

ACTION/REASON CODES

REVISED
04/26/2011

Action	Reason	PeopleSoft Description	
HIRES			
HIR	ADV	New Hire with Advanced Step	New Hire w/ Advanced Step (Last Rev. 4/19/07)
HIR	EOA	Hire/Elected Official's Appt	For Elected Official's Appointment
HIR	HTR	New Hire Hard to Recruit Adjustment	Hired in Classification with "Hard To Recruit" Premium
HIR	LHD	Lateral Hire Deputy	Deputy Sheriff series-transfer from another law enforcement agency
HIR	NEW	New Hire	New Employee
HIR	REI	Reinstatement	Result of Arbitration
REHIRES			
REH	EOA	Rehire/Elected Official's Appt	Appointment to elected position
REH	REH	Rehire	Reemployment
REH	REI	Reinstatement	Reinstatement (Arbitration Process)
REH	REL	Reinstatement from Layoff	Rehire from Layoff reinstatement list
REH	RET	Retiree Rehire	Rehire under the 120-Day Program (after retirement)
TRANSFERS			
XFR	BUD	Budget Transfer (Within Dept Tree)	Employee transferred from one DEPT ID to another within same department
XFR	LAT	Lateral Transfer	Employee transferring from one department to another
XFR	LTB	Lateral Transfer w/Benefit Change	Employee transferring from one department to another to a classification with different union code but same salary plan "level" with a change in benefits
XFR	PSN	Position Change	Employee changed from one position number to another in the same classification and department ID
XFR	REL	Transfer/Recall from layoff (Active Employee)	Active employee working in a different department that has been recalled back to previous department in which the layoff occurred.
XFR	RFD	Return to Former Department	Employee being returned following a lateral transfer
PROMOTIONS			
PRO	APT	Appointment	Temporary Promotion to Permanent Promotion
PRO	COM	Competitive Selection	Selected through competitive process
PRO	GRO	Career Ladder Promotion	Career ladder promotion
PRO	NCC	Non-competitive career promotion	Promotion without competitive process
PRO	TMP	Temporary Promotion	Temporary Promotion
DEMOTIONS			
DEM	BMP	Bump Back	Right to previously held classification in lieu of layoff
DEM	ETP	Demo - End of Temporary 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 (<u>before</u> completing promotional probationary period)
DEM	VAD	Voluntary Demotion w/ Advanced Step	Voluntary Demotion w/ Advanced Step
DEM	VOL	Voluntary Demotion	Voluntary Demotion
PAY CHANGES			

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PAY	8D	8 (D) Adjustments	Special Salary Adjustment - (Eligible for COLA/Negotiated Step)
PAY	8DF	Frozen Pay Adjustments (0 Step)	Salary adjustment. Not eligible for COLA/Negotiated Step until pay scale is higher than 8DF salary
PAY	8DT	Temporary pay adjustment	Temporary pay adjustment for specified timeframe (Eligible for COLA/Negotiated Step)
PAY	ADV	Advance Step	Step Advance
PAY	ASG	Special Assignment	Special Assignment (For DA Investigator series only)
PAY	BRD	Board of Supervisor's Pay Inc	Pay Increase for Board Members
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 Temporary Employees	Increase/Decrease rates for classes with min/max range
PAY	EPI	Executive Performance Pay Increase	Pay Increase for Group A or B of the Executive Performance Pay Plan
PAY	HTR	Difficult to Recruit	Classification designated "Difficult to Recruit"
PAY	ITC	IT Competency Pay Change	Pay Rate change for IT classes in the Competency Pay Program
PAY	NSI	Negotiated Step Increase	New top step added to salary plan/grade
PAY	PAR	Parity Pay Adjustments	Job Market Analysis
PAY	PST	Post Certificate Pay	Intermediate/Advance P.O.S.T.Certificate
PAY	R8D	Remove 8D Adjustment	Authorization period has lapsed or assignment has ended
PAY	RED	Reduction in Pay	Reduction in pay (disciplinary)
PAY	RIS	Reduction in Step	Reduction in step (disciplinary)
PAY	RSA	Remove Special Assignment Pay	Remove Special Assgntment (For DA Investigator series only)
PAY	RSP	Remove Specialty Pay	Remove Specialty Pay
PAY	RTS	Return to Former Step	Return to Former Step (following a reduction in step)
PAY	SBA	Pay Change for Supervisor Board Assistants	Pay Rate change for Supervisor's Board/Legislative Assistant
PAY	SGU	Salary Plan/Grade Change	Change in salary plan/grade
PAY	SPG	Step Progression	Increase in step level
PAY	SPP	Specialty Pay	TLMA, Waste, Flood (Fac. Mgrs. Engineers Only)
PAY	STD	Step Denial	Denial of scheduled step increase
PAY	TAP	TAP Assignment/Pay Change	Pay Adjustment for TAP employees - (change in assignment)
CHANGES			
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	CJC	Correction-Misc	Correction-Misc
DTA	PTR	Per Diem to Regular	Status Change - Per Diem to Regular
DTA	PTT	Per Diem to TAP/Temporary	Status Change - Per Diem to TAP/Temporary
DTA	RET	Retirement Change	Retirement change
DTA	RPD	Regular to Per Diem	Status Change - Regular to Per Diem

