

**PeopleSoft HCM System  
Action/Reason Codes  
Effective December 1, 2007**

**PREFACE**

All *Job Data* and *Position Data* transactions entered in the PeopleSoft HCM System require the selection of an *Action Code* and a *Reason Code*. These codes are used to describe the type of employee or position action being recorded. Selection of the proper combination of *Action* and *Reason* is vital for accurate reporting of actions which transpire in the course of an individual's employment in government in the State of Georgia.

It is frequently desirable or necessary to generate company wide or state wide summaries of personnel or position activity in state government. Accordingly, this manual has been created to assist in insuring consistency in the usage of *Action/Reason Codes* and in the ability of all users of the PeopleSoft HCM System to accurately interpret information displayed in personnel and position records.

This publication is not intended to establish or supercede any federal or state law or regulation or any company human resources policy or policies nor is it intended to create or grant any employment rights or privileges not otherwise established in law or policy. Those employees covered by the Rules of the State Personnel Board may have rights that are not indicated in the descriptions of the *Action Codes* and *Reason Codes* described herein.

The manual is presented in *Action Code* order as presented in the drop down box for the *Action* field found on the *Job Data Work Location* page. Bold face lines provide *Action Code* 3 Character Description, Long Description, and Short Description.

Example:

<u>3 Character Description</u>	<u>Long Description</u>	<u>Short Description</u>
<b>PAY</b>	<b>Pay Rate Change</b>	<b>Pay Rt Chg</b>

Displayed under each *Action Code* are the *Reason Codes* associated with that *Action Code*. The *Reason Codes* are presented in the order displayed in the drop down box for the *Reason* field found on the *Job Data Work Location* page.

Example:

<u>3 Character Description</u>	<u>Long Description</u>	<u>Short Description</u>
ACT	Acting Pay Supplement	Acting Pay

A description of *INACTIVE* codes is provided on pages 42 – 44.

**PeopleSoft HCM System  
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**ACTIONS**

<u>Three Character Description</u>	<u>Long Description</u>	<u>Short Description</u>
ADL	Additional Job	Addl Job
ASC*	Assignment Completion	Assgn Comp
ASC*	Assignment	Assignment
INT*	Completion of Introductory Period	Comp Intro
PRC*	Completion of Probation	Comp Prob
<b>DTA</b>	Data Change	Data Chg
<b>DEM</b>	Demotion	Demotion
JED*	Earnings Distribution Change	Erns Distn
FSC*	Family Status Change	Family Chg
<b>HIR</b>	Hire	Hire
JRC*	Job Reclassification	Job Reclas
<b>LOF</b>	Layoff	Layoff
<b>LOA</b>	Leave of Absence	LOA
LTD*	Long Term Disability With Pay	LTD w/Pay
LTO*	Long Term Disability	LTD
PLA*	Paid Leave of Absence	Paid LOA
<b>PAY</b>	Pay Rate Change	Pay Rt Chg
POS	Position Change	Posn Chg
PRB*	Probation	Probation
<b>PRO</b>	Promotion	Promotion

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**ACTIONS**

<b><u>Three Character Description</u></b>	<b><u>Long Description</u></b>	<b><u>Short Description</u></b>
<b>REC</b>	Recall from Suspension/Layoff	Recall
<b>REH</b>	Rehire	Rehire
<b>RWP</b>	Retirement With Pay (ERS Only)	Ret w/Pay
<b>RET</b>	Retirement (ERS Only)	Retirement
<b>RFD*</b>	Return from Disability	Return – DIS
<b>RFL</b>	Return from Leave	Return – LOA
<b>STD*</b>	Short Term Disability With Pay	STD w/Pay
<b>STO*</b>	Short Term Disability	STD
<b>SUS</b>	Suspension	Suspension
<b>TWB*</b>	Terminated With Benefits	Term w/Ben
<b>TWP*</b>	Termination With Pay	Term w/Pay
<b>TER</b>	Termination	Terminatn
<b>XFR</b>	Transfer	Transfer

**\*NOT USED**

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**REASON CODE TABLE**

**NOTE:** See Page No. 43 for information regarding inactive Active/Reason Codes.

ADL  
NOT USED\*

ASC  
NOT USED\*

ASG  
NOT USED\*

INT  
NOT USED\*

PRC  
NOT USED\*

**DTA (Data Change)**

			<b>Page</b>
CBB	Correct Annual Benefit Base Rate	CorAnBenBR	19
CER	Correct/Add Empl Review	RatingCorEmpRevw	19
CFI	Change FICA Status	Chnge FICA	19
CJ1	Correct Job Data 1 Information	CorJobDta1	19
CJ2	Correct Job Data 2 Information	CorJobDta2	19
CSC	Correct Salary/Compensation Info	CorSalComp	19
CSD	Change Service Date	Change Ser	20
NRC	Rehire Not Recommended	Rehire Not	20
PUR	Purge	Purge	20
RBB	Refresh Annual Benefit Base Rt	RefreshABB	20

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**REASON CODE TABLE**

			<b>Page</b>
<b><u>DEM (Demotion)</u></b>			
DDM	Disciplinary Demotion	Disc Dem	20
IDM	Involuntary Demotion	Invol Dem	21
VDM	Voluntary Demotion	Vol Dem	21
 <b><u>JED</u></b> NOT USED*			
 <b><u>FSC</u></b> NOT USED*			
 <b><u>HIR (Hire)</u></b>			
APP	Appointment	Appt	21
ATL	Appointment Time Limited	Time Limit	21
NSW***	Non-Statewide Trnsactn ERS ONLY	NSWTrnsERS	21
PEN***	Conversion Pension	DNV-Pensio	22
 <b><u>JRC</u></b> NOT USED*			
 <b><u>LOF (Layoff)</u></b>			
FUR	Furlough	Furlough	22
SEA	Seasonal Closure	Seasonal	22
TMP	Temporary Closure	Temp Close	22
 <b><u>LOA (Leave of Absence)</u></b>			
AUT	Authorized Leave Without Pay	AUT LOA	23
CON	Contingent Leave Without Pay	CLWOP	23

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**REASON CODE TABLE**

			<b>Page</b>
EDU	Education	Education	23
FML	Family and Medical Leave Act	FMLA	23
MIL	Military Service	Military	24
UNA	Unauthorized Leave Without Pay	UNA LWOP	24

