

Employee Services ACTION/REASON CODES



| HIRES | | | |
|-----------|--------|---------------------------------|---|
| ACTION | REASON | PEOPLESOFT DESCRIPTION | DESCRIPTION |
| HIR | ADV | New Hire with Advance Step | New Hire w/Advanced Step |
| HIR | EOA | Hire/Elected Official's Appt | For Elected Official's Appointment |
| HIR | LHD | Lateral Hire Deputy | Deputy Sheriff series-transfer from another law enforcement agency |
| HIR | LHS | Lateral Hire Deputy w/Adv Step | Deputy Sheriff series-transfer from another law enforcement agency w/Adv Step |
| HIR | NEW | New Hire | New employee |
| HIR | REI | Reinstatement | Result of arbitration |
| REHIRES | | | |
| ACTION | REASON | PEOPLESOFT DESCRIPTION | DESCRIPTION |
| REH | EOA | Rehire/Elected Official's Appt | Appointment to elected position |
| REH | LHD | Lateral Hire Deputy | Rehire Deputy series-transfer from another law enforcement agency |
| REH | LHS | Lateral Hire Deputy w/Adv Step | Rehire Deputy series-transfer from another law enforcement agency w/Adv Step |
| REH | RDV | Rehire with Advance Step | Rehire w/Adv Step |
| REH | REH | Rehire | Reemployment |
| REH | REI | Reinstatement (Arbitration) | Reinstatement (arbitration process) |
| REH | REL | Reinstatement from Layoff | Rehire from layoff reinstatement list |
| REH | RET | Retiree Rehire | Rehire under 120-Day Program (after retirement) |
| REH | RRH | Reemploy from Layoff w/new dept | Rehire from layoff in new department |
| REH | TRL | Temporary Recall from Layoff | Temporary recall from layoff |
| TRANSFERS | | | |
| ACTION | REASON | PEOPLESOFT DESCRIPTION | DESCRIPTION |
| XFR | BUD | Budget Tra within Dept Tree | Employee transferring from one Dept ID to another within same department |
| XFR | LAT | Lateral Transfer | Employee transferring from one department to another (Job Code remains the same) |
| XFR | LTB | Lateral Transfer w/ Ben Change | Employee transferring from one department to another w/benefit changes |
| XFR | PSN | Position Change | Employee moved from one position number to another in the same classification and dept ID |
| XFR | REL | Recall from Layoff | Recall from layoff |
| XFR | RFD | Return to former department | Employee being returned following a lateral transfer |

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| PROMOTIONS | | | |
|-------------|--------|---------------------------------|---|
| ACTION | REASON | PEOPLESFT DESCRIPTION | DESCRIPTION |
| PRO | APT | Appointment | End of Temporary Promotion - Official Placement into Position after temporary promotion |
| PRO | COM | Competitive Selection | Selected through competitive process |
| PRO | CSA | Competitive Select w/Adv Step | Selected through competitive process w/Adv Step |
| PRO | GRO | Career Ladder/Growth Promotion | Career ladder promotion (No recruitment. Language contained in Job Description) |
| PRO | NCC | Noncompetitive Career Promotion | Promotion without competitive process (For At-Will Appointments - See Job Changes) |
| PRO | TMP | Temporary Promotion | Temporary promotion |
| DEMOTIONS | | | |
| ACTION | REASON | PEOPLESFT DESCRIPTION | DESCRIPTION |
| DEM | BMP | Bump Back | Right to previously held classification in lieu of layoff |
| DEM | ETP | Demo - end of temp promotion | End of temporary promotion - return to previously held classification |
| DEM | INV | Involuntary Demotion | Demotion - (Disciplinary) |
| DEM | RFC | Return to Former Class | Employee returned to previously held position (before completing promotion probationary period) |
| DEM | VAD | Voluntary Demotion w/Adv Step | Voluntary demotion w/Adv Step |
| DEM | VOL | Voluntary Demotion | Voluntary demotion |
| PAY CHANGES | | | |
| ACTION | REASON | PEOPLESFT DESCRIPTION | DESCRIPTION |
| PAY | 8D | 8 (D) Adjustments | Special salary adjustment - (Eligible for COLA) |
| PAY | 8DF | Frozen Pay Adjustments (0 step) | Salary adjustment - Not eligible for COLA until pay scale is higher than 8DF salary |
| PAY | 8DT | TEMPORAY PAY ADJUSTMENT | Temporary pay adjustment for specified timeframe (Eligible for COLA) |
| PAY | ADV | Advance Step | Step advance (Used for new employees. Refer to Sal Ord 440 section 8B) |
| PAY | ASG | Special Assignment | Special assignment |
| PAY | EPI | Executive Performance Pay Inc | Pay increase for Group A or B of the Executive Performance Pay Plan (No longer used) |
| PAY | PEA | Pay Chg for Exec Assts | Pay change for Executive Assistants |
| PAY | PST | Post Certificate Pay | Intermediate/Advance P.O.S.T. Certificate |
| PAY | R8D | Remove 8D pay adjustment | Authorization period has lapsed, or assignment has ended |
| PAY | RED | Reduction In Pay | Reduction in pay (Disciplinary) |
| PAY | RES | Pay Change for Residents | Pay changes for Resident Physicians |
| PAY | RIS | Reduction in Step | Reduction in step (Disciplinary) |

