

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

PREFACE

All *Job Data* and *Position Data* transactions entered in the Phoenix 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 Phoenix 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 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 1* panel. 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>
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 1* panel.

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.

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ACTIONS

Three Character Description	Long Description	Short Description
ADL*	Additional Job	Addl Job
ASC*	Assignment Completion	Assgn Comp
ASG*	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
PRB*	Probation	Probation
PRO	Promotion	Promotion

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ACTIONS

Three Character Description	Long Description	Short Description
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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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NOTE: See Page No. 99 for information regarding inactive Reason Codes.

ADL

NOT USED*

ASC

NOT USED*

ASG

NOT USED*

INT

NOT USED*

PRC

NOT USED*

DTA (Data Change)

CBB	Correct Annual Benefit Base Rt	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	Correct 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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DEM (Demotion)

DDM	Disciplinary Demotion	Disc Dem	20
IDM	Involuntary Demotion	Invol Dem	21
VDM	Voluntary Demotion	Vol Dem	21

JED
NOT USED*

FSC
NOT USED*

HIR (Hire)

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

JRC
NOT USED*

LOF (Layoff)

FUR	Furlough	Furlough	22
SEA	Seasonal	Seasonal	22
TMP	Temporary Closure	Temp Close	22

LOA (Leave of Absence)

AUT	Authorized Leave Without Pay	AUT LOA	23
CON	Contingent Leave Without Pay	CLWOP	23

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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
FTI	Full To-Target Increase	FullTrgtIn	25
INC	Salary Increase	Increase	25
JBI	Job Based Increase	JobBsdIncr	25
NPI	No Performance-Based Increase	NoPerfIncr	25
NSW***	Non-Statewide Transaction ERS	ERS Only	25
PBI	Performance Based Sal Increase	PBIncrease	26
REC	Job Reclassification	Job Reclas	26

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RED	Salary Reduction	Sal Reduce	26
RES	Restore Salary Reduction	SalRestore	26
RTE	Hourly Rate Change	Hourly Chg	26
SCI	Structure Change Increase	StructrChg	26
TCH	Teacher Salary Adjustment	Teacher	26

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 1* panel. 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	27
CFL	Change FLSA Status	ChangeFLSA	27
CP1	Correct Position Data 1 Inform	CorPosDta1	27
CP2	Correct Position Data 2 Inform	CorPosDta2	27
CP3	Correct Position Data 3 Inform	CorPosDta3	27
DDM	Disciplinary Demotion	Disc Dem	28
DNC	Department Number Change	Dept#Chng	38
GJC	Grade or Job Code Change	Job Cd Chg	38
IDM	Involuntary Demotion	Invol Dem	38
INA	Position Inactivated	Inactivate	38
JCG	Job Change	Job Change	29
MCD	System Batch Chng-Dept/Company	SystChgDpt	29

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NEW	New Position	New Posn	29
PRO	Promotion	PromoSame	29
RED	Position Level Reduction	Pos Red	29
UPD	Position Data Update	Update	29
VDM	Voluntary Demotion	Vol Dem	30

PRB
NOT USED*

PRO (Promotion)

PRO	Promotion	Promotion	30
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REC (Recall from Suspension/Layoff)

RCF	Recall from Furlough	Recall Fur	30
RCL	Recall from Closure	Recall Cls	30
SUS	Recall from Suspension	Recall	30

REH (Rehire)

NSW***	Non-Statewde Trnsactn ERS ONLY	NSWTrnsERS	30
REH	Rehire	Rehire	31
RTA	Repeal Inccorct Terminatn Actn	RepIncTerm	31
RTL	Rehire - Time Limited	Rehir Temp	31
SPB	Rehire State Personnel Board	Rehire SPB	31

RWP
NOT USED***

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RET
NOT USED***

RFD
NOT USED*

RFL (Return from Leave)

RFL	Return From Leave	Retrn Lv	31
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STD
NOT USED*

STO
NOT USED*

SUS (Suspension)