LTD  
NOT USED\*

LTO  
NOT USED\*

PLA  
Not USED\*

**PAY (Pay Rate Change)**

ACT	Acting Pay Supplement	Acting Pay	24
CBI	Criteria Based Salary Increase	CBIncrease	24
CSH	Change Standard Hours	ChgStdHrs	24
END	End Acting Pay Supplement	End Acting	24
EPI	Equity Adjustment	EQAdjust	25
FTI	Full To-Target Increase	FullTrgtIn	25
GPI	General Increase	Gen Inc	25
INC	Salary Increase	Increase	25
JBI	Job Based Increase	JobBsdIncr	25
MPI	Market Adjustment	MKTAdjust	26
NGI	No General Increase	No Gen Inc	26
NPI	No Performance-Based Increase	NoPerfIncr	26
NSW***	Non-Statewide Transaction ERS	ERS Only	26
PBI	Performance Based Sal Increase	PBIncrease	27
REC	Job Reclassification	Job Reclas	27

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**REASON CODE TABLE**

			<b>Page</b>
RED	Salary Reduction	Sal Reduce	27
RES	Restore Salary Reduction	SalRestore	27
RTE	Hourly Rate Change	Hourly Chg	27
SCI	Structure Change Increase	StructrChg	27
TCH	Teacher Salary Adjustment	Teacher	27

**POS (Position Change)**

**IMPORTANT:** This *Action Code* is used only in *Manage Positions*. *Posn Chg* should never be selected as an *Action* on the *Job Data Work Location page*. Additional *Job Data* transactions may be required to complete a transaction on an encumbered position such as Pay Rt Chg/INC for salary increase following promotion or Pay Rt Chg/RED for salary reduction following demotion.

ACT	Activate Position	Activate	28
CFL	Change FLSA Status	ChangeFLSA	28
CP1	Correct Position Data 1 Inform	CorPosDta1	28
CP2	Correct Position Data 2 Inform	CorPosDta2	28
CP3	Correct Position Data 3 Inform	CorPosDta3	28
DDM	Disciplinary Demotion	Disc Dem	29
DNC	Department Number Change	Dept#Chng	29
GJC	Grade or Job code Change	Job Cd Chg	29
IDM	Involuntary Demotion	Invol Dem	29
INA	Position Inactivated	Inactivate	29
JCG	Job Change	Job Change	30
MCD	System Batch Chng-Dept/Company	SystChgDpt	30

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**REASON CODE TABLE**

			<b>Page</b>
NEW	New Position	New Posn	30
PRO	Promotion	PromoSame	30
RED	Position Level Reduction	Pos Red	30
UPD	Position Data Update	Update	30
VDM	Voluntary Demotion	Vol Dem	31

PRB  
NOT USED\*

**PRO (Promotion)**

PRO	Promotion	Promotion	31
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**REC (Recall from Suspension/Layoff)**

RCF	Recall from Furlough	Recall Fur	31
RCL	Recall from Closure	Recall Cls	31
SUS	Recall from Suspension	Recall	31

**REH (Rehire)**

NSW***	Non-Statewde Trnsactn ERS ONLY	NSWTrnsERS	31
REH	Rehire	Rehire	32
RTA	Repeal Inccorct Terminatn Actn	RepIncTerm	32
RTL	Rehire – Time Limited	Rehir Temp	32
SPB	Rehire State Personnel Board	Rehire SPB	32

RWP  
NOT USED\*\*\*

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**REASON CODE TABLE**

**Page**

RET  
NOT USED\*\*\*

RFD  
NOT USED\*

**RFL (Return from Leave)**

RFL	Return From Leave	Retrn Lv	32
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STD  
NOT USED\*

STO  
NOT USED

**SUS (Suspension)**

CCA	Pending Criminal Court Action	Crim Court	32
-----	-------------------------------	------------	----

DAC	Disciplinary Action	Discipline	33
-----	---------------------	------------	----

DRG	Drug Conviction	Drug Sus	33
-----	-----------------	----------	----

RRW***	Retiree Retrn to Work ERS ONLY	RetRtToWrk	33
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SPP***	Suspend Pension Payments-ERS	SusPnPyERS	33
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TWB  
NOT USED

TWP  
NOT USED\*

**TER (Termination)**

ATT	Attendance	Attendance	33
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CER	Change Employment Record	ChgRec#	34
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CHI	Child/House Care	Child/Hse	34
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**REASON CODE TABLE**

			<b>Page</b>
CON	Misconduct	Misconduct	34
DEA	Death	Death	34
DIS	Dismissal	Dismissal	34
DRG	Drug Testing	Drug Test	35
EES	Dissatisfied w/Fellow Employee	Employees	35
FAM	Family Reasons	Family Rsn	35
FOR	Forfeiture of Position	Forfeit	35
HEA	Health Reasons	Health	35
HRS	Dissatisfied with Hours	Hours	35
ILL	Illness in Family	Illness	36
INS	Insubordination	Insubordin	36
LOC	Dissatisfied with Location	Location	36
LVE	Failure to Return from Leave	Leave	36
MAR	Marriage	Marriage	36
MIS	Misstatement on Application	Misstatemt	36
MUT	Mutual Consent	Mut Consnt	37
NPR	No Position Return from Leave	Con Leave	37
NSW***	Non-Statewde Trnsactn ERS ONLY	NSWTrnsERS	37
PAY	Dissatisfied with Pay	Pay	37
PEN**	Conversion Pension	CNV Pensio	37

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			<b>Page</b>
PER	Personal Reasons	Personal	37
PLE	Paid Leave Exhausted	Lv Exhaust	37
POL	Dissatisfied w/Comp. Policies	Comp Polic	38
PPO***	Pension Paid Out	Pen Pd Out	38
PRE	Presumptive Resignation	Presume	38
PRM	Dissatisfied w/Promotion Opps	Promo Opps	38
PSE	Private Sector Employment	PriSectEmp	38
PTD***	Partial/Total Disability	Pt/Tot Dis	38
REF	Refused Transfer	Refus Xfer	38
REL	Relocation	Relocation	39
RES	Resignation	Resignatn	39
RHA	Repeal Incorrect Hire Action	RepealHire	39
RIF	Reduction in Force	RIF	39
RLS	Release	Release	39
RTM	Retirement	Retirement	40
RTS	Return to School	School	40
SUP	Dissatisfied with Supervision	Supervisn	40
TAR	Tardiness	Tardiness	40
TMP	End of Temporary Employment	End TmpEmp	40
TRA	Transportation Problems	Transportn	40
TYP	Dissatisfied w/Type of Work	Work Type	40

