HRIS – Action/Reason Codes – Key Definitions
October 2007

What is a Hire?
A hire is an employee's first employment relationship (receiving compensation and, if eligible classification, benefits) with the University (please reference action/reason codes below for further information). An employee with multiple jobs will have a hire date for each employee record number (also known as empl record) thus having a one-to-one relationship between the employee and the department. There is only one (1) hire row in each employee record number, however, there should only be one original date of hire per employee.
QUESTIONS: Contact Staffing: 480-965-8844 West: 602-543-8400

Description	Action	Reason	HR Usage and Definition
Hire - Regular	HIR	REG	Both open competitive recruitment (through Talent Acquisition Management TAM) and non-competitive recruitment (currently through a waiver).
Hired From Affiliate-ABOR/TRIU (Tri-University)	HIR	AFL	Employee hired either from ABOR (Arizona Board of Regents) or UofA/NAU
Hired From Affiliate-State Agency	HIR	STA	Hired from a State Agency
Emergency Hire	HIR	HEH	Classified temporary hire not to exceed 120 days, with option to extend or waive for an additional 2 months, not to exceed 180 days.

What is a Rehire?
A rehire occurs when there is a break in the employee/employer relationship and it is reestablished at some future point in time (please reference action/reason codes below for further information). Please note that employee's records in PeopleSoft are indefinite and are not deleted from the system after a certain period of time.
QUESTIONS: Contact Staffing: 480-965-8844 West: 602-543-8400

Description	Action	Reason	HR Usage and Definition
Rehire =< 30 Days	REH	30D	When a former employee returns to ASU within 30 days or less from their termination date
Rehire > 30 Days <= 12 Months	REH	REH	When a former employee returns to ASU after 30 days but less than 12 months from termination date
Rehire After 12th Months	REH	RHA	Former employee hired after 12 months of termination date

What is a job?
A job is a set of tasks and responsibilities that are performed by an employee of the University.

When does an employee have multiple jobs (instances)?
An employee has multiple jobs (multiple instances/viewable as multiple Empl (employment) Records) when they have a different job title, different job duties, and different pay that are concurrent (for each employment record, there is a one-to-one relationship between the employee and the department). Multiple jobs can be in the same or different departments. Please note that different funding sources do not drive multiple jobs. A single job can be paid out of multiple funding sources that may or may not change over time. When adding a multiple job (instance) the action will be Hire and the reason will be Additional Job adding a new empl (employment) record, 1, 2, etc.
QUESTIONS: Contact Partners: 480-965-2704 West: 602-543-8400

What is a termination when an employee only has one job?
Termination, when an employee only has one job, is defined as such when the employee/employer relationships ends and the employee leaves the University. The Manager (Reports To) does this transaction through Manager Self Service (MSS). Do NOT use this transaction if the employee is transferring to another department. (Please see Lateral Transfer information noted below)

Please note an employee does not have to be active in order to have their vacation paid out. Payroll can pay out an employee's vacation by adding a pay sheet. Reactivating an employee to pay this out causes issues with benefits. HR is looking into modifying the system to only add terminations within the current pay-period (2 weeks).
QUESTIONS: Contact Partners: 480-965-2704 West: 602-543-8400

Description	Action	Reason	HR Usage and Definition
Involuntary Job Abandonment	TER	ABD	Per SPP 1011 this is an involuntary Termination - per SPP Definitions "A position will be considered abandoned when an employee has not reported for work for three or more consecutive working days and is not on an approved leave"
Lack of Career Opportunities	TER	CAR	Employee voluntarily decides to resign due to their perceived lack of career opportunities/advancement.
Death	TER	DTH	

