

**PHOENIX SYSTEM
ACTION/REASON CODES**

January 1, 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

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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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Page

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	20
CER	Correct/Add Empl Review	RatingCorEmpRevw	20
CFI	Change FICA Status	Chnge FICA	20
CFL	Change FLSA Status	Chnge FLSA	20
CJ1	Correct Job Data 1 Information	CorJobDta1	20
CJ2	Correct Job Data 2 Information	CorJobDta2	20
CNV**	Conversion	Conversion	21
CSC	Correct Salary/Compensation Info	CorSalComp	21
CSD	Correct Service Date	Change Ser	21
NRC	Rehire Not Recommended	Rehire Not	21
PUR	Purge	Purge	22
RBB	Refresh Annual Benefit Base Rt	RefreshABB	21

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DEM (Demotion)

DDM	Disciplinary Demotion	Disc Dem	22
IDM	Involuntary Demotion	Invol Dem	22
VDM	Voluntary Demotion	Vol Dem	22

JED
NOT USED*

FSC
NOT USED*

HIR (Hire)

APP	Appointment	Appt	22
ATL	Appointment Time Limited	Time Limit	23
CNV**	Conversion	Conversion	23
NSW***	Non-Statewide Trnsactn ERS ONLY	NSWTrnsERS	23
PEN***	Conversion Pension	DNV-Pensio	23

JRC
NOT USED*

LOF (Layoff)

FUR	Furlough	Furlough	23
SEA	Seasonal	Seasonal	23
TMP	Temporary Closure	Temp Close	24

LOA (Leave of Absence)

AUT	Authorized Leave Without Pay	AUT LOA	24
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CNV**	Conversion	CNV	24
CON	Contingent Leave Without Pay	CLWOP	24
EDU	Education	Education	25
FML	Family and Medical Leave Act	FMLA	25
MIL	Military Service	Military	25
UNA	Unauthorized Leave Without Pay	UNA LWOP	25

LTD
NOT USED*

LTO
NOT USED*

PLA
NOT USED*

PAY (Pay Rate Change)

ACT	Acting Pay Supplement	Acting Pay	25
BPI	SP Board Legislated Increase	SPBInceas	26
CBI	Criteria Based Salary Increase	CBIncrease	26
CSH	Change Standard Hours	ChgStdHrs	26
END	End Acting Pay Supplement	End Acting	26
FTI	Full To-Target Increase	FullTrgtIn	26
INC	Salary Increase	Increase	26
JBI	Job Based Increase	JobBsdIncr	27
NPI	No Performance-Based Increase	NoPerfIncr	27

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NSW***	Non-Statewide Transaction ERS	ERS Only	27
PBI	Performance Based Sal Increase	PBIncrease	27
PTI	Partial To-Target Increase	PartTrgInc	27
REC	Job Reclassification	Job Reclas	28
RED	Salary Reduction	Sal Reduce	28
RES	Restore Salary Reduction	SalRestore	28
RTE	Hourly Rate Change	Hourly Chg	28
TCH	Teacher Salary Adjustment	Teacher	28

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	28
CNV**	Conversion	Conversion	29
CP1	Correct Position Data 1 Inform	CorPosDta1	29
CP2	Correct Position Data 2 Inform	CorPosDta2	29
CP3	Correct Position Data 3 Inform	CorPosDta3	29
DDM	Disciplinary Demotion	Disc Dem	29
DNC	Department Number Change	Dept#Chng	29
GJC	Grade or Job Code Change	Job Cd Chg	30
IDM	Involuntary Demotion	Invol Dem	30

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INA	Position Inactivated	Inactivate	30
JCG	Job Change	Job Change	30
MCD	System Batch Chng-Dept/Company	SystChgDpt	30
NEW	New Position	New Posn	30
PRO	Promotion	PromoSame	31
RED	Position Level Reduction	Pos Red	31
UPD	Position Data Update	Update	31
VDM	Voluntary Demotion	Vol Dem	31

PRB
NOT USED*

PRO (Promotion)

PRO	Promotion	Promotion	32
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REC (Recall from Suspension/Layoff)

RCF	Recall from Furlough	Recall Fur	32
RCL	Recall from Closure	Recall Cls	32
SUS	Recall from Suspension	Recall	32

REH (Rehire)

NSW***	Non-Statewde Trnsactn ERS ONLY	NSWTrnsERS	32
REH	Rehire	Rehire	32
RTA	Repeal Incorrct Terminatn Actn	RepIncTerm	33
RTL	Rehire - Time Limited	Rehir Temp	33