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			<b>Page</b>
UNS	Unsatisfactory Performance	Unsat Perf	41
VIO	Violation of Rules	Violation	41
WOR	Dissatisfied w/Work Conditions	Work Conds	41
<b><u>XFR (Transfer)</u></b>			
HIR	Hire from NSW	HireFrmNSW	41
IN	Lateral Xfer Frm Diffrent Cmpny	LatXfrDfCo	41
LAT	Lateral Xfer Within Same Cmpny	LatXfrSmCo	41
OUT	Xfer Out to Different company	XfrOutDifC	42
PRO	Promotion	Promotion	42
VDM	Voluntary Demotion	VlntryDemo	42

\*Selection of this ACTION will generate the following error message:  
Please choose a different Action Code; The one you selected is  
invalid! (20000,1)

\*\* DO NOT USE – Indicates PeopleSoft Conversion Record

\*\*\*DO NOT USE – For ERS use only

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**REASON CODE TABLE**

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Acting Pay Supplement	ACT	24
Activate Position	ACT	28
Appointment	APP	21
Appointment Time Limited	ATL	21
Attendance	ATT	33
Authorized Leave Without Pay	AUT	23
Change Employment Record	CER	34
Change FICA Status	CFI	19
Change FLSA Status	CFL	28
Change Service Date	CSD	20
Change Standard Hours	CSH	24
Child/House Care	CHI	34
Contingent Leave Without Pay	CON	23
Conversion Pension	PEN***	22 37
Correct Annual Benefit Base Rate	CBB	19
Correct Job Data 1 Information	CJ1	19
Correct Job Data 2 Information	CJ2	19
Correct Position Data 1 Inform	CP1	28
Correct Position Data 2 Inform	CP2	28
Correct Position Data 3 Inform	CP3	28
Correct Salary/Compensation Info	CSC	19

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		<b>Page</b>
Correct/Add Empl Review	CER	19
Criteria Based Salary Increase	CBI	24
Death	DEA	34
Department Number Change	DNC	29
Disciplinary Action	DAC	33
Disciplinary Demotion	DDM	20 29
Dismissal	DIS	34
Dissatisfied w/Comp. Policies	POL	38
Dissatisfied w/Fellow Employee	EES	35
Dissatisfied w/Promotion Opps	PRM	38
Dissatisfied w/Type of Work	TYP	40
Dissatisfied w/Work Conditions	WOR	41
Dissatisfied with Hours	HRS	35
Dissatisfied with Location	LOC	36
Dissatisfied with Pay	PAY	37
Dissatisfied with Supervision	SUP	40
Drug Conviction	DRG	33
Drug Testing	DRG	35
Education	EDU	23
End Acting Pay Supplement	END	24

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**REASON CODE TABLE**

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End of Temporary Employment	TMP	40
Equity Adjustment	EPI	25
Failure to Return from Leave	LVE	36
Family and Medical Leave Act	FML	23
Family Reasons	FAM	35
Forfeiture of Position	FOR	35
Full To-Target Increase	FTI	25
Furlough	FUR	22
General Increase	GPI	25
Grade or Job code Change	GJC	29
Health Reasons	HEA	35
Hire from NSW	HIR	41
Hourly Rate Change	RTE	27
Illness in Family	ILL	36
Insubordination	INS	36
Involuntary Demotion	IDM	21 29
Job Based Increase	JBI	25
Job Change	JCG	30
Job Reclassification	REC	27
Lateral Xfer Frm Diffrent Cmpny	IN	41

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Lateral Xfer Within Same Cmpny	LAT	41
Market Adjustment	MPI	26
Marriage	MAR	36
Military Service	MIL	24
Misconduct	CON	34
Misstatement on Application	MIS	36
Mutual Consent	MUT	37
New Position	NEW	30
No General Increase	NGI	26
No Performance-Based Increase	NPI	26
No Position Return from Leave	NPR	37
Non-Statewide Trnsactn ERS ONLY	NSW***	21 26 31 37
Paid Leave Exhausted	PLE	37
Partial/Total Disability	PTD***	38
Pending Criminal Court Action	CCA	32
Pension Paid Out	PPO***	38
Performance Based Sal Increase	PBI	27
Personal Reasons	PER	37
Position Data Update	UPD	30

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**REASON CODE TABLE**

		<b>Page</b>
Position Inactivated	INA	29
Position Level Reduction	RED	30
Presumptive Resignation	PRE	38
Private Sector Employment	PSE	38
Promotion	PRO	30 31 42
Purge	PUR	20
Recall from Closure	RCL	31
Recall from Furlough	RCF	31
Recall from Suspension	SUS	31
Reduction in Force	RIF	39
Refresh Annual Benefit Base Rt	RBB	20
Refused Transfer	REF	38
Rehire	REH	32
Rehire Not Recommended	NRC	20
Rehire State Personnel Board	SPB	32
Rehire – Time Limited	RTL	32
Release	RLS	39
Relocation	REL	39
Repeal Inccrrct Terminatn Actn	RTA	32
Repeal Incorrect Hire Action	RHA	39

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		<b>Page</b>
Resignation	RES	39
Restore Salary Reduction	RES	27
Retiree Retrn to Work ERS ONLY	RRW***	33
Retirement	RTM	40
Return From Leave	RFL	32
Return to School	RTS	40
Salary Increase	INC	25
Salary Reduction	RED	27
Seasonal Closure	SEA	22
Structure Change Increase	SCI	27
Suspend Pension Payments-ERS	SPP***	33
System Batch Chng-Dept/Company	MCD	30
Tardiness	TAR	40
Teacher Salary Adjustment	TCH	27
Temporary Closure	TMP	22
Transportation Problems	TRA	40
Unauthorized Leave Without Pay	UNA	24
Unsatisfactory Performance	UNS	41
Violation of Rules	VIO	41
Voluntary Demotion	VDM	21 31 42
Xfer Out to Different company	OUT	42

