Employee Services
ACTION/REASON CODES

HIRES

ACTION	REASON	PEOPLESOFT DESCRIPTION	DESCRIPTION
HIR	ADV	New Hire with Advance Step	New Hire w/Advanced Step
HIR	AWA	At-Will Appointment	New Hire At-Will Appointment
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	AWA	At-Will Appointment	Rehire At-Will Appointment
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	LMR	Lat Trf SB525 w/Min Rate Inc	Transfer to SB525 Designated Position
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

TRANSFERS (CONTINUED)

ACTION	REASON	PEOPLESOFT DESCRIPTION	DESCRIPTION
XFR	RFD	Return to former department	Employee being returned following a lateral transfer

PROMOTIONS

ACTION	REASON	PEOPLESOFT 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	PEOPLESOFT 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	PEOPLESOFT 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 CHANGES (CONTINUED)

ACTION	REASON	PEOPLESOFT DESCRIPTION	DESCRIPTION
PAY	RES	Pay Change for Residents	Pay changes for Resident Physicians
PAY	RIS	Reduction in Step	Reduction in step (Disciplinary)
PAY	RSA	Remove Special Assignment Pay	Remove special assignment pay
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	PEOPLESOFT 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	EOA	End of Appointment	End of Appointment from Professional Development Appt. or Position At-Will Appointment
JCH	LRH	Layoff-Reemployment w/Same Dep	Rehire from layoff w/same department (TAP)

REVISED February 2025

Employee Services
ACTION/REASON CODES

ACTION	REASON	PEOPLESOFT DESCRIPTION	DESCRIPTION
JOB CHANGES (CONTINUED)			
ACTION	REASON	PEOPLESOFT DESCRIPTION	DESCRIPTION
JCH	PDA	Professional Development Appointment	Professional Development Appointment
JCH	PWA	Position At-Will Appointment	At-Will Appointment for Deputy District Attorney IV-P ONLY
JCH	RRH	Reemploy from 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
LEAVE ABSENCE, SUSPENSION, LAYOFF			
ACTION	REASON	PEOPLESOFT 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

Employee Services
ACTION/REASON CODES

RETIREMENTS/TERMINATIONS			
ACTION	**REASON**	**PEOPLESOFT 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
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**	**PEOPLESOFT 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

SYSTEM MAINTAINANCE (Codes for Human Resources Use ONLY) CONTINUED			
ACTION	REASON	PEOPLESOFT DESCRIPTION	DESCRIPTION
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
HIR	PCP	Process Claims Payment	No longer used
JCH	RWA	Resignation New At-Will Appt	HR Use Only
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)

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SYSTEM MAINTAINANCE (Codes for Human Resources Use ONLY) (CONTINUED)			
ACTION	**REASON**	**PEOPLESOFT DESCRIPTION**	**DESCRIPTION**
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)
POS	COR	Misc Correction	Correction to Position
POS	CNV	Conversion From Alpha	Conversion from Alpha System
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

SYSTEM MAINTAINANCE (Codes for Human Resources Use ONLY) (CONTINUED)
ACTION	REASON	PEOPLESOFT DESCRIPTION	DESCRIPTION
POS	UND	Underfill	Update to Position
POS	UPD	Position Data Update	Update to Position Management
TER	PCP	Process for Claims Payments	No longer used
TER	DPC	Death Pending Certificate	Death Pending Death Certificate
XFR	CRP	Critical Care Pay Position	No longer used
XFR	NCP	Non-Critical Care Pay Position	No longer used