Employee Services ACTION/REASON CODES



| PAY CHANGES (CONTINUED) | | | |
|-------------------------|--------|--------------------------------|--|
| ACTION | REASON | PEOPLESFT DESCRIPTION | DESCRIPTION |
| PAY | RSA | Remove Special Assignment Pay | Remove special assignment |
| PAY | RSP | Remove Specialty Pay | Remove specialty pay |
| PAY | RTS | Return to Former Step/Pay Rate | Return to Former Step/Return to Former Pay Rate |
| PAY | SBA | Pay chg for Supv Bd Assist | Pay rate change for Supervisor's Board/Legislative Assistant |
| PAY | SPG | Step Progression | Increase in step level |
| PAY | SPP | Specialty Pay | TLMA, Waste, Flood (Fac. Mgrs. Engineers Only) |
| PAY | TAP | TAP Assignment/Pay Change | Pay adjustment for TAP employees - (change in assignment) |
| JOB CHANGES | | | |
| ACTION | REASON | PEOPLESFT DESCRIPTION | DESCRIPTION |
| ADV | GRW | Growth Advancement | Sheriff ONLY |
| DTA | CCP | Change in Class & Pay | Change in classification and pay rate |
| DTA | CIC | Change in Class (not in pay) | Change in classification only (not in pay) |
| DTA | PTR | Per Diem to Regular | Per Diem to Regular |
| DTA | PTT | Per Diem to Temp | Per Diem to TAP/Temporary |
| DTA | RFC | Return to Former Class | Return to former class - following a demotion |
| DTA | RPD | Reg to Per Diem | Regular to Per Diem |
| DTA | RTP | Data/Regular to TAP | Regular to TAP |
| DTA | RTS | Regular to Seasonal | Regular to seasonal (No longer used) |
| DTA | RTT | Regular to Temp | Regular to Temporary (No longer used) |
| DTA | STC | Status Change | Half-time to three quarter time, or full-time to half time or vice versa |
| DTA | STR | Seasonal to Regular | Seasonal to Regular (No longer used) |
| DTA | STT | Seasonal to Temporary | Seasonal to Temporary (No longer used) |
| DTA | THL | Temp Hired from List | Temporary/TAP hired through a recruitment |
| DTA | TTP | Temp to Per Diem | Temporary to Per Diem |
| DTA | TTR | Temp to Regular-Transition | Temporary to Regular |
| DTA | TTS | Temp to Seasonal | Temporary to Seasonal (No longer used) |
| JCH | AWA | At-Will Appointment | At-Will Appointment |
| JCH | AWI | At-Will (Interim Basis) Appt | At-Will Appointment- temporary |
| JCH | LRH | Layoff-Reemployment w/Same Dep | Rehire from layoff w/same department (TAP) |
| JCH | RRH | Reemploy frm Layoff w/New Dept | Rehire from layoff w/new department (TAP) |
| POS | CID | Change In Department ID | Update to Position/Job Data (HR and Dept Use in system) |
| POS | STA | Position Status Change | Update to Position from full to part time or vice versa |

