

**ACTION/REASON CODE TABLE**

April 2004

<b>Action</b>	<b>Description</b>	<b>Reason</b>	<b>Description</b>	<b>Examples</b>
DEM	Demotion	INV	Involuntary-Discipline	To be used for change in title,(i.e., lower grade or range) based on discipline or inability to perform duties
DEM	Demotion	REC	Reclassification	To be used when, after a job audit, it is determined the position should be classified at a lower title and range
DEM	Demotion	TER	Terminal Year-Academic	To be used when a tenure track ranked faculty does not meet tenure requirements. Notification occurs in the final year of probationary period.
DEM	Demotion	VOL	Voluntary	To be used when an employee voluntarily accepts a lower position.
DATA	Data Change	COR	Correction	To be used to indicate data entry or PAF error or for other changes that are not identified in action/reason table.
DATA	Data Change	C99	Correction – 1099 Earn Code	To be used by the Retirement Benefits office <b>ONLY</b> for tax reporting purpose on 1099R when retiree reaches age 59 ½.
DATA	Data Change	FIC	FICA status change	To be used for FICA status changes.
DATA	Data Change	FTE	Change in FTE	To be used if employee FTE/Standard Hours changes in the same position without impact to benefit eligibility. (e.g. employee reduces FTE from 100% to 75%). Do not use if change impacts benefit eligibility.
DATA	Data Change	NCG	Name Change	To be used if employee has a name change. This would require proof / must verify the change on the Social Security Card
DATA	Data Change	RPT	Reappointment	To be used when an employee appointment is extended with no break in service and no change to other job data. Eg: September reappointment of academic positions
DATA	Data Change	RTT	Change Regular to Temporary	To be used if change is from Benefit Status Regular to Temporary. Involves a reduction in FTE/Standard Hours.
DATA	Data Change	TER	Terminal Year-Academic (OR)	To be used when a tenure track ranked faculty does not meet tenure requirements. Notification occurs in the final year of probationary period.
DATA	Data Change	TTR	Change Temporary to Regular	To be used if change is from Benefit Status Temporary to Regular. Involves an increase in FTE/Standard Hours or length of appointment, in the same position.
HIR	Hire	CAP	Courtesy Appointment	To be used when “hiring” a non-employee into a courtesy appointment
HIR	Hire	CON	Concurrent job	To be used for a current University employee hired into another job (usually in a

				different department). Typically an ongoing appointment as opposed to extra compensation payments.
HIR	Hire	NPW	Never Previously Worked for UM	To be used to hire an individual who has <b>never</b> previously worked for the University of Missouri.
HIR	Hire	NRA	Non Resident Alien	To be used when capturing the taxable portion of a scholarship/fellowship for a non-resident alien student or to pay an NRA independent contractor. NOTE: This Action/Reason will be pre-printed on the "Non Resident Alien" PAF.
HIR	Hire	RFE	Rehire Former employee	To be used to hire an individual who previously worked for the University but employee record did not convert into PS
HIR	Hire	VOL	Volunteer	To be used when "hiring" a volunteer
ERNS	Earnings Distribution Change	EDC	Earnings Distribution Change	To be used for current or future changes in the way earnings are distributed. e.g. Funding is added or eliminated. There should be no change in the employees overall compensation rate.
LOA	Leave of Absence-without pay	DEV	Development	To be used for unpaid leave of absence approved for an employee to seek educational, career, and/or skill improvement. Leave must be in the best interest of the University. See HR 406
LOA	Leave of Absence-without pay	EXT	Extension of leave	To be used to continue unpaid leave status beyond original dates.
LOA	Leave of Absence-without pay	FMF	Family and Medical Leave Act- Family	To be used for an unpaid leave of absence for the serious health condition of a covered family member of the employee as defined by FMLA. See HR 407
LOA	Leave of Absence-without pay	FMS	Family and Medical Leave Act- Self	To be used for an unpaid leave of absence for medical reasons for the employee, which are covered by FMLA. See HR 407
LOA	Leave of Absence-without pay	MED	Medical	To be used for an unpaid leave of absence for medical reasons for the employee, not covered by FMLA. See HR 408
LOA	Leave of Absence-without pay	MIL	Military Service	To be used for unpaid period of leave of absence for all periods of military service during which the employee is engaged in the performance of duty under competent orders. See HR 405
LOA	Leave of Absence-without pay	PER	Personal	To be used for an unpaid leave of absence for any exceptional personal or institutional reason. Employee must have a bona fide intention to return to the University following the leave. See HR 408
LOA	Leave of Absence-without pay	RED	Staff Reduction	To be used for an unpaid leave of absence due to the cessation of regular employment due a permanent or temporary reduction in work force. See HR 117