Coworkers	TER	EES	Employee voluntarily decides to resign due to co-workers (lack of harmony, teamwork, etc.).
End Of Assignment	TER	END	A short term temporary (less than 6 months), long term temporary (6 to 24 months), emergency hire (no more than 120 calendar days), or limited classified employee (scheduled for less than 20 hours per week for any number of weeks in a fiscal year or is scheduled for 20 hours or more per week for not more than 19 weeks in a fiscal year OR an employee who is scheduled for 20 hours or more per week for any 20 weeks in a fiscal year) has completed their assignment as indicated in their offer letter.
Failure To Return From Leave	TER	FRL	An employee is out on approved leave and decides to give notice that they are not returning to active status at the end of their leave (where an alternative term code does not exist i.e. retirement, disability, etc). For Faculty & Academic Professionals, see ACD 705 (Sabbaticals) and ACD 707 (Leave without Pay)
Graduation	TER	GRD	An employee voluntarily resigns and their primary reason for leaving is due to graduation. The employee may now have a new degree in a different field/area, etc in which they wish to pursue a new career or opportunity. This information can be obtained either via a discussion with the employee and/or an exit interview/survey.
Work Schedule / Hours	TER	HRS	An employee voluntarily resigns and their primary reason for leaving is due to work schedule/hours. This information can be obtained either via a discussion with the employee and/or an exit interview/survey.
Invol Completion of Contract	TER	ICT	A service professional or administrative contract has ended, per SPP 302 Conditions of Administrative Professional and 320

			Conditions of Service Professional.
Invol Excessive Absences	TER	IEA	An employee is terminated due to their excessive absences, per department policy and/or SPP 801 Conduct & Work Rules. This does not apply to Faculty & Academic Professionals.
Invol Lack of Funding	TER	IFD	A service or administrative professional or classified staff is let go due to lack of funding.
Invol Misconduct/Violation Rules	TER	IMS	An employee has violated University Policies and/or has demonstrated misconduct defined per University Policies. For Faculty & Academic Professionals, see term code 22 (Unsatisfactory Performance)
Invol Reduction In Force	TER	IRF	A classified employee is RIF'd due to budget constraints, funding reductions, and/or reorganization. This does not apply to Faculty & Academic Professionals.
Invol Released During Probation	TER	IRP	A classified employee is terminated during their 6 month probationary period per SPP 1011 - Involuntary Termination. For on-track Assistant Professors, use when terminated in the first six years and for on-track Associate Professors & Professors, use when terminated in first four years.
Invol Resigned In Lieu of Term	TER	IRS	A classified, service professional, or administrative resigns in lieu of an involuntary termination in accordance with SPP 1011 (term codes, 21, 23, or 22). This would also be the same for Faculty, Academic Professionals, and Students.
Invol Unsatisfactory Performance	TER	IUP	A classified employee is terminated per SPP 801 - Conduct and Work Rules and/or SPP 809 - Discipline for unsatisfactory performance. For Faculty & Academic Professionals, see ACD 506-08 and ACD 506-10 (Dismissal for Cause).

Commute	TER	LOC	Employee voluntarily decides to resign due to the commute (too long, far, etc).
Military Service	TER	MIL	Employee voluntarily decides to resign employment and pursue Military options.
Involuntary; Does Not Meet I-9 Requirements	TER	NI9	Did not produce required documents for 1-9 (could also be used if they did not produce within 3 day time limit)
Disability >= 5 Years Of Service	TER	OVF	Termination due to a disability that prohibits the employee from performing essential functions of the job, where employee possesses at least five years of continuous service at onset of disability.
Salary	TER	PAY	Dissatisfied with salary
Personal Reasons	TER	PER	Will use as last resort if we can not categorize reason into any of the other categories
Lack of Recognition	TER	REC	Employee voluntarily decides to resign employment due to their perceived lack of recognition.
Relocation	TER	RLC	Employee voluntarily decides to resign due to personal relocation.
Returned To School	TER	SCH	Pursuing educational opportunity versus working
Self Employment	TER	SLF	Employee voluntarily decides to resign to pursue self employment.
Quality of Supervision	TER	SUP	Employee voluntarily decides to resign due to their perceived lack of quality of supervision (poor).
Excessive Workload	TER	TYP	Employee voluntarily decides to resign due to the excessive workload (too much).
Involuntary; Unsuccessful Completion Hire Process	TER	UCH	Did not complete hiring process successfully (i.e. - did not pass background check)