Employee Services ACTION/REASON CODES



LEAVE ABSENCE, SUSPENSION, LAYOFF

| ACTION | REASON | PEOPLESFT DESCRIPTION | DESCRIPTION |
|--------|--------|--------------------------------|---|
| LOA | 485 | Workers Comp (4850) | RSA Workers Comp (RSA Only) |
| LOA | ABS | Authorized Absence | Authorized Absence (Approval required) |
| LOA | ADM | Administrative Leave | Administrative Leave |
| LOA | CFI | CFRA Intermittent | CFRA -Intermittent |
| LOA | CFR | CFRA | CFRA |
| LOA | DUM | Departmental Medical | Departmental Medical |
| LOA | DUP | Departmental Personal | Departmental Personal |
| LOA | EDU | Education | Education |
| LOA | F48 | FMLA/Workers Comp 4850 | FMLA/Workers Comp 4850 (RSA Only) |
| LOA | FCG | FMLA /Military Caregiver Leave | FMLA /Military Caregiver Leave |
| LOA | FCI | FMLA/CFRA Intermittent | FMLA/CFRA Intermittent |
| LOA | FMC | FMLA/CFRA | FMLA/CFRA |
| LOA | FML | FMLA | FMLA |
| LOA | FMP | FMLA/PDL | FMLA/PDL |
| LOA | FPI | FMLA/PDL Intermittent | FMLA/PDL Intermittent |
| LOA | FSL | FMLA/Servicemember Leave | FMLA/Service Member Leave |
| LOA | IFM | Paid Intermittent FMLA | Paid Intermittent FMLA |
| LOA | MIL | Military Service | Military Service |
| LOA | MSP | Military Spouse Leave | Military Spouse Leave |
| LOA | OUM | Official Medical | Official Medical |
| LOA | OUP | Official Personal | Official Personal |
| LOA | PDI | PDL Intermittent | PDL Intermittent |
| LOA | PDL | PDL | PDL |
| LOA | SUS | Suspension | Suspension |
| REC | REC | Recall from Suspension/Layoff | Recall from Suspension/Layoff (No longer used. Use RFS) |
| RFL | RFL | Return From Leave | Return From Leave |
| RFL | RFS | Return from Suspension | Return from Suspension |

RETIREMENTS/TERMINATIONS

| ACTION | REASON | PEOPLESFT DESCRIPTION | DESCRIPTION |
|--------|--------|--------------------------------|---|
| RET | DIS | Disability Retirement | Disability Retirement |
| RET | ERI | Early Retirement Incentive | Early Retirement Incentive |
| RET | IDR | Industrial Disability | Industrial Disability |
| RET | ILA | In lieu of Adverse Actn Retire | In lieu of Adverse Action Retire |
| RET | ILR | In Lieu of Layoff - Retirement | In Lieu of Layoff - Retirement |
| RET | SR5 | EE with less than 5yrs Serv | Employee with less than 5yrs of service |
| RET | SRV | Service | Employee Service |

