PeopleSoft HCM System Action/Reason Codes
Effective November 4, 2019

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 supersede 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:

3 Character Description	Long Description	Short Description
PAY	**Pay Rate Change**	**Pay Rt Chg**

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:

3 Character Description	Long Description	Short Description
ACT	Acting Pay Supplement	Acting Pay

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ACTIONS

Three Character Description	Long Description	Short Description
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
DTA	Data Change	Data Chg
DEM	Demotion	Demotion
JED*	Earnings Distribution Change	Erns Distn
FSC*	Family Status Change	Family Chg
HIR	Hire	Hire
JRC*	Job Reclassification	Job Reclas
LOF	Layoff	Layoff
LOA	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
PAY	Pay Rate Change	Pay Rt Chg
POS	Position Change	Posn Chg

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| PRB* | Probation | Probation |
| **PRO** | Promotion | Promotion |

ACTIONS

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

			Page
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

LTD

NOT USED*

LTO

NOT USED*

PLA

Not USED*

PAY   (Pay Rate Change)

REASON CODE TABLE

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.

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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
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

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

REASON CODE TABLE

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NSW***   Non-Statewde Trnsactn ERS ONLY   NSWTrnsERS   31

REASON CODE TABLE

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REH	Rehire	Rehire	32
RTA	Repeal Incorrct Terminatn Actn	RepIncTerm	32
RTL	Rehire – Time Limited	Rehir Temp	32
SPB	Rehire State Personnel Board	Rehire SPB	32

RWP
NOT USED***

RET

NOT USED***

RFD

NOT USED*

RFL   (Return from Leave)

RFL	Return From Leave	Retrn Lv	32

STD

NOT USED*

STO

NOT USED

SUS   (Suspension)

CCA	Pending Criminal Court Action	Crim Court	32
DAC	Disciplinary Action	Discipline	33

REASON CODE TABLE

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Page

RRW***	Retiree Retrn to Work ERS ONLY	RetRtToWrk	33
SPP***	Suspend Pension Payments-ERS	SusPnPyERS	33

TWB

NOT USED

TWP

NOT USED*

TER (**Termination**)

ATT	Attendance	ZAttendance	33
CER	Change Employment Record	ChgRec#	34
CHI	Child/House Care	ZChild/Hse	34
CON	Misconduct	Misconduct	34
DEA	Death	Death	34
DIS	Dismissal	Dismissal	34
DRG	Drug Testing	Drug Test	35
EES	Dissatisfied w/Fellow Employee	ZEmployees	35
FAM	Family Reasons	ZZFamily Rsn	35
FOR	Forfeiture of Position	Forfeit	35
HEA	Health Reasons	Health	35
HRS	Dissatisfied with Hours	ZHours	35
ILL	Illness in Family	ZIllness	36
INS	Insubordination	ZInsubordin	36
LOC	Dissatisfied with Location	ZLocation	36
LVE	Failure to Return from Leave	Leave	36

REASON CODE TABLE

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MAR	Marriage	ZMarriage	36
MIS	Misstatement on Application	ZMisstatemt	36
MUT	Mutual Consent	Mut Consnt	37
NPR	No Position Return from Leave	Con Leave	37
NSW***	Non-Statewde Trnsactn ERS ONLY	ZNSWTrnsERS	37
PAY	Dissatisfied with Pay	Pay	37
PEN**	Conversion Pension	CNV Pensio	37
PER	Personal Reasons	Personal	37
PLE	Paid Leave Exhausted	ZLv Exhaust	37
POL	Dissatisfied w/Comp. Policies	ZComp Polic	38
PPO***	Pension Paid Out	ZPen 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	ZRelocation	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	ZSchool	40
SUP	Dissatisfied with Supervision	ZSupervisn	40
TAR	Tardiness	ZTardiness	40

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XFR   (Transfer)

*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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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 Incorrct Terminatn Actn	RTA	32
Repeal Incorrect Hire Action	RHA	39
Resignation	RES	39
Restore Salary Reduction	RES	27
Retiree Retrn to Work ERS ONLY	RRW***	33
Retirement	RTM	40
Return From Leave	RFL	32
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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

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REASON CODE DESCRIPTIONS

DTA	**DATA CHANGE**	**DATA CHG**

CBB Correct Annual Benefit Base Rt CorAnBenBR

An employee's *Annual Benefit Base Rat*e 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.

