employment may be terminated with or without cause for any non-discriminatory and legal reason. Do not use this code if another termination code more specifically defines the reason for termination. USE OF THIS CODE REQUIRES PRIOR DISCUSSION AND PRIOR APPROVAL OF THE CAMPUS CHRO OR DELEGATE. (Considered Involuntary Termination)	
Termination	TER	CON	Misconduct	Used due to actions which are a violation of policy or are serious enough to warrant summary dismissal. (Considered Involuntary Termination for purposes of Eligibility to rehire)	



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Termination	TER	CRE	Failure to Meet Credentials	Used when required licensure or registration, safety or other mandated guidelines are not met within a set timeframe. (Considered Involuntary Termination for purposes of Eligibility to rehire)	
Termination	TER	DEA	Death	Used for the death of an employee.	
Termination	TER	EAP	End of Appointment	Used when academic employee is terminated from the University because the end date of the appointment has expired. For students or non-benefit eligible administrative, service and support staff employees, when the need for the job ceases regardless of appointment end date.	
UM Benefits Office Only - Termination	TER	END	End of Disability	UM Benefits Office ONLY - Termination/End of Disability	
Termination	TER	FLS	Falsification of Application	Used due to false representation on any application material. (Considered Involuntary Termination for purposes of Eligibility to rehire)	
Termination	TER	IAM	Bad Fit - Eligible Rehire	Used due to the inability to perform the specific job. Employee is eligible for rehire because skills may be useful in another area. Code should not be used if employee has behavior or attendance problems or if the performance problems are due to lack of effort. (Considered Involuntary Termination for purposes of Eligibility to rehire)	
Termination	TER	JOB	Job Abandonment	Used for an employee's failure or inability to show up for work (e.g., no call- no show for 3 days). (Considered Involuntary Termination for purposes of Eligibility to rehire)	

Action Description	Action	Reason	Reason Description	Definition	Note:
Termination	TER	LVE	Failure to Return from Leave	Used due to a failure to return from an approved leave of absence. (Considered Voluntary Termination for purposes of Eligibility to rehire)	
Termination	TER	MED	Medical Reasons	Used due to inability to perform the job because of a medical condition. NOTE: Departments should consult with HRS re: FMLA and ADA before using this code. (Considered Voluntary Termination for purposes of Eligibility to rehire)	
Termination	TER	MIL	Military Reasons	Used to pursue military duties. See HR 405 (Considered Voluntary Termination for purposes of Eligibility to rehire)	
UM Benfits Office Only - Termination	TER	NOT	Not Eligible for Retrmnt Ben	UM Benefits Office ONLY - Termination/Not Eligible for Retrmnt Ben	
Termination	TER	NRW	Never Reported to Work	Used when an employee accepts a position but never reports to work. (Considered Voluntary Termination for purposes of Eligibility to rehire)	
Termination	TER	PER	Personal Reasons	Used for unrelated to working conditions. Review other termination code definitions before using. (Considered Voluntary Termination for purposes of Eligibility to rehire)	
Termination	TER	RDI	Resignation in Lieu Discharge	Used when an employee is allowed the option to resign when discharge is likely or the employee's performance is not aligned with management/executive strategic direction. The option is appropriate when no gross misconduct or violation of a major university policy is involved. USE OF THIS CODE REQUIRES PRIOR DISCUSSION AND PRIOR APPROVAL OF THE CAMPUS CHRO OR DELEGATE. (Considered Involuntary Termination)	