Employee Services ACTION/REASON CODES



| RETIREMENTS/TERMINATIONS (CONTINUED) | | | |
|--|--------|---------------------------------|--|
| ACTION | REASON | PEOPLESFT DESCRIPTION | DESCRIPTION |
| TER | ABD | Job Abandonment | Job Abandonment |
| TER | CMP | Assignment Completed | Assignment Completed (Used for TAP employees) |
| TER | CON | Misconduct | Employee Misconduct |
| TER | CRE | Failure to Meet Credentials | Failed to meet credential requirements |
| TER | CRP | Completion of Residency Program | Completion of residency program |
| TER | DEA | Death | Employee Death |
| TER | DSC | Discharge | Discharge |
| TER | EAW | Elected Officials/At Wills | Elected Officials/At Wills |
| TER | ENW | Employee Never reported to Work | New hire never reported to work |
| TER | LAY | Layoff | Layoff |
| TER | PRO | Probationary Release | Probationary Release |
| TER | REL | Release/No Fault | Release for non-culpable reasons (No fault to either party) |
| TER | RES | Resignation | Resignation |
| TER | RLL | Resignation in Lieu of Layoff | Resignation in lieu of layoff |
| TER | TMP | End Temporary Employment | End Temporary Employment |
| SYSTEM MAINTAINANCE (Codes for Human Resources Use ONLY) | | | |
| ACTION | REASON | PEOPLESFT DESCRIPTION | DESCRIPTION |
| DTA | BAS | BAS Group Change | Update to BAS Group |
| DTA | BLC | Budget Level Change | Change to Budgeted Job Code |
| DTA | CAW | Change to At-Will | Change to an At-Will Status (no change in Job Code) |
| DTA | CIB | Change in Benefits | Programming change due to change in Benefits |
| DTA | CIS | Change In Step | Change in step - No longer used |
| DTA | CJC | Correction-Misc | Miscellaneous correction not involving pay change |
| DTA | CMG | COMPACTION | Compaction (Chg to salary plan/grade and/or pay due to compaction) |
| DTA | CNV | Conversion Record | System |
| DTA | FLS | FLSA Status Change | Change to FLSA Status |
| DTA | MSC | Miscellaneous | Miscellaneous change not involving change in pay |
| DTA | RET | Retirement Change | Reached 1000 hours; change in Retirement Plan |
| DTA | SPC | Salary Plan | Change to Salary Plan |
| DTA | SPE | Correction to Step Entry Date | Correction to Step Entry Date field |
| DTA | STD | Step Denial | Step increase denial |
| DTA | STP | Correction to Step | Correction to Step |
| DTA | USD | Update to Step Entry Date | Update to Step Entry Date |
| HIR | CNV | Conversion - Active Employee | System |

Employee Services ACTION/REASON CODES



SYSTEM MAINTAINANCE (Codes for Human Resources Use ONLY) (CONTINUED)

| ACTION | REASON | PEOPLESOFT DESCRIPTION | DESCRIPTION |
|--------|--------|--------------------------------|--|
| HIR | PCP | Process Claims Payment | No longer used |
| PAY | BRD | Board of Supervisor's Pay Inc | Pay increase for Board Members |
| PAY | BWR | Budgetary Wage Reduction | Wage reduction due to budgetary reasons |
| PAY | CCR | Critical Care Pay Removal | No longer used |
| PAY | COL | Cost-of Living | Negotiated cost of living increases |
| PAY | COR | Pay Rate Change Correction | Correction to rate of pay |
| PAY | CPT | Pay Rate Changes for Temps | Correction to rate of pay for temporary employees |
| PAY | CSG | COLA/Sal Plan and/or Grade Chg | COLA and change to Salary Plan/Grade |
| PAY | HTR | Hard to Recruit | Classifications designated as "Difficult to Recruit" |
| PAY | IER | RUHS Internal Equity Review | Pay increase for equity review |
| PAY | LGG | Legally Mand Rate/Grade Change | Due to Federal/State Leg |
| PAY | LGR | Legally Mandated Rate Change | Due to Federal/State Leg |
| PAY | NPC | Negotiated Pay Rate Change | Negotiated Pay Rate Change |
| PAY | NSI | Negotiated Step Increase | No longer used |
| PAY | NWR | Negotiated Wage Restoration | Following a Budgetary Wage Reduction |
| PAY | PAR | Parity Pay Adjustments | Job market analysis |
| PAY | PCG | COLA, Parity and Grade Change | COLA, parity and grade change |
| PAY | PRC | COLA and Parity Increase | COLA and parity increase |
| PAY | PRP | Performance Recognition Plan | Increase for Performance Recognition Plan |
| PAY | REP | Reverse EPMC | No longer used |
| PAY | RHR | Remove Hard to Recruit | Remove "Difficult to Recruit" |
| PAY | SEP | Start EPMC | No longer used |
| PAY | SGU | Salary Plan/Grade Change | Salary Plan/Grade Change |
| PAY | SPI | Scheduled Pay Increase | Scheduled Pay increase (Percent Based) |
| PAY | SRA | Start Rate Adjustment | Start rate adjustment |
| PAY | SSI | Scheduled Step Increase | Scheduled step increase (No longer used) |
| PAY | STD | Step Denial | Step increase denial |
| PAY | YRT | Y Rate | Rate of pay frozen at current rate (No longer used) |
| POS | A30 | Designation of A30 | Designation of A30 |
| POS | ASG | Special Assignment | Update to Position |
| POS | BDP | Bilingual Designation of Pos | No Longer used |
| POS | BLC | Budgeted Level Change | Update to Position/Job Data |
| POS | BUD | Budget Approved Position | New Budgeted Position (during budget cycle) |
| POS | CIC | Change in Class (not in pay) | Change in Classification (No change in pay) |