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SPB	Rehire State Personnel Board	Rehire SPB	33
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RWP
NOT USED***

RET
NOT USED***

RFD
NOT USED*

RFL (Return from Leave)

RFL	Return From Leave	Retrn Lv	33
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STD
NOT USED*

STO
NOT USED*

SUS (Suspension)

CCA	Pending Criminal Court Action	Crim Court	33
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DAC	Disciplinary Action	Discipline	33
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DRG	Drug Conviction	Drug Sus	34
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SPP***	Suspend Pension Payments-ERS	SusPnPyERS	34
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TWB
NOT USED*

TWP
NOT USED*

TER (Termination)

ATT	Attendance	Attendance	34
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CER	Change Employment Record	ChgRec#	34
CHI	Child/House Care	Child/Hse	34
CNV**	Conversion	Conversion	35
CON	Misconduct	Misconduct	35
DEA	Death	Death	35
DIS	Dismissal	Dismissal	35
DRG	Drug Testing	Drug Test	36
EES	Dissatisfied w/Fellow Employee	Employees	36
FAM	Family Reasons	Family Rsn	36
FOR	Forfeiture of Position	Forfeit	36
HEA	Health Reasons	Health	36
HRS	Dissatisfied with Hours	Hours	36
ILL	Illness in Family	Illness	37
INS	Insubordination	Insubordin	37
LOC	Dissatisfied with Location	Location	37
LVE	Failure to Return from Leave	Leave	37
MAR	Marriage	Marriage	37
MIS	Misstatement on Application	Misstatemt	37
MUT	Mutual Consent	Mut Consnt	38
NPR	No Position Return From Leave	Con Leave	38

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NSW***	Non-Statewde Trnsactn ERS ONLY	NSWTrnsERS	38
PAY	Dissatisfied with Pay	Pay	38
PEN**	Conversion Pension	CNV Pensio	38
PER	Personal Reasons	Personal	38
PLE	Paid Leave Exhausted	Lv Exhaust	38
POL	Dissatisfied w/Comp. Policies	Comp Polic	39
PPO***	Pension Paid Out	Pen Pd Out	39
PRE	Presumptive Resignation	Presume	39
PRM	Dissatisfied w/Promotion Opps	Promo Opps	39
PSE	Private Sector Employment	PriSectEmp	39
PTD***	Partial/Total Disability	Pt/Tot Dis	39
REF	Refused Transfer	Refus Xfer	39
REL	Relocation	Relocation	40
RES	Resignation	Resignatn	40
RHA	Repeal Incorrect Hire Action	RepealHire	40
RIF	Reduction in Force	RIF	40
RLS	Release	Release	40
RTM	Retirement	Retirement	41
RTS	Return to School	School	41
SUP	Dissatisfied with Supervision	Supervisn	41
TAR	Tardiness	Tardiness	41

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TMP	End Temporary Employment	End TmpEmp	41
TRA	Transportation Problems	Transportn	41
TYP	Dissatisfied w/Type of Work	Work Type	41
UNS	Unsatisfactory Performance	Unsat Perf	42
VIO	Violation of Rules	Violation	42
WOR	Dissatisfied w/Work Conditions	Work Conds	42

XFR (Transfer)

CNV**	Transfer Conversion	XFR CNV	42
IN	Lateral Xfer Frm Diffrent Cmpny	LatXfrDfCo	42
LAT	Lateral Xfer Within Same Cmpny	LatXfrSmCo	42
OUT	Xfer Out To Different Company	XfrOutDifC	43

*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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Activate Position	ACT	28
Appointment	APP	22
Appointment Time Limited	ATL	23
Attendance	ATT	34
Authorized Leave Without Pay	AUT	24
Change Employment Record	CER	34
Change FICA Status	CFI	20
Change FLSA Status	CFL	20
Change Standard Hours	CSH	26
Child/House Care	CHI	34
Contingent Leave Without Pay	CON	24
Conversion	CNV	21 23 24 29 35
Conversion Pension	PEN	23 38
Correct/Add Empl Review	CER	20
Correct Annual Benefit Base Rate	CBB	20
Correct Job Data 1 Information	CJ1	20
Correct Job Data 2 Information	CJ2	20