**PeopleSoft HCM System  
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**REASON CODE DESCRIPTIONS**

<u><b>DTA</b></u>	<u><b>DATA CHANGE</b></u>	<u><b>DATA CHG</b></u>
CBB	Correct Annual Benefit Base	Rt CorAnBenBR
	<p>An employee's <i>Annual Benefit Base Rate</i> must only be changed in accordance with the regulations of the Flexible Benefit Program. This action is used to ensure the correct deduction rates for benefit elections.</p>	
CER	Correct/Add Empl Review	CorEmpRevw
	<p>A Job Data transaction reflecting a Performance Based Salary Increase must include the performance evaluation summary rating in the appropriate field on the <i>Employee Review page</i>. If the summary rating was entered incorrectly, this <i>Action/Reason Code</i> is used to indicate a correction to the original transaction. A correction to a PBI row where a summary rating is missing can only be corrected by forwarding a request to the Agency Support Help Desk.</p>	
CFI	Change FICA Status	Chnge FICA
	<p>Indicates a change in the <i>FICA Status</i> of an employee in accordance with OASDI.</p>	
CJ1	Correct Job Data 1 Information	CorJobDta1
	<p>Used ONLY to correct a data entry error in the <i>Action/Reason</i> or <i>Position Number</i> fields of the <i>Job Data Work Location page</i>. When necessary to use this <i>Reason Code</i>, insert a transaction with the same <i>Effective Date</i> as the transaction that contained the data entry error.</p>	
CJ2	Correct Job Data 2	Information CorJobDta2
	<p>Used ONLY to correct a data entry error in the <i>FLSA Status</i>, <i>FICA Status</i>, or <i>Classified Indc</i> fields of the <i>Job Data/Job Information page</i>. When necessary to use this <i>Reason Code</i>, insert a transaction with the same <i>Effective Date</i> as the transaction that contained the data entry error. (See NOTE on CFL above.)</p>	
CSC	Correct Salary/Compensation Info	CorSalComp
	<p>Indicates the correction of an employee's <i>Salary Administration Plan</i>, <i>Grade</i>, <i>Step</i> or <i>Compensation Rate</i> on the <i>Job Data/Salary Plan</i> or <i>Compensation</i> pages. Although changes may also have been made to fields on other Job Data pages, this code reflects that the most significant change was to the previously indicated fields on <i>Job Data/Salary Plan</i> or <i>Compensation</i> pages.</p>	

**PeopleSoft HCM System  
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**REASON CODE DESCRIPTIONS**

CSD                      Change Service Date                      Change Ser

Indicates a change in the date on which an employee begin his/her current period of continuous state service in a position entitled to earn leave. The *Benefits Service Date* field on *Job Data/Employment Information* page is used to determine the correct annual leave accrual rate.

NRC                      Rehire Not Recommended                      Rehire Not

Indicates that reemployment is not recommended for a terminated employee.

PUR                      Purge                      Purge

Indicates that a company and an employee have entered into a termination settlement agreement and that the agreement included purging the personnel file of records or documents related to the reasons for the termination. Such notation is required by the provisions of *O.C.G.A. 45-1-5*.

RBB                      Refresh Annual Benefit Base Rt                      RefreshABB

DO NOT USE. Refresh Annual Benefit Base Rate is the mass change process for updating the annual compensation rate for the purposes of determining deduction rates for optional benefits. This process is system generated and there is no circumstance under which this *Reason Code* should be selected when entering individual transactions. Use CBB to effectuate a correction to the Annual Benefits Base Rate.

**DEM**                      **DEMOTION**                      **DEMOTION**

DDM                      Disciplinary Demotion                      Disc Dem

For disciplinary purposes an employee has been demoted to a different position in a job on a lower pay grade (ignore alphabetic sub-grades). The action may result in the reduction of the *Compensation Rate* as determined by the policy of the appointing authority. Prior determination is required to assure that the employee possesses the minimum qualifications for the job on the lower pay grade. (NOTE: A Classified employee will have a right to appeal the action to the State Personnel Board.)

**PeopleSoft HCM System  
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**REASON CODE DESCRIPTIONS**

IDM                      Involuntary Demotion                      Invol Dem

Indicates an employee has been demoted to a different position in a job on a lower pay grade (ignore alphabetic sub-grades) when such demotion is not at the request of the employee but is effectuated in order to meet the needs of the department. The action may result in the reduction of the *Compensation Rate* as determined by the policy of the appointing authority. Prior determination is required to assure that the employee possesses the minimum qualifications for the job on the lower pay grade. (NOTE: Applicable to a classified employee only when such employee has failed to satisfactorily complete a working test period or when in accordance with a reduction in force plan approved by the Commissioner of the State Personnel Administration).

VDM                      Voluntary Demotion                      Vol Dem

An employee may request to be demoted to a different position in a job on a lower pay grade (ignore alphabetic sub-grades). The action may result in the reduction of the *Compensation Rate* as determined by the policy of the appointing authority. Prior determination is required to assure that the employee possesses the minimum qualifications for the job on the lower pay grade.

**HIR                      HIRE                      HIRE**

APP                      Appointment                      Appointment

Records the date an individual begins employment. This *Reason Code* indicates long-term employment when using the *Hire* or *Add Employment Record* functionality.

ATL                      Appointment Time Limited                      Time Limit

Records the date an individual begins employment for a limited period of time. The duration of employment is subject to the policy of the employing company. This *Reason Code* is intended for short-term employment with individuals usually not eligible for benefits.

NSW                      Non-Statewide Trnsactn ERS ONLY                      NSWTrnsERS

DO NOT USE. For ERS use only.

**PeopleSoft HCM System  
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**REASON CODE DESCRIPTIONS**

PEN                      Conversion Pension ERS ONLY                      DNV-Pensio

DO NOT USE. For ERS use only.

**LOF**

**LAYOFF**

**LAYOFF**

FUR                      Furlough

Furlough

Indicates that an employee has been placed in temporary non-pay status for more than 15 consecutive days due to budget constraints. (NOTE: Classified employees may only be furloughed in accordance with a temporary reduction-in-force plan approved by the Commissioner of the State Personnel Board.)

SEA                      Seasonal

Seasonal

Indicates that an employee has been placed in non-pay status due to sufficient work being temporarily unavailable or not feasible, pursuant to a prior written employment agreement.

TMP                      Temporary Closure

Temp Close

Indicates that an employee has been placed in non-pay status because of a temporary closure when no options were available to continue the employee in pay status.

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**REASON CODE DESCRIPTIONS**

**LOA                      LEAVE OF ABSENCE                      LEAVE OF ABSENCE**

NOTE: This *Action Code* is only used to report absences in excess of 15 days. Absences of 15 days or less should be recorded in *Absence History* and appropriate salary docks must be reported to payroll for deductions from pay.

AUT                      Authorized Leave Without Pay                      AUT LOA

Indicates that an employee has been placed on an approved unpaid leave of absence. This *Reason* discontinues pay and should be used only if the absence is in excess of 15 calendar days. The period of authorized leave without pay must not exceed 12 months. Use of this code indicates an agreement to return an employee to duty. (NOTE: State policy limits a continuous unpaid leave of absence to a period of 24 consecutive months.)