CCA	Pending Criminal Court Action	Crim Court	31
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DAC	Disciplinary Action	Discipline	32
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DRG	Drug Conviction	Drug Sus	32
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RRW***	Retiree Retrn to Work ERS ONLY	RetRtToWrk	32
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SPP***	Suspend Pension Payments-ERS	SusPnPyERS	32
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TWB
NOT USED*

TWP
NOT USED*

TER (Termination)

ATT	Attendance	Attendance	32
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CER	Change Employment Record	ChgRec#	33
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CHI	Child/House Care	Child/Hse	33
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CON	Misconduct	Misconduct	33
DEA	Death	Death	33
DIS	Dismissal	Dismissal	33
DRG	Drug Testing	Drug Test	34
EES	Dissatisfied w/Fellow Employee	Employees	34
FAM	Family Reasons	Family Rsn	34
FOR	Forfeiture of Position	Forfeit	34
HEA	Health Reasons	Health	34
HRS	Dissatisfied with Hours	Hours	34
ILL	Illness in Family	Illness	35
INS	Insubordination	Insubordin	35
LOC	Dissatisfied with Location	Location	35
LVE	Failure to Return from Leave	Leave	35
MAR	Marriage	Marriage	35
MIS	Misstatement on Application	Misstatemt	35
MUT	Mutual Consent	Mut Consnt	36
NPR	No Position Return From Leave	Con Leave	36
NSW***	Non-Statewde Trnsactn ERS ONLY	NSWTrnsERS	36
PAY	Dissatisfied with Pay	Pay	36
PEN**	Conversion Pension	CNV Pensio	36

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PER	Personal Reasons	Personal	36
PLE	Paid Leave Exhausted	Lv Exhaust	36
POL	Dissatisfied w/Comp. Policies	Comp Polic	37
PPO***	Pension Paid Out	Pen Pd Out	37
PRE	Presumptive Resignation	Presume	37
PRM	Dissatisfied w/Promotion Opps	Promo Opps	37
PSE	Private Sector Employment	PriSectEmp	37
PTD***	Partial/Total Disability	Pt/Tot Dis	37
REF	Refused Transfer	Refus Xfer	37
REL	Relocation	Relocation	38
RES	Resignation	Resignatn	38
RHA	Repeal Incorrect Hire Action	RepealHire	38
RIF	Reduction in Force	RIF	38
RLS	Release	Release	38
RTM	Retirement	Retirement	39
RTS	Return to School	School	39
SUP	Dissatisfied with Supervision	Supervisin	39
TAR	Tardiness	Tardiness	39
TMP	End Temporary Employment	End TmpEmp	39
TRA	Transportation Problems	Transportn	39
TYP	Dissatisfied w/Type of Work	Work Type	39

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UNS	Unsatisfactory Performance	Unsat Perf	40
VIO	Violation of Rules	Violation	40
WOR	Dissatisfied w/Work Conditions	Work Conds	40
<u>XFR (Transfer)</u>			
HIR	Hire from NSW	HireFrmNSW	40
IN	Lateral Xfer Frm Diffrent Cmpny	LatXfrDfCo	40
LAT	Lateral Xfer Within Same Cmpny	LatXfrSmCo	40
OUT	Xfer Out To Different Company	XfrOutDifC	41
PRO	Promotion	Promotion	41
VDM	Voluntary Demotion	VlntryDemo	41

*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 Phoenix Conversion Record

***DO NOT USE - For ERS use only

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Acting Pay Supplement	ACT	24
Activate Position	ACT	27
Appointment	APP	21
Appointment Time Limited	ATL	21
Attendance	ATT	32
Authorized Leave Without Pay	AUT	23
Change Employment Record	CER	33
Change FICA Status	CFI	19
Change FLSA Status	CFL	27
Change Standard Hours	CSH	24
Child/House Care	CHI	33
Contingent Leave Without Pay	CON	23
Conversion Pension	PEN	22 36
Correct/Add Empl Review	CER	19
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 Information	CP1	27
Correct Position Data 2 Information	CP2	27
Correct Position Data 3 Information	CP3	27