Description	Action	Reason	HR Usage and Definition
Disability <5 Years Of Service	TER	UNF	Termination due to a disability that prohibits the employee from performing essential functions of the job, where employee possesses less than five years of continuous service at onset of disability. Benefits end on Pay Period End Date
Work Environment	TER	WOR	i.e. - culture, equipment,

What is a termination when an employee has multiple jobs (instances)?
When an employee has multiple jobs (multiple instances/viewable as multiple Empl Records) and they decide to resign from one of their positions but still maintain an employee/employer relationship with the University, this is also considered a termination. For example, if an employee is an office specialist and an event attendant and decides to resign from their event attendant position and solely work as an office specialist, this would be a termination from their second job (instance).   The Manager (Reports To) completes this transaction through MSS.
QUESTIONS: Contact Partners: 480-965-2704 West: 602-543-8400

When is Retirement used for a terminating employee?
Retirement (through MSS) is used to terminate an employee who has completed at least five years of continuous, full-time employment in the Arizona university system immediately preceding retirement, who is receiving a retirement annuity under an Arizona university-sponsored retirement program, who is at least 50 years old (41, if Public Safety Personnel Retirement System [PSPRS] employee), and whose employment has not been terminated for cause by the university.

What is a lateral transfer?
A lateral transfer occurs when an employee moves from one department to another and they maintain the same title and/or grade. This is done through Talent Acquisition Management (TAM).

IMPORTANT NOTE: The current department does not need to take any action and the Manger (Reports To) should NOT terminate or zero out an employee's compensation when an employee transfers to another position within the University. Both current and receiving departments need to communicate and work out the details of the transition and effective dates to ensure accounts are charged appropriately. The receiving department works through the TAM hiring process to complete this transaction.
QUESTIONS: Contact Partners: 480-965-2704 West: 602-543-8400

Description	Action	Reason	HR Usage and Definition

Description	Action	Reason	HR Usage and Definition
Department Transfer	XFR	DEP	Transferring from one ASU department to another (same job, different department). This is also considered a lateral transfer as the employee maintains the same grade and/or same title.

What is a campus transfer?

A campus transfer is when an employee is transferring from one ASU campus to another; the physical location of the job is moving. Managers can do this transaction through Position Management by modifying the position location.
QUESTIONS: Contact Partners: 480-965-2704 West: 602-543-8400

Description	Action	Reason	HR Usage and Definition
Campus Transfer	*XFR*	*CMP*	*Transferring from one ASU campus to another, the physical location of the job is moving.*

What is career advancement (promotion)?

A career advancement (promotion) is defined as the action of advancing or elevating an employee to a higher grade/position. Typically, changes such as moves from classified to service professional or service professional to administrative job are considered career advancements. This action can be completed either by the Manager (Reports To) through Manager Self Service (MSS) (if promotion is within own department) or Talent Acquisition Management (TAM) (if promoting/transferring) to another department within the University. If you are reclassifying the position number the employee is currently in, you will first need to make this change through Position Management and then promote the employee through MSS.

IMPORTANT NOTE: The current department does not need to take any action and the Manager (Reports To) should NOT terminate or zero out an employee's compensation when an employee transfers to another position within the University. Both current and receiving departments need to communicate and work out the details of the transition and effective dates to ensure accounts are charged appropriately. Departments should also be in touch and coordinate with Staffing as they change/update records in PeopleSoft.
QUESTIONS: Contact Partners: 480-965-2704 West: 602-543-8400

Description	Action	Reason	HR Usage and Definition
Competitive Promotion (TAM)	PRO	CPR	Employee selected for a new position as part of competitive recruitment

Description	Action	Reason	HR Usage and Definition
Career Advancement (MSS)	PRO	NCP	Employee promoted into position with grade higher than previous; position not open for competitive recruitment; promotion due to demonstrated competency and performance

What is a demotion?