CON                      Contingent Leave Without Pay                      CLWOP

Indicates that an employee has been placed on an approved unpaid leave of absence. This *Reason* discontinues pay and should be used only if the absence is in excess of 15 calendar days. Use of this code indicates that an employee has been notified that return to duty is dependent upon the availability of a suitable vacancy. (NOTE: State policy limits a continuous unpaid leave of absence to a period of 24 consecutive months.)

EDU                      Education                      Education

Indicates that an employee has been placed on an approved unpaid leave of absence for educational purposes in accordance with agency policy. This action discontinues pay and should be used only if the absence is in excess of 15 calendar days.

FML                      Family and Medical Leave Act                      FMLA

Indicates that an employee has been placed on unpaid leave of absence in accordance with the provision of the Federal Family and Medical Leave Act. This action discontinues pay and should be used only if the absence is in excess of 15 calendar days. (NOTE: Any period of Family Leave With Pay should be recorded in *Absence History*.)



# PeopleSoft HCM System Action/Reason Codes

## REASON CODE DESCRIPTIONS

EPI                      Equity Adjustment                      EQAdjust

Adjustments that may be applied where salaries of more recent hires or of lower rank (less education or experience) have risen close to the salary of employees of higher rank or longer tenure, for reasons that cannot be attributed to performance differences (Compression).

- Equity adjustments will be applied as a base salary increase.
- Employees who are at or over the pay grade maximum are not eligible to receive an equity adjustment.

FTI                      Full To-Target Increase                      FullTrgtIn

Indicates a change in *Compensation Rate* to increase an employee's compensation to the Target Hiring Rate for the pay grade to which the employee's position is allocated. This action normally results from legislative action, action of the State Personnel Board, or a decision by an appointing authority to increase the compensation of all incumbents of a Job Code or a group of Job Codes to the Target Hiring Rate.

GPI                      General Increase                      Gen Inc

Employees who meet performance standards and are hired after June 30, 2007 will receive a 3% increase. These employees will be recorded in the system as considered and agencies should maintain documentation that they are meeting performance expectations.

INC                      Salary Increase                      Increase

Indicates a permanent increase in *Compensation Rate* to an employee for reasons other than Criteria Based Increase or Performance Based Increase.

JBI                      Job Based Increase                      JobBsdIncr

Indicates an increase in *Compensation Rate* due to action by the General Assembly. When increases are legislatively authorized for specific Job Codes or groups of Job Codes, this *Reason Code* reflects the increase in the records of the incumbent employees.

**PeopleSoft HCM System  
Action/Reason Codes**

**REASON CODE DESCRIPTIONS**

MPI                      Market Adjustment    MKTAdjust

Market adjustments are salary increases used to more closely align employee salaries with the appropriate market rate.

- These adjustments will be applied as a base salary increase.
- Employees who are at or over the pay grade maximum are not eligible to receive a market adjustment.
- SPA will provide the 2007 State of Georgia Salary Report in July 2007. This report provides agencies with market data for many common and agency unique jobs.

NGI                      No General Increase    No Gen Inc

Employees who did not meet performance standards and are hired after June 30, 2007 will not receive a 3% increase. These employees will be recorded in the system as considered and agencies should maintain documentation.

NPI                      No Performance-Based Increase    NoPerfIncr

An appointing authority may decline to grant a Performance Based Salary Increase to an employee due to: the employee being ineligible due to length of service; the employee's performance rating being "Does Not Meet Expectations"; or, for other reason deemed appropriate by the appointing authority. This *Reason Code* indicates that no increase was awarded and should only be manually entered if necessary to correct a transaction entered by central processing or if appropriate when returning an employee to pay status who was on leave without pay as of October 1. If an increase was not granted as a result of a "Does Not Meet Expectations" evaluation, a *Summary Rating* must be entered on the *Employee Review* page.

NSW                      Non-Statewide Transaction ERS    ERS Only

DO NOT USE. For ERS use only.

## PeopleSoft HCM System Action/Reason Codes

### REASON CODE DESCRIPTIONS

PBI                      Performance Based Increase                      PBIncrease

Indicates a permanent increase in *Compensation Rate* based on performance which meets or exceeds minimum standards. Use of this *Action Reason* requires that a Summary Rating be entered on the *Employee Review* page.

REC                      Job Reclassification                      Job Reclass

A Job Code has been reassigned to a different pay grade. This *Reason Code* indicates that an employee in a position allocated to that Job Code has received a permanent increase in *Compensation Rate*.

RED                      Salary Reduction                      SalReduce

Indicates the reduction of an employee's *Compensation Rate* either for disciplinary reasons, for purposes of economy, or as agreed to on a voluntary basis. This *Reason Code* should NOT be used to "correct" an employee's *Compensation Rate*.

RES                      Restore Salary Reduction                      SalRestore

Indicates a restoration of all or part of the salary received prior to a salary reduction.

RTE                      Hourly Rate Change                      HourlyChg

Indicates a change in the *Compensation Rate* of an hourly employee.

SCI                      Structure Change Increase                      StructrChg

The minimum salary associated with a *Salary Plan* and/or *Salary Grade* may be increased by legislative or other regulatory action. This code indicates an increase in an employee's *Compensation Rate* to increase salary to the newly established minimum.

TCH                      Teacher Salary Adjustment                      Teacher

Indicates the adjustment of the *Compensation Rate* of an employee due to an upgraded teaching certificate or a change in qualifying years of experience.





**PeopleSoft HCM System  
Action/Reason Codes**

**REASON CODE DESCRIPTIONS**

JCG	Job Change	Job Change
Change the allocation of a vacant position to a different <i>Job Code</i> , OR change the allocation of an encumbered position to a different <i>Job Code</i> on the same numeric pay grade (ignore alphabetic sub-grades).		
MCD	System Batch Chng-Dept/Company	SystChgDpt
DO NOT USE. This <i>Reason Code</i> is used only by the Central Processing Agency for processing of mass changes.		
NEW	New Position	New Posn
Establish a new position. The <i>Position Number</i> will be assigned by the PeopleSoft System.		
PRO	Promotion	PromoSame
An employee's current position has been reallocated to a <i>Job Code</i> on a higher pay grade (ignore alphabetic sub-grades). Prior determination is required to assure that the employee possesses the minimum qualifications for the job on the higher pay grade. The action may result in an increase of the <i>Compensation Rate</i> as determined by the policy of the appointing authority. See NOTE at the beginning of this section. (NOTE: A Classified employee MUST receive an increase upon promotion unless the employee, in writing, agrees otherwise.)		
RED	Position Level Reduction	Pos Red
Due to organizational restructuring, change in company mission, or other management processes, the responsibilities assigned to a position have been reduced to the extent that a position should properly be reallocated to a job on a lower numeric pay grade (ignore alphabetic sub-grades).		
UPD	Position Data Update	Update
Update current position information such as <i>Position Status</i> , <i>Reports to Position</i> , <i>Pay Group</i> , <i>Employee Type</i> , <i>Location Code</i> , <i>County Code</i> , <i>Mail Drop ID</i> , <i>Drug Test Indicator</i> , <i>Position Status Indicator</i> , or <i>Classified Indc.</i>		