CER Correct/Add Empl Review CorEmpRevw

A Job Data transaction reflecting a Performance Based Salary Increase must include the performance evaluation summary rating in the appropriate field on the *Employee Review page*. If the summary rating was entered incorrectly, this *Action/Reason Code* 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.

CFI Change FICA Status Chnge FICA

Indicates a change in the *FICA Status* of an employee in accordance with OASDI.

CJ1 Correct Job Data 1 Information CorJobDta1

Used ONLY to correct a data entry error in the *Action/Reason* or *Position Number* fields of the *Job Data Work Location page*. When necessary to use this *Reason Code*, insert a transaction with the same *Effective Date* as the transaction that contained the data entry error.

CJ2 Correct Job Data 2 Information CorJobDta2

Used ONLY to correct a data entry error in the *FLSA Status, FICA Status,* or *Classified Indc* fields of the *Job Data/Job Information* page. When necessary to use this *Reason Code*, insert a transaction with the same *Effective Date* as the transaction that contained the data entry error. (See NOTE on CFL above.)

CSC Correct Salary/Compensation Info CorSalComp

Indicates the correction of an employee's *Salary Administration Plan*, *Grade*, *Step* or *Compensation Rate* on the *Job Data/Salary Plan* or *Compensation* pages. Although changes may also have been made to fields on other Job Data pages,

REASON CODE DESCRIPTIONS

this code reflects that the most significant change was to the previously indicated fields on *Job Data/Salary Plan* or *Compensation* pages.

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.)

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.

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.

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

REASON CODE DESCRIPTIONS

calendar days. (NOTE: Any period of Family Leave With Pay should be recorded in *Absence History.*)

MIL	Military Service	Military

Indicates that an employee has been placed on an unpaid leave of absence while engaged in the performance of ordered military duty, and while going to and returning from such duty. This action discontinues pay and should be used only if the absence is in excess of 15 calendar days. (NOTE: Any period of Military Leave With Pay should be recorded in *Absence History.*)

UNA	Unauthorized Leave Without Pay	UNA Leave

DO NOT USE. Prior to 7/1/00 this code was used to indicate an unpaid absence of up to 30 calendar days.

PAY	**PAY RATE CHANGE**	**PAY RT CHG**

ACT	Acting Pay Supplement	Acting Pay

Indicates the activation of an *Additional Pay* component on the *Additional Pay 1* panel to compensate an employee for the performance of temporary additional or replacement duties under the provisions of "Addenda to the Compensation Plan 1.1". This *Reason Code* creates an HR record only. DO NOT ADJUST EMPLOYEE'S *COMPENSATION RATE* ON THE *JOB DATA/COMPENSATION PAGE.*

CBI	Criteria Based Salary Increase	CBIncrease

Indicates a permanent increase to *Compensation Rate* of an employee who meets established criteria in accordance with a plan developed by the appointing authority.

CSH	Change Standard Hours	ChgStdHrs

Indicates a change in an employee's standard work hours that does NOT affect Flexible Benefits eligibility. *Standard Hours* and *Compensation Rate* must be changed on the *Job Data/Job Information* page.

REASON CODE DESCRIPTIONS

END   End Acting Pay Supplement   End Acting

    Indicates the termination of *Additional Pay* to an employee as authorized for the performance of temporary additional or replacement duties under the provisions of "Addenda to the Compensation Plan 1.1". This *Reason Code* creates a HR record only. Payroll must be notified to discontinue *Additional Pay* component.

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.

