

Action and reason codes

Code categories are listed below. If a transaction entered into a personnel transaction request does not meet the definitions below, the codes will default to action and reason codes based on PTR rules.

Hire codes | HIR

An employee's first employment relationship—receiving compensation and, if eligible, benefit—with the university.

Reason	description
REG	Hire – regular Both competitive and noncompetitive recruitment.
AFL	Hired from affiliate – Arizona Board of Regents or tri-university An employee hired either from ABOR or University of Arizona or Northern Arizona University
STA	Hired from affiliate – state agency Hired from a state agency

Reassignment codes | DEM

A job change that results in a move to a lower category or job with a lower MRP in the same category

Reason	description
COP	Reassignment – competitive with pay, Kenexa Employee voluntarily obtains a new position through open recruitment. Processed in Kenexa and reflects a job code change

Reason description

	where MRP is less than the current job code or category is lower. Will have a position number change. Must have change in pay.
CON	<p>Reassignment – competitive without pay, Kenexa Employee voluntarily obtains new position through open recruitment. Processed in Kenexa and reflects a job code change where MRP is less than the current job code or category is lower. Will have a position number change. Must not have a change in pay.</p>
DEM	<p>Demotion – disciplinary Progressive discipline process through SPP 809 involuntary. Only applies to classified staff.</p>
INP	<p>Reassignment – involuntary with pay Processed in PTR to reassign an employee and used in very few circumstances for business-related reasons. Important: Please consult with your HR Partner before using. MRP is less than the current job code or the category is lower. Pay rate must change. The position remains the same.</p>
INN	<p>Reassignment – involuntary without pay Processed in PTR to reassign an employee and used in very few circumstances for business-related reasons. Important: Please consult with your HR Partner before using. MRP is less than the current job code or the category is lower. No pay-change. The position remains the same.</p>
CNP	<p>Reassignment – noncompetitive with pay Processed in PTR to reassign an employee and used in very few circumstances for business-related reasons. Important: Please consult with your HR Partner before using. MRP is less than the current job code or the category is lower. Must have change in pay. The position remains the same.</p>
NCN	<p>Reassignment – noncompetitive without pay Processed in PTR to reassign employee; used in very few circumstances for business-related reasons. Important: Please consult with your HR Partner before using. MRP is less than the current job code or the category is lower. No change in pay. Position number remains the same.</p>

Hold action and reason codes | HLD

Reason description	
HNB	<p>Hold – no pay and no benefits 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 and pay lines.</p>
HWB	<p>Hold – no pay with benefits Active employee who is not receiving pay but who is enrolled in benefits. This action requires department funding to pay for benefits of ERE costs. Employees who are active but for some reason cannot yet have a job and pay line re-established. For example, a pending renewal of visa sponsored grant.</p>

Paid leave of absence codes | PLA

Reason description	
ADM	<p>Administrative Employee can choose to continue benefits or cancel benefits during a paid leave. No Benefits Billing. See SPP 704-06 for more information.</p>
FMM	<p>FMLA – employee medical 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.</p>

Reason description

FMF	<p>FMLA – family member 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.</p>
FMP	<p>FMLA – parental Paid leave granted for the purpose of recovery from childbirth or to care for and bond with a newborn or newly adopted child. Eligible employees include all benefits-eligible—50 percent FTE or more—ASU employees, including faculty, academic professionals, administrators, university staff, 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.</p>
FMW	<p>FMLA – workers' comp Employee can choose to continue benefits or cancel benefits during a paid leave. No Benefits Billing.</p>
FEX	<p>FMLA exhausted – employee or family Paid leave granted after FMLA is exhausted. The employee can choose to continue benefits or cancel benefits during a paid leave. No Benefits Billing. See SPP 705-01 for more information.</p>
MED	<p>Medical — not eligible for FMLA Paid leave granted to an employee when not eligible for FMLA. An employee can choose to continue benefits or cancel benefits during a paid leave. No Benefits Billing. See SPP 705-01 for more information.</p>
MIL	<p>Military service – active duty 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.</p>
MIR	<p>Military service – reserves Paid leave of absence for reservist time, where the employee has unused military leave pay remaining or has chosen to use</p>

Reason description

	<p>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.</p>
GPT	<p>Parental – graduate teachers assistant or graduate resident assistant only Paid parental leave code used for GTA or GRA. Separate code required for GTA or GRA positions because standard work hours typically disqualify them from FMLA. No Benefits Billing. See SPP 705-01 for more information.</p>
PER	<p>Personal 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.</p>
SA1	<p>Sabbatical – first semester Requires provost approval Paid leave of absence granted for first 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.</p>
SA2	<p>Sabbatical – two semesters Requires provost approval Paid leave of absence granted for one academic year — 12 months — for faculty and administrators. Academic year sabbatical provides three-fifths salary. Administrative action for instances necessary for faculty or administrator to keep abreast in field, remain effective in present position or render greatest possible service to the university. Employee can choose to continue benefits or cancel benefits during a paid leave. No benefits billing.</p>
WKC	<p>Workers' compensation – NonFMLA or exhausted 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.</p>

Promotion codes | PRO

A change to a job in a higher compensation framework category. An in-category promotion is a change to a job within the same category with a higher MRP—competitive or non-competitive.