A demotion can either be voluntary or involuntary as noted below. Competitive demotions are when an employee applies for and obtains a new position through the open recruitment process. These are voluntary and are done through Talent Acquisition Management (TAM). Non-competitive voluntary reassignments to a lower level position, meaning the employee requested the demotion, are a manual process and need to be done through the department HR Representative and/or HR Partners. Involuntary demotions due to discipline require a pre-demotion hearing before taking any action. These are also a manual process and need to be done through the HR Representative and/or HR Partner.

IMPORTANT NOTE: The current department does not need to take any action and the Manager (Reports To) should NOT terminate or zero out an employee's compensation when an employee transfers to another position within the University. The current and receiving departments need to communicate and work out the details of the transition and effective dates to ensure accounts are charged appropriately. Departments should also be in touch and coordinate with Staffing as they change/update records in PeopleSoft. *QUESTIONS: Contact Partners: 480-965-2704 West: 602-543-8400*

Description	Action	Reason	HR Usage and Definition
Demotion – Competitive (TAM)	DEM	DCP	EE obtains new position through open recruitment (voluntarily moves to lower level position)
Demotion - Voluntary Reassign	DEM	DVR	EE provides written request to voluntarily move to a lower level position
Demotion – Disciplinary	DEM	DEM	Progressive discipline process through SPP 809 (involuntary)

When do I use the Hold Action/Reason Code?

These action/reason codes are used for limited business reasons (see definitions below), and benefits is the primary owner of applying these codes to an employee record. Please note that an employee can only be on hold/leave for up to 12 months maximum. Managers can request this transaction to be completed by the Benefits Office by submitting a **Leave of Absence and Hold Request** form located under HR Forms on the HR website.

When returning an employee from hold, by submitting a **Leave of Absence Status Change** form, and transferring them to a new position, a new row needs to be added to return them from hold and update their job data information/position number. We should not be rehiring them.

QUESTIONS: Contact Benefits: 480-965-2701 or 2-1748 West: 602-543-8400

Description	Action	Reason	Benefits Usage and Definition
Hold - No Pay And No Benefits	HLD	HNB	Active Employee who is not receiving pay and is not enrolled in benefits. To be used at conversion for employees in HRMS who are active but do not have current jobs/pay lines.
Hold - No Pay With Benefits	HLD	HWB	Active employee who is not receiving pay but who is enrolled in benefits. This action REQUIRES department funding to pay for benefits ERE costs. Employees who are active but for some reason cannot yet have a job/pay line re-established (pending re-newal of visa, sponsored grant, etc.)

When do I use the Leave of Absence Code?

Paid Leave of Absence (PLA) and Unpaid Leave of Absence (ULA) are used for employees who take an approved leave of absence from their job. Benefits is the primary owner of applying these codes to an employee record. Please note that an employee can only be on hold/leave for up to 12 months maximum. Managers can request this transaction to be completed by the Benefits Office by submitting a **Leave of Absence and Hold Request form** located under HR Forms on the HR website.

When changing their leave status (i.e., paid to unpaid, FMLA to Extended) or returning an employee from leave by submitting a **Leave of Absence Status Change** form, a new row needs to be added to change their leave status or return them from leave. If returning from leave, update their job data information as needed on the same row.

QUESTIONS: Contact Benefits: 480-965-2701 or 2-1748. West: 602-543-8400

Paid Leave of Absence Codes:

Description	Action	Reason	Benefits Usage and Definition
Administrative	PLA	ADM	Employee can choose to continue benefits or cancel benefits during a paid leave. No Benefits Billing. See SPP 704-06 for more information.