REASON CODE DESCRIPTIONS

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.

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.

REASON CODE DESCRIPTIONS

NSW   Non-Statewide Transaction ERS   ERS Only

DO NOT USE. For ERS use only.

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

REASON CODE DESCRIPTIONS

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

POS	POSITION	CHANGE POSN CHG

IMPORTANT: This *Action Code* is used only in *Position Management*. *Posn Chg* should never be selected as an *Action* on the *Job Data Workforce 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

Reactivate a previously inactivated position when a company determines a need for its use. The *Status Field* on *Position Information/Description* page must be changed to ACTIVE.

CFL	Change FLSA Status	Chnge FLSA

Indicates a change in the *FLSA Status* of a position in accordance with the provisions of the federal Fair Labor Standards Act. (NOTE: Use of this *Reason Code* will change the FLSA status of ALL incumbents of the affected position.)

CP1	Correct Position Data 1 Inform	CorPosDta1

Correct a data entry error in the *Department*, *Job Code*, or *Reports to Posn* fields on the *Position Information/Description* page.

CP2	Correct Position Data 2 Inform	CorPosDta2

Correct a data entry error in the *Pay Group*, *Location*, *County Code*, *Mail Drop Id*, or *Drug Test Indicator* fields on the *Position Information/Description* page.

CP3	Correct Position Data 3 Inform	CorPosDta3

REASON CODE DESCRIPTIONS

Correct a data entry error in the *Max Head Count*, *FTE*, *Adds to FTE Actual Count?*, *Classified Indicator*, *SCOA Type*, or *Full/Part Time* fields on the *Position Information/Description* page.

DDM   Disciplinary Demotion   Disc Dem

As a result of a disciplinary action, an 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. (NOTE: A Classified employee will have a right to appeal the action to the State Personnel Board.)

DNC   Department Number Change   Dept#Chng

Change a position to a different *Department* identifier.

GJC   Grade or Job Code Change   Job Cd Chg

Used to reflect a change to the numeric pay grade or job code applicable to all incumbents of a *Job Code*. THIS CODE IS NOT USED TO REALLOCATE A SINGLE POSITION TO A DIFFERENT *JOB CODE*. If the job minimum is changing as a result of the pay grade or job code change, the salary of any employee whose current salary is less that the new minimum must be increased to at least the new minimum.

IDM   Involuntary Demotion   Invol Dem

An 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. (NOTE: This *Reason Code* must only be used for a Classified being demoted as a result of failure to complete a working test period or as a result of a properly approved reduction-in-force.)

INA   Position Inactivated   Inactivate

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Deactivate an active position when the position is no longer needed by the company. The *Status Field* on the *Position Information/Description* page must be changed to INACTIVE.

JCG   Job Change   Job Change

Change the allocation of a vacant position to a different *Job Code*, OR change the allocation of an encumbered position to a different *Job Code* on the same numeric pay grade (ignore alphabetic sub-grades).

MCD   System Batch Chng-Dept/Company   SystChgDpt

DO NOT USE. This *Reason Code* is used only by the Central Processing Agency for processing of mass changes.

NEW   New Position   New Posn

Establish a new position. The *Position Number* will be assigned by the PeopleSoft System.

PRO   Promotion   PromoSame

An employee's current position has been reallocated to a *Job Code* 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 *Compensation Rate* 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 *Position Status*, *Reports to Position*, *Pay Group*, *Employee Type*, *Location Code*, *County Code*, *Mail Drop ID*, *Drug Test Indicator*, *Position Status Indicator*, or *Classified Indc*.

REASON CODE DESCRIPTIONS

VDM   Voluntary Demotion   Vol Dem

Due to an employee's request, the employee's <u>current </u>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.

<u>PRO</u>   <u>PROMOTION</u>   <u>PROMOTION</u>

PRO   Promotion   Promotion

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.)