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Correct Salary/Compensation Info	CSC	19
Correct Service Date	CSD	20
Criteria Based Salary Increase	CBI	24
Death	DEA	33
Department Number Change	DNC	28
Disciplinary Action	DAC	32
Disciplinary Demotion	DDM	21 28
Dismissal	DIS	33
Dissatisfied w/Comp. Policies	POL	37
Dissatisfied w/Fellow Employee	EES	34
Dissatisfied w/Promotion Opps	PRM	37
Dissatisfied w/Type of Work	TYP	39
Dissatisfied w/Work Conditions	WOR	40
Dissatisfied with Hours	HRS	34
Dissatisfied with Location	LOC	35
Dissatisfied with Pay	PAY	36
Dissatisfied with Supervision	SUP	39
Drug Conviction	DRG	32
Drug Testing	DRG	34
Education	EDU	23

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End Acting Pay Supplement	END	24
End Temporary Employment	TMP	39
Failure to Return from Leave	LVE	35
Family and Medical Leave Act	FML	23
Family Reasons	FAM	34
Forfeiture of Position	FOR	34
Full to-Target Increase	FTI	25
Furlough	FUR	22
Grade or Job Code Change	GJC	28
Health Reasons	HEA	34
Hire from NSW	HIR	40
Hourly Rate Change	RTE	26
Illness in Family	ILL	35
Insubordination	INS	35
Involuntary Demotion	IDM	21 28
Job Based Increase	JBI	25
Job Change	JCG	29
Job Reclassification	REC	26
Lateral Xfer Frm Diffrent Cmpny	IN	40
Lateral Xfer Within Same Cmpny	LAT	40

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Marriage	MAR	35
Military Service	MIL	24
Misconduct	CON	33
Misstatement on Application	MIS	35
Mutual Consent	MUT	36
New Position	NEW	29
No Performance-Based Increase	NPI	25
No Position Return From Leave	NPR	36
Non-Statewide Trnsaction ERS ONLY	NSW	21 25 30 36
Paid Leave Exhausted	PLE	36
Partial/Total Disability	PTD	37
Pending Criminal Court Act	CCA	31
Pension Paid Out	PPO	37
Performance Based Sal Increase	PBI	26
Personal Reasons	PER	36
Position Inactivated	INA	28
Position Data Update	UPD	29
Position Level Reduction	RED	29
Presumptive Resignation	PRE	37

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Private Sector Employment	PSE	37
Promotion	PRO	29 30 41
Purge	PUR	20
Recall from Closure	RCL	30
Recall from Furlough	RCF	30
Recall from Suspension	SUS	30
Reduction in Force	RIF	38
Refresh Annual Benefit Base Rt	RBB	20
Refused Transfer	REF	37
Rehire	REH	31
Rehire Not Recommended	NRC	20
Rehire State Personnel Board	SPB	31
Rehire Time Limited	RTL	31
Release	RLS	38
Relocation	REL	38
Repeal Incorrect Hire Action	RHA	38
Repeal Inccrrct Terminatn Actn	RTA	31
Resignation	RES	38
Restore Salary Reduction	RES	26
Retiree Teturn to Work ERS ONLY	RRW	32

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Retirement	RTM	39
Return From Leave	RFL	31
Return to School	RTS	39
Salary Increase	INC	25
Salary Reduction	RED	26
Seasonal	SEA	22
Suspend Pension Payments-ERS	SPP	32
Structure Change Increase	SCI	26
System Batch Chng-Dept/Company	MCD	29
Tardiness	TAR	39
Teacher Salary Adjustment	TCH	26
Temporary Closure	TMP	22
Transportation Problems	TRA	39
Unauthorized Leave Without Pay	UNA	24
Unsatisfactory Performance	UNS	40
Violation of Rules	VIO	40
Voluntary Demotion	VDM	21 30 41
Xfer Out To Different Company	OUT	41

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REASON CODE DESCRIPTIONS

<u>DTA</u>	<u>DATA CHANGE</u>	<u>DATA CHG</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>Job Data 3 panel</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 1</i> panel. 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 2</i> panel. 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 3</i> panel. Although changes may also have been made to fields on other Job Data panels, this code reflects that the most significant change was to the previously indicated fields on <i>Job Data 3</i>.</p>		

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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 *Service Date* field on *Employment Data 1* 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.)