Parental - Graduate TA/RA Only	PLA	GPT	Paid parental leave code used for GRA/GTA. Separate code required for GRA/GTA positions because standard work hours typically disqualify them from FMLA. No Benefits Billing. See SPP 705-01 for more information.
FMLA Exhausted - Employee or Family	PLA	FEX	Paid leave granted after FMLA is exhausted. Employee can choose to continue benefits or cancel benefits during a paid leave. No Benefits Billing. See SPP 705-01 for more information.
Medical (not eligible for FMLA)	PLA	MED	Paid leave granted to employee when not eligible for FMLA. Employee can choose to continue benefits or cancel benefits during a paid leave. No Benefits Billing. See SPP 705-01 for more information.
Personal	PLA	PER	Paid leave granted for personal reasons. Employee can choose to continue benefits or cancel benefits during a paid leave. No Benefits Billing. See SPP 705-01 for more information.
Workers Comp - NON FMLA or Exhausted	PLA	WKC	Paid leave granted due to Work Comp, after FMLA is exhausted or when not eligible for FMLA. Employee can choose to continue benefits or cancel benefits during a paid leave. No Benefits Billing. See SPP 705-01 for more information.
FMLA - Family Member	PLA	FMF	Paid leave for eligible employees to care for a family member due to medical urgency or the birth, adoption, or placement of a child with the employee. FMLA is granted to employees after at least 12 months of employment and after having worked at least 1,250 hours during the previous 12 months. Employee can choose to continue benefits or cancel benefits during a paid leave. No Benefits Billing.

FMLA - Employee Medical	PLA	FMM	Paid leave for eligible employees due to medical urgency. FMLA is granted to employees after at least 12 months of employment and after having worked at least 1,250 hours during the previous 12 months. Employee can choose to continue benefits or cancel benefits during a paid leave. No Benefits Billing.
FMLA - Parental	PLA	FMP	Paid leave granted for the purpose of recovery from childbirth and/or to care for and bond with a newborn or newly adopted child. Eligible employees include all benefits-eligible (50% FTE or more) ASU employees, including faculty, academic professionals, administrators , service professionals , and classified staff , who have been employed at ASU for at least 12-months and have worked at least 1,250 hours during the previous 12-months. Employee can choose to continue benefits or cancel benefits during a paid leave. No Benefits Billing. See SPP 705-02 for more information.
FMLA - Worker's Comp	PLA	FMW	Employee can choose to continue benefits or cancel benefits during a paid leave. No Benefits Billing.
Military Service - Active Duty	PLA	MIL	Paid leave of absence for call to active military duty, where the employee has unused military pay remaining per policy or has chosen to use available vacation or comp time leave to remain in a paid status. For use only for call to active military duty, where employee is requesting payment of unused vacation or comp time or where the employee has not used all of 30 days entitled per policy. Employee can choose to continue benefits or cancel benefits during a paid leave. No Benefits Billing.

Military Service - Reserves	PLA	MIR	Paid leave of absence for reservist time, where the employee has unused military leave pay remaining or has chosen to use available vacation or comp time leave to remain in a paid status. For use only for call to reservist duty, where employee is requesting payment of unused vacation or comp time or where the employee has not used all of 30 days entitled per policy. Employee can choose to continue benefits or cancel benefits during a paid leave. No Benefits Billing. See SPP 706 for more information.
Sabbatical - 1 Semester (Reqs Provost Approval)	PLA	SA1	Paid leave of absence granted for 1 semester (6 months) for faculty and administrators. One semester provides full salary. Administrative action for instances necessary for faculty/administrator to keep abreast in field, remain effective in present position or render greatest possible service to university. Employee can choose to continue benefits or cancel benefits during a paid leave. No Benefits Billing. See ACD 705 for more information.
Sabbatical - 2 Semesters (Reqs Provost Approval)	PLA	SA2	Paid leave of absence granted for 1 academic year (12 months) for faculty and administrators. Academic year sabbatical provides three-fifths salary. Administrative action for instances necessary for faculty/administrator to keep abreast in field, remain effective in present position or render greatest possible service to university. Employee can choose to continue benefits or cancel benefits during a paid leave. No Benefits Billing.