<u>REC</u>   <u>RECALL FROM SUS?LAYOFF RECALL</u>

RCF   Recall from Furlough   Recall Fur

Returning an employee who has been furloughed to pay status

RCL   Recall from Closure   Recall Cls

Returning an employee who has been placed in non-pay status because of a
temporary closure.

SUS   Recall from Suspension   Recall

Returning an employee to duty following a period of suspension without pay

<u>REH</u>   <u>REHIRE</u>   <u>REHIRE</u>

NSW   Non-Statewide Transaction ERS   ERS Only

DO NOT USE. For ERS use only.

REASON CODE DESCRIPTIONS

REH   Rehire   Rehire

Re-employing a previous state employee following a break in service. This *Reason Code* may only be used when re-employing an individual on a previously existing *Employment Record Number.*

RTA   Repeal Incorrct Terminatn Actn   RepIncTerm

An employee has been terminated in error. This *Rehire* transaction is entered to return the employee to *Active* status. The *Effective Date* will ALWAYS be the same as the date of termination. An additional transaction *Data Chg/CSD* will normally also be required to properly reset *Service Date.*

RTL   Rehire - Time Limited   Rehir Temp

Re-employing, for a limited period of time as defined by company policy, a previous state employee following a break in service. This *Reason Code* may   only be used when re-employing an individual on a previously existing   *Employment Record Number*.

SPB   Rehire State Personnel Board   Rehire SPB

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 *Data Chg/CSD* will normally also be required to properly reset *Service Date*.

RFL   **RETURN FROM LEAVE**   **RETURN - LOA**

RFL   Return From Leave   Retrn LV

Returning an employee to pay status following a period of paid or unpaid leave.

SUS   **SUSPENSION**   **SUSPENSION**

CCA   Pending Criminal Court Action   Crim Court

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.

DAC   Disciplinary Action   Discipline

PeopleSoft HCM System
Action/Reason Codes

REASON CODE DESCRIPTIONS

Placing an employee in suspension without pay status as a disciplinary action.

DRG   Drug Conviction   Drug Sus

   Placing an employee in a suspension without pay status following a first
   conviction for a drug-related criminal offense. The suspension without pay must
   be for no less than two months. As a pre-condition for return to duty, the
   employee must satisfactorily complete a drug awareness and education course of
   instruction.

RRW   Retiree Retrn to Work ERS ONLY   RetRtToWrk

   DO NOT USE. For ERS use only.

SPP   Suspend Pension Payments-ERS   SusPnPyERS
   DO NOT USE. For ERS use only.

   A retired employee receiving pension payments from ERS may be employed no
   more than 1040 hours per calendar without affection such payments. If a retiree
   exceeds the 1040 hour limitation, pension payments will be suspended until the
   retiree is no longer employed or until the beginning of the next calendar year,
   whichever is earlier.

<u>TER</u>   <u>TERMINATION</u>

New Action/Action Reason Codes should not be added for Terminations without approval.
Obtain approval from the **Performance Management Program Manager.**

Two new Termination Types added to indicate if the Termination is Voluntary or Involuntary.
For those codes that are Voluntary, the drop-down list will only display the corresponding
Reason Codes. For those codes that are Involuntary, the drop-down list will only display the
corresponding Reason Codes. The description for some of the Termination Reason Codes
displays a "Z" at the beginning. This is to have the Reason Codes to show in the bottom of the
list.

REASON CODE DESCRIPTIONS

ATT   ZAttendance   Attendance   **Involuntary**

An employee is terminated for failure to comply with attendance policy. Examples include excessive absenteeism or failure to adhere to policy regarding notification of absence from duty. Use this *Reason Code* 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.)

CER   Change Employment Record   ChgRec#   **Voluntary**

Employment Record Number is directly related to benefits eligibility status. When benefits eligibility changes, the employee must be terminated from the current *Employment Record Number* and "hired" (*Hire*, *Rehire*, or *Add Employment Record*) onto a different *Employment Record Number*. This code is ONLY used when there is NO break in service.