Action Description	Action	Reason	Reason Description	Definition	Note:
Termination	TER	QNN	Quit Without Notice	Used for without required 2 week notice. NOTE: Do not use code if department agreed to a shorter period of notice. (Considered Voluntary Termination for purposes of Eligibility to rehire)	
Termination	TER	RDP	Resigned During Probation Prd	Used during the 6 month probationary period or during the extension of probation period. Should be used unless a more specific reason is available. (Considered Voluntary Termination for purposes of Eligibility to rehire)	
Termination	TER	REL	Relocation	Used to relocate. (Considered Voluntary Termination for purposes of Eligibility to rehire)	
Termination	TER	RET	Return to School	Used to pursue education. (Considered Voluntary Termination for purposes of Eligibility to rehire)	
UM Benefits Office Only - Termination	TER	RWK	Return to Work	UM Benefits Office ONLY - Termination/Return to Work Used when a disabilitants return from work	
Termination	TER	SYS	Auto Termination	System generated termination when expected job end date is used.	
Termination	TER	TAP	Terminal Appointment	Academic only: Used for faculty at end of a terminal year. (Considered Involuntary Termination for purposes of Eligibility to rehire)	
Termination	TER	TDP	Termination During Prob Period	Used during the 6 month probationary period or during the extension of probation period. Can be used unless more specific reason is identified. (Considered Involuntary Termination for purposes of Eligibility to rehire)	

Action Description	Action	Reason	Reason Description	Definition	Note:
Termination	TER	UNS	Unsatisfactory Performance	Used where performance is not satisfactory. Typically this termination occurs only after progressive discipline is followed. (Considered Involuntary Termination for purposes of Eligibility to rehire)	
Termination	TER	WAE	Work Authorization Expired	Used for an alien temporary employee where eligibility to work in the United States has expired. (Considered Involuntary Termination for purposes of Eligibility to rehire)	
Termination	TER	WKR	Workforce Reduction/Reorganization	Used for involuntary termination due to the elimination of a position. Typically the termination is preceded by a layoff leave of absence. See HR 117 (Considered Involuntary Termination for purposes of Eligibility to rehire)	
Termination	TER	WOR	Dissatisfied w/Work Conditions	Used for dissatisfaction with some aspect of the job. (Considered Voluntary Termination for purposes of Eligibility to rehire)	
Transfer	XFR	CTJ	Transfer Courtesy to Employee	Used when transferring an individual that is currently active as a courtesy appointment to a paying appointment.	
UM Benefits Office Only - Transfer	XFR	DEN	Deferred to Normal Retirement	UM Benefits Office ONLY - Transfer/Deferred to Normal Retirement	
UM Benefits Office Only - Transfer	XFR	DER	Deferred to Early Retirement	UM Benefits Office ONLY - Transfer/Deferred to Early Retirement	
Transfer	XFR	INT	Internal Recruitment		Currently not being used and still under review.
Transfer	XFR	LAT	Lateral (Same Title or Range)	Used when a benefit eligible employee accepts a different position in the same title or pay grade/range. See HR 206	

Action Description	Action	Reason	Reason Description	Definition	Note:
Transfer	XFR	NBN	Different Position-Nonbenefit	Used when an employee transfers from one non-benefit eligible position to another non-benefit eligible position. May be in same or different department. May include transfers between or within student, administrative or academic titles.	
Transfer-HIRE	XFR	PCI	Promotion Direct Promote	Used for a change in title and pay when promotion occurs within same department. See HR 111	
Transfer-HIRE	XFR	PIC	Promotion Transfer Internal	Used to transfer to a higher level position where the employee is selected after going through the normal recruitment process with no change in benefit status.	
Transfer-HIRE	XFR	PTR	Promotion Temp to Reg	Used to transfer to a higher level position where the employee is selected after going through the normal recruitment process with a change in benefit status.	
Transfer	XFR	REA	Reassignment (Admin Decision)	Used for an administrative reassignment to a different position initiated by the University/department to serve the best interests of the institution.	
Transfer	XFR	RQP	Orig Position Qualifying Per	Used when an employee returns to previous position during the one month qualifying period.	
Transfer	XFR	RTT	Regular to Temporary	Used to transfer from a benefit eligible position to a different non-benefit eligible position.	
Transfer-HIRE	XFR	VDM	Voluntary Demotion	Used when an employee voluntarily accepts a position in a lower grade/range.	