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DTA	RTP	Regular to TAP	Status Change -Regular to TAP
DTA	RTS	Regular to Seasonal	Status Change - Regular to Seasonal
DTA	RTT	Regular to Temporary	Status Change - Regular to Temporary
DTA	SPE	Correction to Step Entry Date	Correction to Step Entry Date only
DTA	STA	Position Status Change	Half-time to Three Quarters-Time or to Full-time schedule or vice versa
DTA	STP	Correction to Step	Correction to Step
DTA	STR	Seasonal to Regular	Status Change - Seasonal to Regular
DTA	STT	Seasonal to Temporary	Status Change - Seasonal to Temporary
DTA	THL	Temporary/TAP Hired from List	Temporary/TAP hired through a recruitment
DTA	TTP	Temporary/TAP to Per Diem	Status Change -Temporary to Per Diem
DTA	TTR	Temporary/TAP to Regular	Status Change - Temporary to Regular
DTA	TTS	Temporary/TAP to Seasonal	Status Change from Temporary to Seasonal
LEAVE ABSENCE, SUSPENSION, LAYOFF			
LOA	485	Leave of Absence	RSA Workers Comp (RSA Only)
LOA	ADM	Leave of Absence	Administrative Leave
LOA	CFI	Leave of Absence	CFRA - Intermittent
LOA	CFR	Leave of Absence	CFRA
LOA	DUM	Leave of Absence	Departmental Medical
LOA	DUP	Leave of Absence	Departmental Personal
LOA	EDU	Leave of Absence	Education
LOA	FCG	Leave of Absence	FMLA/Military Caregiver Leave
LOA	FCI	Leave of Absence	FMLA/CFRA - Intermittent
LOA	FMC	Leave of Absence	FMLA/CFRA
LOA	FML	Leave of Absence	FMLA
LOA	FMP	Leave of Absence	FMLA/PDL
LOA	FPI	Leave of Absence	FMLA/PDL - Intermittent
LOA	IFM	Leave of Absence	FMLA - Intermittent
LOA	MIL	Leave of Absence	Military
LOA	MSP	Leave of Absence	Military Spouse Leave
LOA	OUM	Leave of Absence	Official Medical
LOA	OUP	Leave of Absence	Official Personal
LOA	PDI	Leave of Absence	PDL - Intermittent
LOA	PDL	Leave of Absence	PDL
LOA	PML	Leave of Absence	Medical Leave
LOA	PSL	Leave of Absence	Personal Leave
LOA	SUS	Leave of Absence	Suspension