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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 Merit System.)

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.

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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 Georgia Merit System.)

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*.)

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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 JOB DATA 3.

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 *Job Data 3*.

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.

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FTI	Full To-Target Increase	FullTrgtIn
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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.

INC	Salary Increase	Increase
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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
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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.

NPI	No Performance-Based Increase	NoPerfIncr
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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 *Job Data 3* panel.

NSW	Non-Statewide Transaction ERS	ERS Only
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DO NOT USE. For ERS use only.

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

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 *Job Data 3* panel.

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.

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

REASON CODE DESCRIPTIONS

POS

POSITION CHANGE

POSN CHG

IMPORTANT: This *Action Code* is used only in *Manage Positions*. *Posn Chg* should never be selected as an *Action* on the *Job Data 1* panel. 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 Data 1* 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 Data 1* panel.

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 Data 2* panel.

CP3

Correct Position Data 3 Inform

CorPosDta3

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 Data 3* panel.

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

REASON CODE DESCRIPTIONS

DDM	Disciplinary Demotion	Disc Dem
	As a result of a disciplinary action, an employee's <u>current</u> position has been reallocated to a <i>Job Code</i> 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 <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 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 <i>Department</i> 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 <i>Job Code</i> . THIS CODE IS NOT USED TO REALLOCATE A SINGLE POSITION TO A DIFFERENT <i>JOB CODE</i>. 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 than the new minimum must be increased to at least the new minimum.	
IDM	Involuntary Demotion	Invol Dem
	An employee's <u>current</u> position has been reallocated to a <i>Job Code</i> 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 <i>Compensation Rate</i> as determined by the policy of the appointing authority. See NOTE at the beginning of this section. (NOTE: This <i>Reason Code</i> 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
	Deactivate an active position when the position is no longer needed by the company. The <i>Status Field</i> on <i>Position Data 1</i> must be changed to INACTIVE.	

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

REASON CODE DESCRIPTIONS

JCG	Job Change	Job Change
Change the allocation of a <u>vacant</u> position to a different <i>Job Code</i> , OR change the allocation of an <u>encumbered</u> 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 Phoenix System.		
PRO	Promotion	PromoSame
An employee's <u>current</u> 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, Reports to Position, Pay Group, Employee Type, Location Code, County Code, Mail Drop ID, Drug Test Indicator, Position Status Indicator, or Classified Indc.</i>		

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

REASON CODE DESCRIPTIONS

VDM Voluntary Demotion Vol Dem

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.

PRO PROMOTION PROMOTION

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 qualification 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.)

REC RECALL FROM SUS/LAYOFF RECALL

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 had 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

REH REHIRE REHIRE

NSW Non-Statewide Transaction ERS ERS Only

DO NOT USE. For ERS use only.

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

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 Incorrct 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>		
<u>RFL</u>	<u>RETURN FROM LEAVE</u>	<u>RETURN - LOA</u>
RFL	Return From Leave	Retrn LV
<p>Returning an employee to pay status following a period of paid or unpaid leave.</p>		
<u>SUS</u>	<u>SUSPENSION</u>	<u>SUSPENSION</u>
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>		

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

REASON CODE DESCRIPTIONS

DAC	Disciplinary Action	Discipline	
	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	RetRfToWrk	
	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>	<u>TERMINATN</u>
ATT	Attendance	Attendance	
	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 <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.)		

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

REASON CODE DESCRIPTIONS

CER Change Employment Record ChgRec#

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.

CHI Child/House Care Child/Hse

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 Misconduct Misconduct

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

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* panel.

DIS Dismissal Dismissal

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.)

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

REASON CODE DESCRIPTIONS

DRG	Drug Testing	Drug Test
	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.)	
EES	Dissatisfied w/Fellow Employee	Employees
	A voluntary resignation resulting from a dissatisfaction with co-workers or an inability or unwillingness to conform to workgroup norms or expectations.	
FAM	Family Reasons	Family Rsn
	A voluntary resignation resulting from a family necessity such as a need to provide care and/or support to parents, spouses, or children.	
FOR	Forfeiture of Position	Forfeit
	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.)	
HEA	Health Reasons	Health
	A voluntary resignation due to personal health reasons which results in an employee being unable or unwilling to continue employment in any capacity.	
HRS	Dissatisfied with Hours	Hours
	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.	