LOA	Leave of Absence-without pay	RES	Research	To be used for an unpaid leave of absence for regular faculty with established scholarly, artistic or research records. In special circumstances, non regular faculty may be considered eligible. Faculty granted research leaves must state their intention to return to the University for at least one year on conclusion of the leave and file a report on accomplishments during the leave period. See 340.080 Collected Rules and Regulations
LOA	Leave of Absence-without pay	RQP	Return during qualifying period	A leave (not to exceed 6 months) when an employee is returned during the qualifying period and the former position is not currently available (HR 109)
LOA	Leave of Absence-without pay	SAB	Sabbatical	To be used for an unpaid leave of absence for regular faculty after six or more years of service. In special circumstances, non regular faculty may be considered eligible. Faculty granted sabbatical leaves must state their intentions to return to the University for at least one year on conclusion of the leave and file a report on accomplishments during the leave period. See 340.070 Collected Rules and Regulations
LOA	Leave of Absence-without pay	SEA	Seasonal Closure	To be used for an unpaid leave of absence for employees in designated departments due to seasonal needs. See HR 408
LOA	Leave of Absence-without Pay	SWB	Short Work Break	To be used for non-benefit eligible employees who have occasional work and periods of non-work
LOA	Leave of Absence-without pay	WKC	Workers Compensation	To be used for the unpaid portion of leave of absence during an approved Workers Compensation period. See HR 409
PAY	Change in Pay	AAD	Add Additional Duties	To be used for an increase in pay when an employee assumes additional tasks, duties, and or responsibilities.
PAY	Change in Pay	ACD	Add County Program Director responsibilities	To be used for increase in pay because of the addition of County Prog. Director responsibilities (used by OE only).
PAY	Change in Pay	ANN	Annual Budget Increase	To be used for increase in pay related to annual September increases. (NOTE: increase may not occur in Sept. e.g. delay in Sept. increase until employee completes probationary period)
PAY	Change in Pay	APT	Apprentice/Trainee	To be used for increase in pay related progression through an approved apprenticeship or trainee program.
PAY	Change in Pay	CPD	Drop County Program Director responsibilities	To be used for decrease in pay because of the removal of Co. Program Direction responsibilities (used by OE only)
PAY	Change in Pay	CTO	Counter Offer	To be used for an increase in pay to counter an offer of a higher salary and to retain