REASON CODE DESCRIPTIONS

CAR   Career Change   (*New*)   Career Chg
      Voluntary

An employee has voluntarily resigned pursue job opportunities in other state
agencies or the private sector.

CHI   ZChild/House Care   Child/Hse   **Voluntary**

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.

CON   ZMisconduct   Misconduct   **Involuntary**

Due to misconduct on the job, or misconduct off the job which reflects discredit
on the employer, an employee is being dismissed. Use this *Reason Code* 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.)

DEA   Death   Death   **Involuntary**

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 *Date of
Death* field on the *Personal Data 2* page.

DIS   Dismissal Dismissal   **Involuntary**

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.)

REASON CODE DESCRIPTIONS

DRG   Drug Testing   Drug Test   **Involuntary**

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 *Reason Code* 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.)

EES   ZDissatisfied w/Fellow Employee   Employees   **Voluntary**

A voluntary resignation resulting from dissatisfaction with co-workers or an inability or unwillingness to conform to workgroup norms or expectations.

FAM   ZFamily Reasons Family   Rsn   **Voluntary**

A voluntary resignation resulting from a family necessity such as a need to provide care and/or support to parents, spouses, or children.

FRE End Foreign Employment AUS   End Frgn   **Voluntary**

A voluntary resignation resulting not related to active deployment.

FOR   Forfeiture of Position   Forfeit   **Voluntary**

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.)

REASON CODE DESCRIPTIONS

HEA   ZHealth Reasons   Health   **Voluntary**

A voluntary resignation due to personal health reasons which results in an employee being unable or unwilling to continue employment in any capacity.

HRS   ZDissatisfied with Hours   Hours   **Voluntary**

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.

ILL   ZIllness in Family   Illness   **Voluntary**

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.

ILO   Resignation in Lieu of Termination   LieuofTerm   **Voluntary**

This code is useful for those agencies that require in-depth background investigations on new hires or transfers. Use the code when an employee elects to resign while connected to/subject of an internal or external investigation, is undergoing progressive discipline, or the employee is connected to criminal conduct. This list of examples is not all inclusive.

INS   ZInsubordination   Insubordin   **Involuntary**

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 *Reason Code* 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.)

REASON CODE DESCRIPTIONS

JNM   Job Did Not Meet Expectations (*New*)   Not Meet   **Voluntary**

An employee leaves employment because the job is not what they expected.

REASON CODE DESCRIPTIONS

KLD Killed in Line of Duty   KilledDuty   **Involuntary**

Employee was killed while employed by the State of Georgia

LOC ZDissatisfied with Location   Location   **Voluntary**

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.

LVE Failure to Return from Leave   Leave   **Voluntary**

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.)

MAR ZMarriage   Marriage   **Involuntary**

A voluntary resignation due to a recent marriage which results in an employee
being unable or unwilling to continue employment.

MIS ZMisstatement on Application   Misstatemt   **Involuntary**

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.

MSL Move Between State and Local   STLOCMOVE **Voluntary**

Employee moves between a local government where the employee was eligible
for some State Benefits.

REASON CODE DESCRIPTIONS

MUT   Mutual Consent   Mut Consnt   **Voluntary**

A voluntary resignation which occurs as a result of recognition by, or an agreement between, an employee and an employer that discontinuing employment is in the best interests of both parties.

NPR   No Position Return From Leave   Con Leave   **Involuntary**

At the expiration of (or during) a period of contingent leave without pay, an employee desires to return to duty but the employer determines that an appropriate vacant position is not available. The action is considered to be a voluntary separation.

NSW   ZNon-Statewde Trnsactn ERS ONLY   NSWTrnsERS   **Voluntary**

DO NOT USE. For ERS use only.

OBS   Become Self-Employed   Business   **Voluntary**
Employee left employment to become self-employed.

PAY   Dissatisfied with Pay   Pay   **Voluntary**

A voluntary resignation due to dissatisfaction with current and/or potential compensation which results in an employee being unable or unwilling to continue employment.