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Correct Position Data 2 Information	CP2	29
Correct Position Data 3 Information	CP3	29
Correct Salary/Compensation Info	CSC	21
Correct Service Date	CSD	21
Criteria Based Salary Increase	CBI	26
Death	DEA	35
Department Number Change	DNC	29
Disciplinary Action	DAC	33
Disciplinary Demotion	DDM	22 29
Dismissal	DIS	35
Dissatisfied w/Comp. Policies	POL	39
Dissatisfied w/Fellow Employee	EES	36
Dissatisfied w/Promotion Opps	PRM	39
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Dissatisfied w/Work Conditions	WOR	42
Dissatisfied with Hours	HRS	36
Dissatisfied with Location	LOC	37
Dissatisfied with Pay	PAY	38

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Drug Testing	DRG	36
Education	EDU	25
End Acting Pay Supplement	END	26
End Temporary Employment	TMP	41
Failure to Return from Leave	LVE	37
Family and Medical Leave Act	FML	25
Family Reasons	FAM	36
Forfeiture of Position	FOR	36
Full to-Target Increase	FTI	26
Furlough	FUR	23
Grade or Job Code Change	GJC	30
Health Reasons	HEA	36
Hourly Rate Change	RTE	28
Illness in Family	ILL	37
Insubordination	INS	37
Involuntary Demotion	IDM	22 30
Job Based Increase	JBI	27
Job Change	JCG	30

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Lateral Xfer Within Same Cmpny	LAT	42
Marriage	MAR	37
Military Service	MIL	25
Misconduct	CON	35
Misstatement on Application	MIS	37
Mutual Consent	MUT	38
New Position	NEW	30
No Performance-Based Increase	NPI	27
No Position Return From Leave	NPR	38
Non-Statewide Trnsaction ERS ONLY	NSW	23 27 32 38
Paid Leave Exhausted	PLE	38
Partial to-Target Increase	PTI	27
Partial/Total Disability	PTD	39
Pending Criminal Court Act	CCA	33
Pension Paid Out	PPO	39
Performance Based Sal Increase	PBI	27

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Position Inactivated	INA	30
Position Data Update	UPD	31
Position Level Reduction	RED	31
Presumptive Resignation	PRE	39
Private Sector Employment	PSE	39
Promotion	PRO	31 32
Purge	PUR	21
Recall from Closure	RCL	32
Recall from Furlough	RCF	32
Recall from Suspension	SUS	32
Reduction in Force	RIF	40
Refresh Annual Benefit Base Rt	RBB	21
Refused Transfer	REF	39
Rehire	REH	32
Rehire Not Recommended	NRC	21
Rehire State Personnel Board	SPB	33
Rehire Time Limited	RTL	33
Release	RLS	40
Relocation	REL	40

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Long Description	Three Character Description	Page Number
Repeal Incorrect Hire Action	RHA	40
Repeal Inccorrt Terminatn Actn	RTA	33
Resignation	RES	40
Restore Salary Reduction	RES	28
Retirement	RTM	41
Return From Leave	RFL	33
Return to School	RTS	41
Salary Increase	INC	26
Salary Reduction	RED	28
Seasonal	SEA	23
SP Board Legislated increase	BPI	26
Suspend Pension Payments-ERS	SPP	34
System Batch Chng-Dept/Company	MCD	30
Tardiness	TAR	41
Teacher Salary Adjustment	TCH	28
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Unsatisfactory Performance	UNS	42

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Voluntary Demotion	VDM	22 31
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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>		
CFL	Change FLSA Status	Chnge FLSA
<p>Indicates a change in the <i>FLSA Status</i> of an employee in accordance with the provisions of the federal Fair Labor Standards Act. (NOTE: This <i>Action/Reason Code</i> will not be available once the <i>FLSA Status</i> field is moved from Job Data to Position Data.)</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>		

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CNV Conversion Conversion

DO NOT USE. This code 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. There is no circumstance under which this *Reason Code* should be selected when entering individual transactions.

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 3* 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 *Job Data 3*.

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 rehire 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.

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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.)

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.

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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.

CNV Conversion Conversion

DO NOT USE. 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. There is no circumstance under which this *Reason Code* should be selected when entering individual transactions.

NSW Non-Statewide Trnsactn ERS ONLY NSWTrnsERS

DO NOT USE. For ERS use only.

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.

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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.

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.)

CNV Conversion Conversion

DO NOT USE. 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. There is no circumstance under which this *Reason* code should be selected when entering individual transactions.

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.)

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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*.)

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.

**PHOENIX SYSTEM
ACTION/REASON CODES**

January 1, 2001

REASON CODE DESCRIPTIONS

BPI SP Board Legislated Increase SPBInceas

Indicates 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 employees position is allocated. This *Reason Code* may only be used when specifically authorized by State Personnel Board policy which generally is reflective of action taken by the General Assembly.