				employee in current position.
PAY	Change in Pay	EQU	Equity (Internal Driven)	To be used for an increase in pay to remedy internal inequities in pay.
PAY	Change in Pay	ETP	End Temporary Pay Increase	To be used for a reduction in pay based on the end of an interim appointment or the removal of additional duties for which an increase was granted.
PAY	Change in Pay	LGY	Longevity	To be used for an increase in pay based on time in step / title.
PAY	Change in Pay	MER	Merit (Performance Based)	To be used for an increase in pay based on outstanding performance. Generally given in combination with a September increase because mid-year are generally not allowed for performance.
PAY	Change in Pay	MRK	Market (Inc. Based on Ext Mkt)	To be used for an increase in pay to make an employee's pay more competitive with the external market.
PAY	Change in Pay	NBE	Non Benefit Eligible	To be used for an increase in pay for a student/temporary employee.
PAY	Change in Pay	PRB	Probationary	To be used for an increase in pay for a union employee after successful completion of the probationary period.
PAY	Change in Pay	PRW	Prevailing wage determination	To be used for an increase for an employee with an H1-B visa that is required because of a prevailing wage determination.
PAY	Change in Pay	RPT	Reappointment	To be used when a new appointment or contract period is being created and includes a pay rate change and potentially other changes to the employee data.
PAY	Change in Pay	RDF	Reduction due to Funding	To be used for a reduction in pay because of a loss of department funding.
PAY	Change in Pay	SKL	Skill Based Pay	To be used for an increase in pay based on attaining skills defined in an approved incentive plan.
PAY	Change in Pay	TPI	Temporary Pay Increase	To be used for an temporary increase in pay when an employee assumes additional tasks, duties, and or responsibilities (e.g. interim appointment of an employee to a higher position until a vacancy is filled or assumption of additional tasks outside the employee's job description.)
PLOA	Leave of Absence-with pay	DEV	Development (Full/Partial Pay)	To be used for a paid leave of absence approved for an employee to seek educational, career, and/or skill improvement. Leave must be in the best interest of the University. See HR 406
PLOA	Leave of Absence-with pay	EXT	Extension of leave.	To be used to continue paid leave status beyond original dates.
PLOA	Leave of Absence-with pay	FMF	Family and Medical Leave Act – Family	To be used for a paid leave of absence due to the serious health condition of a covered family member of the employee as defined by FMLA. See HR 407 (Note-pay would be

				from any accrued vacation, personal days or family sick leave in accordance with policy. See HR 402;HR 403; HR 404
PLOA	Leave of Absence-with pay	FMS	Family and Medical Leave Act – Self	To be used for a paid leave of absence due to medical reasons for the employee, which are covered by FMLA. See HR 407
PLOA	Leave of Absence-with pay	MED	Medical	To be used for a paid leave of absence due to medical reasons for the employee, not covered by FMLA. See HR 408 (NOTE- Typically used for faculty)
PLOA	Leave of Absence-with pay	MIL	Military Leave	To be used for a paid period of leave of absence for all periods of military service during which the employee is engaged in the performance of duty under competent orders. See HR 405
PLOA	Leave of Absence-with pay	MOD	Modified Duty	To be used when an employee out on an approved Worker's Compensation leave of absence, returns to work under an approved Modified Duty Plan.
PLOA	Leave of Absence-with pay	PER	Personal	To be used for a paid leave of absence for any exceptional personal or institutional reason. Employee must have a bona fide intention to return to the University following the leave. See HR 408
PLOA	Leave of Absence-with pay	RES	Research (Full/Partial Pay)	To be used for a paid leave of absence for regular faculty with established scholarly, artistic or research records. In special circumstances, non regular faculty may be considered eligible. Faculty granted research leaves must state their intention to return to the University for at least one year on conclusion of the leave and file a report on accomplishments during the leave period. See 340.080 Collected Rules and Regulations
PLOA	Leave of Absence – with pay	RQP	Return during qualifying period	A leave (not to exceed 6 months) when an employee is returned during the qualifying period, the former position is not currently available (HR 109) and the employee is receiving pay in the job while on leave
PLOA	Leave of Absence-with pay	SAB	Sabbatical	To be used for a paid leave of absence for regular faculty after six or more years of service. In special circumstances, non regular faculty may be considered eligible. Faculty granted sabbatical leaves must state their intentions to return to the University for at least one year on conclusion of the leave and file a report on accomplishments during the leave period. See 340.070 Collected Rules and Regulations
PLOA	Leave of Absence-with Pay	SEA	Seasonal	To be used for benefit eligible employees who are laid off seasonally and who may return to work for the same department, same funding and same wage during the layoff period.