PEN   Conversion   CNV Pensio   **Involuntary**
Pension DO NOT
USE. For ERS
use only.

PER   Personal Reasons   Personal   **Voluntary**

REASON CODE DESCRIPTIONS

A voluntary resignation due to personal reasons which results in an employee being unable or unwilling to continue employment.

PLE	Paid Leave Exhausted	Lv Exhaust	**Voluntary**

At the expiration of all available paid leave, an employee is unable or unwilling to return to duty and the employer determines that approval of an unpaid leave of absence is not appropriate or has not been requested by the employee. The action is considered to be a voluntary separation.

POL	Dissatisfied w/Comp. Policies	Comp Policies	**Voluntary**

A voluntary resignation due to dissatisfaction with a company policy, or policies, which results in an employee being unwilling to continue employment

PPO	ZPension Paid Out	Pen Pd Out	**Voluntary**

DO NOT USE. For ERS use only

PRE	Presumptive Resignation	Presume	**Voluntary**

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	**Voluntary**

A voluntary resignation due to dissatisfaction with opportunities for promotion or career development which results in the employee being unwilling to continue employment.

REASON CODE DESCRIPTIONS

PSE   Private Sector Employment   PriSectEmp   **Voluntary**

A voluntary resignation due to accepting employment in the private sector.

PTD   Partial/Total Disability   Pt/Tot Dis   **Voluntary**

DO NOT USE. For ERS use only

REF   Refused Transfer   Refus Xfer   **Voluntary**

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.

REL   Relocation   Relocation   **Voluntary**

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   **Voluntary**

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 *Reason Codes* provide a means of documenting more specific reasons for the termination.

RHA   Repeal Incorrect Hire Action   RepealHire   **Voluntary**

This *Reason Code* is used to terminate any type of *Hire*, *Rehire*, or *Add Employment Record* transaction entered in error. The *Effective Date* must be the same as the effective date of the hire action. Examples include, but are not limited to: a *Hire* transaction entered for an employee that never reports to duty; a *Rehire*

REASON CODE DESCRIPTIONS

transaction that should have been an *Add Employment Record*; or a *Hire* transaction on an incorrect Social Security Number.

RIF	Reduction In Force	RIF	**Involuntary**

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 *Reason Code* 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	**Involuntary**

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.

RTM	Retirement	Retirement	**Voluntary**

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.

RTS	Return to School	School	**Voluntary**

A voluntary resignation due to enrolling in school which results in an employee being unwilling or unable to continue employment.

SUP	ZDissatisfied with Supervision	Supervisn	**Voluntary**

REASON CODE DESCRIPTIONS

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.

REASON CODE DESCRIPTIONS

TAR   ZTardiness   Tardiness   **Involuntary**

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.)

TMP   End Temporary Employment   EndTmpEmp **Voluntary**

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.

TRA   ZTransportation Problems   Transportn   **Voluntary**

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.

TYP   ZDissatisfied w/Type of Work   Work Type   **Voluntary**

A voluntary resignation due to dissatisfaction with assigned duties and/or responsibilities which results in the employee being unwilling to continue employment.

UNS   Unsatisfactory Performance   Unsat Perf   **Involuntary**

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.)

PeopleSoft HCM System
Action/Reason Codes

REASON CODE DESCRIPTIONS

VIO   ZViolation of Rules   Violation   **Involuntary**

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   **Voluntary**

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 Diffrnt 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 subgrades). For transactions in which the pay grade of the new *Job Code* is higher or lower, see the appropriate promotion or demotion *Reason Code*.

OUT   Xfer Out To Different Company   XfrOutDifC

REASON CODE DESCRIPTIONS

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   VlntryDemo

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

<u>Data Change (DTA)</u>

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.

<u>Hire (HIR)</u>

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.

INACTIVE ACTION/REASON CODES

PeopleSoft HCM System
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 SPBIncreas   **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.

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.