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.

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.

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.

**PHOENIX SYSTEM
ACTION/REASON CODES**

January 1, 2001

REASON CODE DESCRIPTIONS

JB1 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.

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 *Job Data 3* panel.

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 *Job Data 3* panel.

PTI Partial To-Target Increase PartTrgInc

Indicates a change in *Compensation Rate* to increase an employee's compensation closer to but less than the Target Hiring Rate for the pay grade to which the employees 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 closer to the Target Hiring Rate.

**PHOENIX SYSTEM
ACTION/REASON CODES**

January 1, 2001

REASON CODE DESCRIPTIONS

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.

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.

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.

**PHOENIX SYSTEM
ACTION/REASON CODES**

January 1, 2001

REASON CODE DESCRIPTIONS

CNV	Conversion	Conversion
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DO NOT USE. This code 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. There is no circumstance under which this *Reason Code* should be selected when entering individual transactions.

CP1	Correct Position Data 1 Inform	CorPosDta1
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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
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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.

DDM	Disciplinary Demotion	Disc Dem
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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
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Change a position to a different *Department* identifier.

**PHOENIX SYSTEM
ACTION/REASON CODES**

January 1, 2001

REASON CODE DESCRIPTIONS

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 than 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

Deactivate an active position when the position is no longer needed by the company. The *Status Field* on *Position Data 1* 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 Phoenix System.

**PHOENIX SYSTEM
ACTION/REASON CODES**

January 1, 2001

REASON CODE DESCRIPTIONS

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.*

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.

**PHOENIX SYSTEM
ACTION/REASON CODES**

January 1, 2001

REASON CODE DESCRIPTIONS

<u>PRO</u>	<u>PROMOTION</u>	<u>PROMOTION</u>
PRO	Promotion	Promotion
<p>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 <i>Compensation Rate</i> 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.)</p>		
<u>REC</u>	<u>RECALL FROM SUS/LAYOFF</u>	<u>RECALL</u>
RCF	Recall from Furlough	Recall Fur
<p>Returning an employee who has been furloughed to pay status.</p>		
RCL	Recall from Closure	Recall Cls
<p>Returning an employee who had been placed in non-pay status because of a temporary closure.</p>		
SUS	Recall from Suspension	Recall
<p>Returning an employee to duty following a period of suspension without pay</p>		
<u>REH</u>	<u>REHIRE</u>	<u>REHIRE</u>
NSW	Non-Statewide Transaction ERS	ERS Only
<p>DO NOT USE. For ERS use only.</p>		
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>		

**PHOENIX SYSTEM
ACTION/REASON CODES**

January 1, 2001

REASON CODE DESCRIPTIONS

RTA Repeal Inccrrct 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

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

**PHOENIX SYSTEM
ACTION/REASON CODES**

January 1, 2001

REASON CODE DESCRIPTIONS

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.

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.

TER TERMINATION TERMINATN

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 *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#

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.

**PHOENIX SYSTEM
ACTION/REASON CODES**

January 1, 2001

REASON CODE DESCRIPTIONS

CNV

Conversion

Conversion

DO NOT USE. This code 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. There is no circumstance under which this *Reason Code* should be selected when entering individual transactions.

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**

January 1, 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**

January 1, 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**

January 1, 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**

January 1, 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**

January 1, 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**

January 1, 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	Supervision
	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**

January 1, 2001

REASON CODE DESCRIPTIONS

UNS	Unsatisfactory Performance	Unsat Perf
<p>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.)</p>		
VIO	Violation of Rules	Violation
<p>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.)</p>		
WOR	Dissatisfied w/Work Conditions	Work Conds
<p>A voluntary resignation due to dissatisfaction with working conditions which results in the employee being unwilling or unable to continue employment.</p>		
<u>XFR</u>	<u>TRANSFER</u>	<u>TRANSFER</u>
CNV	Conversion	XFR CNV
<p>DO NOT USE. This code 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. There is no circumstance under which this <i>Reason Code</i> should be selected when entering individual transactions.</p>		
IN	Lateral Xfer Frm Diffrent Cmpny	LatXfrDfCo
<p>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. 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>.</p>		
LAT	Lateral Xfer Within Same Cmpny	LatXfrSmCo
<p>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>.</p>		

**PHOENIX SYSTEM
ACTION/REASON CODES**

January 1, 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.