PLOA	Leave of Absence-with pay	TRN	Transition Assistance	To be used for payment of Transition Assistance for employee in layoff status. Process this prior to LOA/RED.
PLA	Leave of Absence-with pay	WRC	Workers Compensation	To be used for a paid portion of leave of absence during an approved Workers Compensation period. See HR 307
PRO	Promotion	AWT	Awarded Tenure	To be used for faculty who attains tenure in accordance with the Tenure Regulations
PRO	Promotion	CRP	Career Progression(Not Competitive)	To be used for a change in title and pay based on a defined career progression plan To be used for Academic as well as non-academic titles
PRO	Promotion	DCI	Direct (Competitive Internal)	To be used for a change in title and pay when change occurs within same department. See HR 111
PRO	Promotion	RCS	Reclassification	To be used when, after a job audit, it is determined the position should be classified at a higher title and/or range
PRO	Promotion	TIC	Transfer of Candidate	To be used for a change in job at a higher level for which the employee is selected after going through the normal application process.
REH	Rehire	CAP	Courtesy Appointee	Used when a courtesy appointee with a prior terminated courtesy appointment is rehired into a courtesy appointment
REH	Rehire	CON	Concurrent job	Used when an employee is rehired into a concurrent job that has previously been terminated
REH	Rehire	RET	Retiree	To be used to hire an individual who is also a current retiree of the University of Missouri
REH	Rehire	RFE	Rehire former UM employee	To be used to hire an individual who has previously worked for the University of Missouri
REH	Rehire	LTD	Long Term Disability	To be used when rehiring a previously retired or terminated employee who has been awarded LTD
REH	Rehire	VRP	VERIP Retiree	To be used to rehire a retiree who is a VERIP participant.
RET	Retirement	ERT	Early Retirement	To be used when an employee retires prior to age 65
RET	Retirement	RTB	Tenure Buyout	(still need to define-or determine why we need)
RET	Retirement	RTR	Regular Retirement	To be used when an employee retires at age 65 or later
RET	Retirement	VRP	Incentive Retirement	To be used for employees who elect to use the Voluntary Early Retirement Incentive Program offered for 2002.
RLOA	Return from Leave of	SJB	Same Job	To be used when an employee returns to the same position from any type of leave.

	Absence			
RLOA	Return from Leave of Absence	WTR	With Transfer	To be used when an employee returns from LOA but transfers to a different position than the one occupied when the employee when on LOA. (e.g. finds a job during a layoff LOA)
TER	Termination	AAP	Accepted Another Position	To be used for a voluntary resignation by employee to accept another position. Use this code when reason is not related to pay or related to the fact that the employee is moving.
TER	Termination	AHS	Accepted Higher Salary	To be used for a voluntary resignation by an employee to accept a position that pays a higher salary.
TER	Termination	CAP	Courtesy Appointment	Used to terminate a courtesy appointment.
TER	Termination	CON	Misconduct	To be used for an employee involuntarily terminated due to actions which are a violation of a policy or are serious enough to warrant summary dismissal. (e.g. fighting, theft, threats)
TER	Termination	DEA	Death	To be used when employment with University ends due to the death of the employee.
TER	Termination	EAP	End of Appointment	To be used when employee is terminated from the University because the end date of appointment has expired.
TER	Termination	IAM	Inadequate match	To be used when employee terminated because of inability to perform the specific job. The inability may be due to conflict with supervisor or skills that are not a good match for the job. Termination for this reason is involuntary but employees is eligible to be re-employed elsewhere at the University. This code should be used where employee has skills that may be useful in another University department. This code should not be used if employee has behavior or attendance problems or of performance problems are due to lack of effort.
TER	Termination	FLS	Falsification of Application	To be used for an involuntary termination of an employee because of false representations on application materials (including resume).
TER	Termination	LVE	Failure to Return from Leave	To be used when employee fails to return from an approved leave of absence.
TER	Termination	MED	Medical Reasons	To be used for voluntary terminations where employee resigns due to his/her inability to perform the job because of medical reasons. This code should not be used for an involuntary termination. NOTE: Departments should consult with HRS re FMLA and ADA before using this code.
TER	Termination	MIL	Military Reasons	To be used for a voluntary termination by an employee to pursue military duties