Employee Services ACTION/REASON CODES



SYSTEM MAINTAINANCE (Codes for Human Resources Use ONLY) (CONTINUED)

| ACTION | REASON | PEOPLESOFT DESCRIPTION | DESCRIPTION |
|--------|--------|---------------------------------|--|
| POS | CNV | Conversion From Alpha | System |
| POS | COR | Misc Correction | Correction to Position |
| POS | CSG | COLA/Sal Plan/Grade Change | Update to Position/Job Data |
| POS | FBL | Fill Budget Level | Update to Position |
| POS | FLS | Change in FLSA Status | Change in FLSA Status |
| POS | FRZ | Freeze Positions | Through budget process |
| POS | FUN | Funded Position | Funded Position |
| POS | INA | Position Inactivated | Through Resolution, Classification Transaction Request Forms, Budget Process |
| POS | JCC | Job Class Chg Lateral | No Longer used |
| POS | JRC | Job Re-Classification | Through Resolution, Reclassification Process |
| POS | JSH | Job Share | Job Share Position |
| POS | NEW | New Position (off budget cycle) | Through budget process |
| POS | NTC | Negotiated Title Change | Negotiated Title Change |
| POS | NWI | Negotiated Wage Increase | Negotiated Wage Increase |
| POS | PAR | Position/Parity Change | Through Resolution |
| POS | PCS | Post Cert/Senior Pay | Update to Position |
| POS | PLR | Pay Grp/Loc Code/Rep to Chg | Pay Group, Location, or Reports To changes |
| POS | PRC | COL/Parity Change | COLA and Parity Change |
| POS | R30 | Removal of A30 Designation | Removal of A30 Designation |
| POS | RBD | Remove Bilingual Designation | No Longer used |
| POS | RFU | Unfunded Position | Position not funded |
| POS | RJS | Remove Job Share | Remove Job Share |
| POS | SGU | Bus Title/Sal Plan/Grade Chg | Update to Position/Job Data |
| POS | SPC | Salary Plan Change | Salary Plan Change to Position |
| POS | TTL | Title Change | Through Resolution, title change process |
| POS | UCC | Union Code Change | Update to Position/Job Data |
| POS | UFR | Unfreeze Position | Authorization from Executive Office |
| POS | UND | Underfill | Update to Position |
| POS | UPD | Position Data Update | Update to Position Management |
| TER | PCP | Process for Claims Payments | No longer used |
| XFR | CRP | Critical Care Pay Position | No longer used |
| XFR | NCP | Non-Critical Care Pay Position | No longer used |