Unpaid Leave of Absence Codes:

Description	Action	Reason	Benefits Usage and Definition
Administrative	ULA	ADM	Employee can choose to continue benefits or cancel benefits during an unpaid leave. If continue employee is billed for both the Employee and Employer portion. See SPP 704-06 for more information.
Education	ULA	EDU	Unpaid leave of absence granted to employee for educational pursuits. Employee can choose to continue benefits or cancel benefits during an unpaid leave. If continue employee is billed for both the Employee and Employer portion.
FMLA Exhausted - Employee or Family	ULA	FEX	Unpaid leave granted after FMLA is exhausted. Employee can choose to continue benefits or cancel benefits during an unpaid leave. If continue employee is billed for Employee and Employer portion. See SPP 705-01 for more information.
Medical (not eligible for FMLA)	ULA	MED	Unpaid leave granted when not eligible for FMLA. Employee can choose to continue benefits or cancel benefits during an unpaid leave. If continue employee is billed for both the Employee and Employer portion. See SPP 705-01 for more information.
Personal	ULA	PER	Unpaid leave granted for personal reasons. Employee can choose to continue benefits or cancel benefits during an unpaid leave. If continue employee is billed for both the Employee and Employer portion. See SPP 705-01 for more information.

Workers Comp - NON FMLA or Exhausted	ULA	WKC	Unpaid leave granted due to Work Comp, after FMLA is exhausted or when not eligible for FMLA. Employee can choose to continue benefits or cancel benefits during an unpaid leave. If continue employee is billed for Employee portion only for first 6 months. After 6 months employee is billed for both the Employee and Employer portion. See SPP 705-01 for more information.
FMLA - Family Member	ULA	FMF	Unpaid leave for eligible employees to care for a family member due to medical urgency or the birth, adoption, or placement of a child with the employee. FMLA is granted to employees after at least 12 months of employment and after having worked at least 1,250 hours during the previous 12 months. Employee can choose to continue benefits or cancel benefits during an unpaid leave. If continue employee is billed only for the Employee portion. See SPP 705-02 for more information.
FMLA - Employee Medical	ULA	FMM	Unpaid leave for eligible employees due to medical urgency. FMLA is granted to employees after at least 12 months of employment and after having worked at least 1,250 hours during the previous 12 months. Employee can choose to continue benefits or cancel benefits during an unpaid leave. If continue employee is billed only for the Employee portion.
FMLA - Workers Comp	ULA	FMW	Unpaid leave for eligible employees due to Work Comp during FMLA period. FMLA is granted to employees after at least 12 months of employment and after having worked at least 1,250 hours during the previous 12 months. Employee can choose to continue benefits or cancel benefits during an unpaid leave. If continue employee is billed only for the Employee portion. See SPP 705-02 for more information.

Military Service - Active Duty	ULA	MIL	Unpaid leave of absence for call to active military duty, where the employee has no military pay remaining or has chosen not to use available vacation or comp time leave to remain in a paid status. For use only for call to active military duty, where employee is not receiving pay of unused vacation or comp time or where the employee has used all of 30 days entitled per policy. Employee can choose to continue benefits or cancel benefits during an unpaid leave. If continue employee is billed for both the Employee and Employer portion.
Military Service - Reserves	ULA	MIR	Unpaid leave of absence for reservist time, where the employee has no military leave pay remaining or has chosen not to use available vacation or comp time leave to remain in a paid status. For use only for call to reservist duty, where employee is not requesting payment of unused vacation or comp time or where the employee has used all of 30 days entitled per policy. Employee can choose to continue benefits or cancel benefits during an unpaid leave. If continue employee is billed for both the Employee and Employer portion.