**PeopleSoft HCM System  
Action/Reason Codes**

**REASON CODE DESCRIPTIONS**

VDM	Voluntary Demotion	Vol Dem
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Due to an employee's request, the employee's current position has been reallocated to a *Job Code* on a lower pay grade (ignore alphabetic sub-grades). Prior determination is required to assure that the employee possesses the minimum qualifications for the job on the lower pay grade. The action may result in a decrease of the *Compensation Rate* as determined by the policy of the appointing authority. See NOTE at the beginning of this section.

<b><u>PRO</u></b>	<b><u>PROMOTION</u></b>	<b><u>PROMOTION</u></b>
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PRO	Promotion	Promotion
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Indicates that an employee was selected to fill a different position in a job on a higher pay grade (ignore alphabetic sub-grades). An employee must possess the minimum qualifications for the job to which promoted. The action may result in the increase of the *Compensation Rate* as determined by the policy of the appointing authority. (NOTE: A classified employee MUST receive an increase upon promotion unless the employee, in writing, agrees otherwise.)

<b><u>REC</u></b>	<b><u>RECALL FROM SUS?LAYOFF</u></b>	<b><u>RECALL</u></b>
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RCF	Recall from Furlough	Recall Fur
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Returning an employee who has been furloughed to pay status

RCL	Recall from Closure	Recall Cls
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Returning an employee who has been placed in non-pay status because of a temporary closure.

SUS	Recall from Suspension	Recall
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Returning an employee to duty following a period of suspension without pay

<b><u>REH</u></b>	<b><u>REHIRE</u></b>	<b><u>REHIRE</u></b>
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NSW	Non-Statewide Transaction ERS	ERS Only
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DO NOT USE. For ERS use only.

**PeopleSoft HCM System  
Action/Reason Codes**

**REASON CODE DESCRIPTIONS**

REH	Rehire	Rehire
<p>Re-employing a previous state employee following a break in service. This <i>Reason Code</i> may only be used when re-employing an individual on a previously existing <i>Employment Record Number</i>.</p>		
RTA	Repeal Inccorret Terminatn Actn	RepIncTerm
<p>An employee has been terminated in error. This <i>Rehire</i> transaction is entered to return the employee to <i>Active</i> status. The <i>Effective Date</i> will ALWAYS be the same as the date of termination. An additional transaction <i>Data Chg/CSD</i> will normally also be required to properly reset <i>Service Date</i>.</p>		
RTL	Rehire - Time Limited	Rehir Temp
<p>Re-employing, for a limited period of time as defined by company policy, a previous state employee following a break in service. This <i>Reason Code</i> may only be used when re-employing an individual on a previously existing <i>Employment Record Number</i>.</p>		
SPB	Rehire State Personnel Board	Rehire SPB
<p>Reinstating an employee, in the same company, when the State Personnel Board renders a decision in favor of the employee following appeal of a dismissal action. The employee will be reinstated to the former position and status with no break in service, unless otherwise specified by the Board. An additional transaction <i>Data Chg/CSD</i> will normally also be required to properly reset <i>Service Date</i>.</p>		
<p><b><u>RFL</u></b>                      <b><u>RETURN FROM LEAVE</u></b>                      <b><u>RETURN - LOA</u></b></p>		
RFL	Return From Leave	Retrn LV
<p>Returning an employee to pay status following a period of paid or unpaid leave.</p>		
<p><b><u>SUS</u></b>                      <b><u>SUSPENSION</u></b>                      <b><u>SUSPENSION</u></b></p>		
CCA	Pending Criminal Court Action	Crim Court
<p>Placing an employee in suspension without pay status while criminal court action is pending when such pending action may deter the employee's effectiveness in employment.</p>		



**PeopleSoft HCM System  
Action/Reason Codes**

**REASON CODE DESCRIPTIONS**

CER	Change Employment Record	ChgRec#
<p><i>Employment Record Number</i> is directly related to benefits eligibility status. When benefits eligibility changes, the employee must be terminated from the current <i>Employment Record Number</i> and "hired" (<i>Hire, Rehire, or Add Employment Record</i>) onto a different <i>Employment Record Number</i>. This code is ONLY used when there is NO break in service.</p>		
CHI	Child/House Care	Child/Hse
<p>An employee has voluntarily resigned for personal reasons in order to care for a dependent child or children or to provide necessary repairs/maintenance/security to a residence.</p>		
CON	Misconduct	Misconduct
<p>Due to misconduct on the job, or misconduct off the job which reflects discredit on the employer, an employee is being dismissed. Use this <i>Reason Code</i> when it is appropriate to be more specific than the generic code of DIS (Dismissal). (NOTE: A Classified employee will have a right to appeal the action to the State Personnel Board.)</p>		
DEA	Death	Death
<p>When an employee has died while in employment status (Active or Leave of Absence), this code is used to report the death and inactivate the employee's record. Use of this code will automatically enter the correct date in the <i>Date of Death</i> field on the <i>Personal Data 2</i> page.</p>		
DIS	Dismissal	Dismissal
<p>An employee is terminated for reasons directly related to inappropriate employee conduct and/or performance. This code is used to reflect a generic representation of any termination for such reasons. To more specifically record the type of inappropriate conduct or performance, refer to codes ATT, CON, DRG, INS, TAR, or UNS. (NOTE: A Classified employee will have a right to appeal the action to the State Personnel Board.)</p>		