				See HR 405 for guidance and to ensure compliance with federal laws regarding military leaves of absence for active duty.
TER	Termination	NRW	Never reported to work	To be used when employee accepts position but never reports to work
TER	Termination	PAY	Dissatisfied with Pay	Voluntary termination by employee because he/she is dissatisfied with pay. Usually used when employee accept a different, higher paying position. This code is used when employee quits over pay but may not have another job or takes a lower paying job.
TER	Termination	PER	Personal Reasons	To be used for a voluntary termination by employee for reasons unrelated to working conditions (e.g. employee quits to stay home or start a business.)
TER	Termination	QNN	Quit Without Notice	To be used when employee quits without required 2 week notice. Ineligible for employment with the University for 1 year. NOTE: Do not use code if department agreed to a shorter period of notice.
TER	Termination	RDP	Resigned During Probation Prd	To be used for voluntary resignation by and employee during the 6 month probation period or during the period of an extension of the probation period.
TER	Termination	REL	Relocation	To be used for voluntary resignation by an employee to relocate to another city, state, or country.
TER	Termination	REO	Reorganization	To be used when an employee is terminated because of a departmental reorganization which eliminates the employee's position. If a layoff leave of absence has expired, it is appropriate to use this code to terminate the employee.
TER	Termination	RET	Return to School	To be used for a voluntary resignation by employee to pursue his/her education.
TER	Termination	TAP	Terminal Appointment	To be used for termination of an employee after end of a terminal appointment (i.e. a 1 year appointment granted after tenure is denied.)
TER	Termination	TDP	Termination During Probationary Period	To be used when employee is terminated by a department during the employees probationary period
TER	Termination	UNS	Unsatisfactory Performance	To be used for an involuntary termination of an employee because his/her performance is not satisfactory. Generally, this termination only occurs after progressive discipline has occurred.
TER	Termination	WAE	Work Authorization Expired	To be used for termination by a department or resignation of an employee because his/her eligibility to work in the United States has expired.
TER	Termination	WKR	Workforce Reduction	To be used involuntary termination of an employee due to the elimination of positions. The reduction in workforce occurs because

				of a loss of funding. Generally the termination will be preceded by a layoff LOA.
TER	Termination	WOR	Dissatisfied w/Work Conditions	To be used for an employee who resigns because of dissatisfaction with some aspect of his/her job (e.g. conflict with supervisor or coworkers, doesn't like type of work, hours, or schedule)
TRAN	Transfer	LAT	Lateral (Same Title or Range)	To be used when employee accepts a different position in the same title or pay range. Applies to benefit eligible positions only. See HR 206 regarding limitation of increase in pay.
TRAN	Transfer	RTT	Transfer Benefit status Regular to Temporary	To be used if change in job impacts benefit status ie: from Benefit Status Regular to Temporary
TRAN	Transfer	NBN	Different Position-Nonbenefit	To be used when employee transfers from one non-benefit eligible position to another non-benefit eligible position. May be in same or different department. May include transfers between or within student, administrative or academic titles.
TRAN	Transfer	REA	Reassignment (Admin Decision)	To be used for administrative reassignment (i.e. transfer) of an employee to a position suited to the employee's knowledge, skills or abilities initiated by the University/department to serve the best interests of the institution. Generally does not involve a competitive external search
TRAN	Transfer	REL	Relocation (Same Title & Pay)	To be used by <b>Outreach and Extension only</b> for employee transfers to a different Extension region within the same title.
TRAN	Transfer	RQP	Return during Qualifying Period	To be used when employee is returned to previous position during the 2 month qualifying period
TRAN	Transfer	SNS	Frm Student-NonStudent Title	To be used for transfers from a student employee title to a regular/benefit eligible position. (Used on the Rolla campus)