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

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	Misstatemnt
<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>		

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

REASON CODE DESCRIPTIONS

MUT	Mutual Consent	Mut Consnt
<p>A voluntary resignation which occurs as a result of a recognition by, or an agreement between, an employee and an employer that discontinuing employment is in the best interests of both parties.</p>		
NPR	No Position Return From Leave	Con Leave
<p>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.</p>		
NSW	Non-Statewde Trnsactn ERS ONLY	NSWTrnsERS
<p>DO NOT USE. For ERS use only.</p>		
PAY	Dissatisfied with Pay	Pay
<p>A voluntary resignation due to dissatisfaction with current and/or potential compensation which results in an employee being unable or unwilling to continue employment.</p>		
PEN	Conversion Pension	CNV Pensio
<p>DO NOT USE. For ERS use only.</p>		
PER	Personal Reasons	Personal
<p>A voluntary resignation due to personal reasons which results in an employee being unable or unwilling to continue employment.</p>		
PLE	Paid Leave Exhausted	Lv Exhaust
<p>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.</p>		

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

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.	

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

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

RHA Repeal Incorrect Hire Action RepealHire

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* transaction that should have been an *Add Employment Record*; or a *Hire* 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 Georgia Merit System. 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

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.

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

REASON CODE DESCRIPTIONS

RTM	Retirement	Retirement
	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
	A voluntary resignation due to enrolling in school which results in an employee being unwilling or unable to continue employment.	
SUP	Dissatisfied with Supervision	Supervisn
	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.	
TAR	Tardiness	Tardiness
	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
	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	Transportation Problems	Transportn
	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	Dissatisfied w/Type of Work	Work Type
	A voluntary resignation due to dissatisfaction with assigned duties and/or responsibilities which results in the employee being unwilling to continue employment.	

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

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.	
<u>XFR</u>	<u>TRANSFER</u>	<u>TRANSFER</u>
HIR	Hire from NSW	HireFrmNSW
	Individuals whose <i>Employment Record Number</i> is 9 or less and whose Company is NSW have been included in the <i>Phoenix System</i> for pensions purposes only. When necessary to place such an individual in employment status, the <i>Transfer/Rehire</i> process must be used. This <i>Reason Code</i> 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 <i>Job Code</i> in the new company is on the same numeric pay grade (ignore alphabetic sub-grades) as the <i>Job Code</i> in the old company.	
LAT	Lateral Xfer Within Same Cmpny	LatXfrSmCo
	An employee is transferring to a different <i>Position Number</i> within the same company. The new <i>Position Number</i> must be assigned to the same <i>Job Code</i> , or to a different <i>Job Code</i> on the same numeric pay grade (ignore alphabetic sub-grades). For transactions in which the pay grade of the new <i>Job Code</i> is higher or lower, see the appropriate promotion or demotion <i>Reason Code</i> .	

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

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 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.

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

INACTIVE ACTION/REASON CODES

Data Change (DTA)

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

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 01/01/01**

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 Phoenix 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 10/01/00**

PeopleSoft as delivered contained a field in the Job Data Panel 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 panel. This Reason was originally used to change the value of the field.

Hire (HIR)

CNV Conversion Conversion **Inactive 11/01/99**

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 Phoenix System.

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

INACTIVE ACTION/REASON CODES

Leave of Absence (LOA)

CNV Conversion Conversion **Inactive 11/01/99**

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 Phoenix System.

Pay Rate Change (PAY)

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

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 10/01/01**

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 employees position was allocated. This action resulted from legislative action and action by the State Personnel Board.

Position Change (POS)

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

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 Phoenix 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 Phoenix System.

**PHOENIX SYSTEM
ACTION/REASON CODES**

December 16, 2001

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 Phoenix system.