**PeopleSoft HCM System  
Action/Reason Codes**

**REASON CODE DESCRIPTIONS**

DRG	Drug Testing	Drug Test
<p>An employee may be subject to drug testing by federal or state law or regulation, or by agency policy. An employee may also be directed to undergo drug testing when there exists reasonable suspicion that the employee is under the influence of drugs while on duty, or has illegally used drugs. This code is used to reflect the dismissal of an employee who, as a result of drug testing, was determined to have illegally used a drug(s) and was terminated from employment as a result of such determination. Use this <i>Reason Code</i> when it is appropriate to be more specific than the generic code of DIS (Dismissal). (NOTE: A Classified employee will have a right to appeal the action to the State Personnel Board.)</p>		
EES	Dissatisfied w/Fellow Employee	Employees
<p>A voluntary resignation resulting from dissatisfaction with co-workers or an inability or unwillingness to conform to workgroup norms or expectations.</p>		
FAM	Family Reasons	Family Rsn
<p>A voluntary resignation resulting from a family necessity such as a need to provide care and/or support to parents, spouses, or children.</p>		
FOR	Forfeiture of Position	Forfeit
<p>A separation, considered to be a voluntary action on the part of an employee, for failure to maintain a required license or certification; or for engaging in improper political activity (as defined by federal or state law or company policy). (NOTE: A Classified employee will have a right to appeal the action to the State Personnel Board.)</p>		
HEA	Health Reasons	Health
<p>A voluntary resignation due to personal health reasons which results in an employee being unable or unwilling to continue employment in any capacity.</p>		
HRS	Dissatisfied with Hours	Hours
<p>A voluntary resignation due to dissatisfaction with scheduled hours (or shift) of the duty assignment which results in an employee being unable or unwilling to continue employment.</p>		

**PeopleSoft HCM System  
Action/Reason Codes**

**REASON CODE DESCRIPTIONS**

ILL	Illness in Family	Illness
<p>A voluntary resignation due to illness or disability in an employee's family which results in the employee being unable or unwilling to continue employment.</p>		
INS	Insubordination	Insubordin
<p>An employee is terminated for insubordination. Insubordination is generally considered to be willful refusal to obey a legitimate directive of a supervising authority, or failure to recognize or accept the authority of a superior. Use this <i>Reason Code</i> when it is appropriate to be more specific than the generic code of DIS (Dismissal). (NOTE: A Classified employee will have a right to appeal the action to the State Personnel Board.)</p>		
LOC	Dissatisfied with Location	Location
<p>A voluntary resignation due to dissatisfaction with the location of a duty assignment which results in an employee being unable or unwilling to continue employment.</p>		
LVE	Failure to Return from Leave	Leave
<p>Any employee who fails to return to duty at the expiration of a leave of absence (paid or unpaid) may be deemed to have voluntarily resigned from employment. (NOTE: A Classified employee will have a right to appeal the action to the State Personnel Board.)</p>		
MAR	Marriage	Marriage
<p>A voluntary resignation due to a recent marriage which results in an employee being unable or unwilling to continue employment.</p>		
MIS	Misstatement on Application	Misstatemt
<p>A separation, considered to be a voluntary action on the part of an employee, for making a false statement(s) of material fact on an application for employment or other required employability documentation.</p>		



**PeopleSoft HCM System  
Action/Reason Codes**

**REASON CODE DESCRIPTIONS**

POL	Dissatisfied w/Comp. Policies	Comp Policies
	A voluntary resignation due to dissatisfaction with a company policy, or policies, which results in an employee being unwilling to continue employment	
PPO	Pension Paid Out	Pen Pd Out
	DO NOT USE. For ERS use only	
PRE	Presumptive Resignation	Presume
	An employee who has been absent without approval for five (5) consecutive work days may be considered to have voluntarily resigned from employment. (NOTE: A Classified employee will have a right to appeal the action to the State Personnel Board.)	
PRM	Dissatisfied w/Promotion Opps	Promo Opps
	A voluntary resignation due to dissatisfaction with opportunities for promotion or career development which results in the employee being unwilling to continue employment.	
PSE	Private Sector Employment	PriSectEmp
	A voluntary resignation due to accepting employment in the private sector.	
PTD	Partial/Total Disability	Pt/Tot Dis
	DO NOT USE. For ERS use only	
REF	Refused Transfer	Refus Xfer
	A voluntary resignation due to an employee refusing or declining transfer to a different position or job location which results in the employee being unwilling or unable to continue employment.	

**PeopleSoft HCM System  
Action/Reason Codes**

**REASON CODE DESCRIPTIONS**

REL	Relocation	Relocation
	A voluntary resignation due to an employee refusing or declining transfer to a different geographic location which results in the employee being unwilling or unable to continue employment. (NOTE: A Classified employee may, under certain circumstances, have a right to appeal the action to the State Personnel Board.)	
RES	Resignation	Resignatn
	A voluntary separation due to an employee being unable or unwilling to continue employment. This code is used to reflect a generic representation of any termination for such reason. Other <i>Reason Codes</i> provide a means of documenting more specific reasons for the termination.	
RHA	Repeal Incorrect Hire Action	RepealHire
	This <i>Reason Code</i> is used to terminate any type of <i>Hire, Rehire, or Add Employment Record</i> transaction entered in error. The <i>Effective Date</i> must be the same as the effective date of the hire action. Examples include, but are not limited to: a <i>Hire</i> transaction entered for an employee that never reports to duty; a <i>Rehire</i> transaction that should have been an <i>Add Employment Record</i> ; or a <i>Hire</i> transaction on an incorrect Social Security Number.	
RIF	Reduction In Force	RIF
	The termination of a Classified employee as a result of a reduction-in-force plan properly approved by the Commissioner of the State Personnel Board. An Unclassified employee terminated as a result of budgetary constraint, company downsizing, or reorganization should be separated using the <i>Reason Code</i> Release (RLS). (NOTE: A Classified employee may, under certain conditions, have a right to appeal the action to the State Personnel Board.)	
RLS	Release	Release
	A separation considered to be due to no fault of the employee. This Reason Code should ONLY be used to terminate an Unclassified employee. Examples of such terminations include, but are not limited to: budgetary constraint or reduction, company downsizing, reorganization, or termination of program.	