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RFL	RFL	Return From Leave	Return from LOA
RFL	RFS	Return From Leave	Return from Suspension
RETIREMENTS/TERMINATIONS			
RET	DIS	Disability	Disability Retirement
RET	ERI	Early Retirement	Early Retirement Incentive
RET	IDR	Industrial Disability	Disability Retirement for Law Enforcement Positions - Work Related Injury
RET	SR5	EE with less than 5yrs Serv	Employees' combined service credit with other PERS Agency total at least 5 yrs
RET	SRV	Service	Service - after completion of @ least 5 years with County of Riverside
TER	ABD	Job Abandonment	Job Abandonment
TER	CMP	Assignment Completed	Job Completed - For Temporary Employees
TER	CON	Misconduct	Discharge
TER	DEA	Death	Employee Death
TER	DSC	Discharge	Discharge
TER	EAW	Elected Officials/At Wills	Upon transfer to elected position
TER	ENW	Employee Never Reported to Work	If new hire paperwork has been submitted and employee never reported to work
TER	LAY	Layoff	Layoff
TER	PRO	Probationary Release	Probationary Release
TER	REL	Release	Release for non-culpable reasons (No fault of either party)
TER	RES	Resignation	Resignation
TER	TMP	End Temporary Employment	End of Temporary Employment

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SYSTEM MAINTAINANCE (CODES ARE FOR HUMAN RESOURCES USE ONLY)			
DTA	BAS	BAS Group Change	
DTA	CAW	Change to At-Will	
DTA	CMG	Compaction	
DTA	CNV	Conversion Record	
DTA	FLS	FLSA Status Change	
DTA	JFC	DTA/Job Family Chng Correction	
DTA	LOA	Data change/LOA Disability	LOA Disability
DTA	RET	Retirement Change	paid retirement or Temporary/Seasonal employee completed 1000 hours in fiscal year
DTA	CIB	Change in Benefits	
HIR	CNV	Conversion - Active Employee	
HIR	COB	Hires - Cobra Prior to 2001	
HIR	PCP	Process Claims Payment	
HIR	SPD	Special District New Hire	For Central Payroll Use ONLY
HIR	TPS	Third Party Sick Pay - Disab.	
PAY	JUD	Judges Pay Increase	Pay Increase for Superior Court Judges - authorized by the State of California
PAY	LGG	Legally Mandated Pay Rate/Grade Change	
PAY	LGR	Legally Mandated Pay Rate Change	
PAY	REP	Reverse EPMC	
PAY	SAL	Salary Plan Change	
PAY	SEP	Start EPMC	
PAY	SSI	Scheduled Step Increase	
PAY	YRT	Y Rate	Rate of pay frozen at current rate (Code no longer used)
POS	ASG	Special Assignment	
POS	BUD	Budget Approved Position	
POS	CID	Change In Department ID	
POS	CNV	Conversion From Alpha	
POS	COR	Misc Correction	
POS	CSG	COLA/plan/grade change	
POS	FBL	Fill Budget Level	
POS	FRZ	Freeze Positions	Through Budget Process
POS	INA	Position Inactivated	Through Resolution, Classification Transaction Request Forms, Budget Process
POS	JRC	Job Re-Classification	Through Resolution, Reclassification Process
POS	NEW	New Position (off budget cycle)	
POS	PAR	Position/Parity change	
POS	PCS	POST Cert/Senior Pay	

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POS	PLR	Pay Group/Loc Code/Rep to Chg	
POS	SGU	Bus Title/Plan/Grade chg	
POS	STA	Position Status Change	
POS	TPC	New Position for TransPERSCred	
POS	TTL	Title Change	Through Resolution, Title Change Process
POS	UCC	Union Code Change	
POS	UFR	Unfreeze Position	Authorization from Executive Office
POS	UND	Underfill	
REC	REC	Recall from Suspension/Layoff	Return from Suspension
REH	AGC	Agency Transfer/Rehire	Employee is transferring to/from Superior Court
RET	ERT	Early Retirement	Golden Handshake Program
SUS	SUS	Suspension	Suspension
TER	COB	Termination - COBRA 2001	
TER	PCP	Process for Claims Payment	
TER	SPD	Special District Terminations	For Central Payroll Use ONLY
XFR	TPC	Transfer - PERS Credit	