# PeopleSoft HCM System Action/Reason Codes

## REASON CODE DESCRIPTIONS

RTM	Retirement	Retirement
<p>This Reason Code is used to terminate an employee who is retiring from state service. The code is normally used only when an employee will immediately begin receiving benefits from a state operated pension system.</p>		
RTS	Return to School	School
<p>A voluntary resignation due to enrolling in school which results in an employee being unwilling or unable to continue employment.</p>		
SUP	Dissatisfied with Supervision	Supervisn
<p>A voluntary resignation resulting from dissatisfaction with the form, manner, or amount of supervision received from management which results in an employee being unwilling to continue employment.</p>		
TAR	Tardiness	Tardiness
<p>An employee is being separated for frequent episodes of failure to report for duty at scheduled times and/or places. (NOTE: A Classified employee will have a right to appeal the action to the State Personnel Board.)</p>		
TMP	End Temporary Employment	EndTmpEmp
<p>A termination at the discretion of an employing company that occurs when the period of a time limited appointment has expired. The employee was hired on an emergency, temporary, or time limited basis and generally informed of the anticipated length of employment at the time the job offer was extended.</p>		
TRA	Transportation Problems	Transportn
<p>A voluntary resignation due to personal difficulties in securing or maintaining transportation to and from the job which results in the employee being unwilling or unable to continue employment.</p>		
TYP	Dissatisfied w/Type of Work	Work Type
<p>A voluntary resignation due to dissatisfaction with assigned duties and/or responsibilities which results in the employee being unwilling to continue employment.</p>		

**PeopleSoft HCM System  
Action/Reason Codes**

**REASON CODE DESCRIPTIONS**

UNS                      Unsatisfactory Performance                      Unsat Perf

An employee is terminated for inability or inefficiency in performing assigned duties and/or responsibilities. (NOTE: A Classified employee will have a right to appeal the action to the State Personnel Board.)

VIO                      Violation of Rules                      Violation

An employee is terminated for knowing and/or willful violation of company policy. (NOTE: A Classified employee will have a right to appeal the action to the State Personnel Board.)

WOR                      Dissatisfied w/Work Conditions                      Work Conds

A voluntary resignation due to dissatisfaction with working conditions which results in the employee being unwilling or unable to continue employment.

**XFR                      TRANSFER                      TRANSFER**

HIR                      Hire from NSW                      HireFrmNSW

Individuals whose *Employment Record Number* is 9 or less and whose Company is NSW have been included in the *PeopleSoft System* for pensions purposes only. When necessary to place such an individual in employment status, the *Transfer/Rehire* process must be used. This *Reason Code* is used in order to document the transaction as a true 'Hire'.

IN                      Lateral Xfer Frm Diffrent Cmpny                      LatXfrDfCo

An employee is transferring (no break in service) from one company to another company. The *Job Code* in the new company is on the same numeric pay grade (ignore alphabetic sub-grades) as the *Job Code* in the old company.

LAT                      Lateral Xfer Within Same Cmpny                      LatXfrSmCo

An employee is transferring to a different *Position Number* within the same company. The new *Position Number* must be assigned to the same *Job Code*, or to a different *Job Code* on the same numeric pay grade (ignore alphabetic sub-grades). For transactions in which the pay grade of the new *Job Code* is higher or lower, see the appropriate promotion or demotion *Reason Code*.

**PeopleSoft HCM System  
Action/Reason Codes**

**REASON CODE DESCRIPTIONS**

OUT            Xfer Out To Different Company            XfrOutDifC

An employee is resigning from the current company and transferring (without a break in service) to a different company.

PRO            Promotion            Promotion

An employee is transferring (no break in service) from one company to another company. The *Job Code* in the new company is on a higher pay grade than the *Job Code* in the old company.

VDM            Voluntary Demotion            VIntryDemo

An employee is transferring (no break in service) from one company to another company. The *Job Code* in the new company is on a lower pay grade than the *Job Code* in the old company.

**PeopleSoft HCM System  
Action/Reason Codes**

**INACTIVE ACTIVE/REASON CODES**

**Data Change (DTA)**

CLF            Change FLSA Status            Chnge FLSA            **Inactive 03/01/2001**

Originally used to change FLSA status at the employee level (i.e., on Job Data). The State's business processes were changed to maintain FLSA Status at the position level. The change was effective March 1, 2001.

CNV            Conversion                            Conversion            **Inactive 01/01/2001**

This Action/Reason was used to indicate and document transactions created by the system programs which converted employee records from the Georgia Employment Management Systems (GEMS) to the PeopleSoft System.

CSH            Change Standard Hours            CSH                    **Inactive 01/09/2001**

This Action/Reason was used to indicate a change in standard hours. The code was moved to the action type **PAY** to more accurately reflect that the compensation of the affected employee was changed.

TXL            Change Tax Location            Tax Location            **Inactive 10/01/2000**

*PeopleSoft* as delivered contained a field in the Job Data Page Series titled Tax Location. After implementation, the Phoenix Steering Committee determined that this field would not be used and the field was deleted from the page. This Reason was originally used to change the value of the field.

**Hire (HIR)**

CNV            Conversion                            Conversion            **Inactive 11/01/1999**

This Action/Reason was used to indicate and document transactions created by system programs which converted employee records from the Georgia Employment Management Systems (GEMS) to the PeopleSoft System.

**PeopleSoft HCM System  
Action/Reason Codes**

**INACTIVE ACTION/REASON CODES**

**Leave of Absence (LOA)**

CNV                      Conversion                                      Conversion                                      **Inactive 11/01/1999**

This Action/Reason was used to indicate and document transactions created by system programs which converted employee records from the Georgia Employment Management Systems (GEMS) to the PeopleSoft System.

**Pay Rate Change (PAY)**

BPI                      SP Board Legislated Increase      SPBInreas                                      **Inactive 10/01/2001**

This Action/Reason was used effective October 1, 2000, to indicate an increase in *Compensation Rate* granted to an employee whose compensation, prior to the increase, was near, at or above the maximum of the pay grade to which the employee's position was allocated. Use of this *Reason Code* was specifically authorized by State Personnel Board policy which was reflective of action taken by the General Assembly.

PTI                      Partial To-Target Increase      PartTrgInc                                      **Inactive 10/01/2001**

Indicated a change in *Compensation Rate* to increase an employee's compensation, effective October 1, 2000, closer to but less than the Target Hiring Rate for the pay grade to which the employee's position was allocated. This action resulted from legislative action and action by the State Personnel Board.

**Position Change (POS)**

CNV                      Conversion                                      Conversion                                      **Inactive 01/01/2001**

This Action/Reason was used to indicate and document transactions created by the system programs which converted records from the Georgia Employment Management Systems (GEMS) to the PeopleSoft system.

**Termination (TER)**

CNV                      Conversion                                      Conversion

This Action/Reason was used to indicate and document transactions created by the system programs which converted employee records from the Georgia Employment Management Systems (GEMS) to the PeopleSoft System.

**PeopleSoft HCM System  
Action/Reason Codes**

**INACTIVE ACTION/REASON CODES**

NRC

Rehire Not Recommended

NRC

**XFR (Transfer)**

This Action/Reason was used to indicate and document transactions created by the system programs which converted records from the Georgia Employment Management Systems (GEMS) to the PeopleSoft system.