Reason description	
KPC	<p>Competitive promotion, Kenexa Employee selected for a new position as part of competitive recruitment. Processed in Kenexa. Employee must receive an increase in pay and a new job code where category is greater.</p>
KIC	<p>Competitive in-category promotion, Kenexa Employee selected for a new position as part of competitive recruitment. Processed in Kenexa. Employee must receive an increase in pay and a new job code where the MRP is greater. Category remains the same.</p>
PNC	<p>Noncompetitive promotion Processed in PTR. Employee is promoted into a position that is not open for competitive recruitment; promotion due to demonstrated competency and performance. The employee must receive an increase in pay and a new job code where category is greater. Position remains the same.</p>
NIC	<p>Noncompetitive in-category promotion Processed in PTR. Employee is promoted into a position that is not open for competitive recruitment; promotion due to demonstrated competency and performance. The employee must receive an increase in pay AND a new job code in the same category and MRP is greater.</p>

Rehire codes | REH

Occurs when there is a break in the employee or employer relationship, and it is reestablished in the future.

Reason description

30D	<p>Rehire less than 30 days When a former employee returns to ASU within 30 days or less from their termination date.</p>
REH	<p>Rehire after 30 days, but less than 12 months When a former employee returns to ASU after 30 days but less than 12 months from the termination date.</p>
RHA	<p>Rehire after 12 months Former employee hired after 12 months of the termination date.</p>

Retirement codes | RET

Reason description

RET	<p>Retirement Processed in PTR as retire employee request, 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 employee — and who voluntarily leaves ASU.</p>
RIT	<p>Involve – Retire in lieu of term Processed in PTR as retire employee request, for employee meeting all criteria necessary to retire from ASU — outlined in RET above — who have chosen to retire in lieu of an involuntary termination. It will be used for both classified and university staff employees.</p>

Reason description

RRF	<p>Retire – layoff Processed in PTR as Retire Employee request, for employee meeting all criteria necessary to retire from ASU — outlined under RET above. Used when an employee's position was eliminated due to budget constraints, funding reductions or reorganization and the employee elects to retire versus being laid off. It does not apply to faculty. It will be used for both classified and university staff employees.</p>
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Termination codes | TER

When an employee's employment relationship ends, and the employee leaves the university.

Reason description	
DTH	<p>Death</p>
UNF	<p>Disability — less than five years of service Termination because of a disability that prohibits the employee from performing essential functions of the job, where employee possesses less than five years of continuous service at the onset of disability. Benefits end on Pay Period End Date.</p>
OVF	<p>Disability — at least five years of service Termination because of a disability that prohibits the employee from performing essential functions of the job, where the employee possesses at least five years of continuous service at the onset of disability.</p>
END	<p>End of assignment A short-term temporary—less than six months—a staff member who is hired for a specific period of time on state-appropriated funds, PRN on an as-needed basis or seasonal employee that has completed their assignment as indicated in their offer letter.</p>

Reason description	
GRD	<p>Graduation 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, for example, in which they wish to pursue a new career or opportunity. This information can be obtained either via a discussion with the employee or an exit interview or survey.</p>
IFD	<p>Involve lack of funding An employee is let go due to lack of grant funding.</p>
IRP	<p>Involve released during probation A classified staff employee is terminated during their probationary period per SPP 1011: Involuntary Termination.</p>
IRS	<p>Involve resigned in lieu of term A classified or university staff employee resigns in lieu of an involuntary termination in accordance with SPP 1011 or SPP 1010. This would also be the same for faculty, academic professionals and students.</p>
ITR	<p>Involuntary termination This code is used when an employee is released involuntarily for a legitimate business reason. This will be used for both classified and university staff employees. Note: An involuntary termination requires vice president or dean approval as well as approval from the Office of Human Resources Partners group.</p>
TEN	<p>Involuntary, terminal contract during the probationary period Completion of terminal contract for probationary faculty.</p>
UCH	<p>Involuntary, unsuccessful completion of the hire process Did not complete the hiring process successfully. For example, he or she did not pass a background check or did not produce the required documents for Form I-9.</p>
IRF	<p>Layoff An employee whose position was eliminated because of budget constraints, funding reductions or reorganization. Refer to the retirement section for employees choosing to retire in lieu of layoff. It does not apply to faculty. It will be used for both classified and university staff employees.</p>

Reason description	
VRS	Resignation Employee voluntarily resigns their employment at ASU.
BOR	Term-transfer to ABOR or tri-university When an employee terminates employment from ASU and goes to work for ABOR or one of the tri-universities.
STA	Term – transfer to state agency When an employee terminates employment from ASU and goes to work for the state of Arizona at an agency other than ABOR or one of the tri-universities.

Transfer codes | XFR

A job-change in the same title OR change to a job with the same MRP within the same category.

Reason description	
CMP	Campus transfer Transferring from one ASU campus to another, the physical location of the job is moving.
NCN	Transfer – noncompetitive without pay Processed in PTR. Employee moves from one department to another with no change to MRP. No change to category. Position number cannot be changed. No change in pay.
CON	Transfer – competitive without pay, Kenexa Processed in Kenexa. Employee selected for a new position as part of competitive recruitment with no change to MRP. No change to category. Position number must be changed. No change in pay.

Reason description

COP	<p>Transfer – competitive with pay Processed in Kenexa. Employee selected for a new position as part of competitive recruitment with no change to MRP. No change to category. Position number AND pay must change.</p>
NCP	<p>Transfer – noncompetitive with pay Processed in PTR. Employee moves from one department to another with no change to MRP. No change to category. Position number cannot be changed. Pay must change.</p>

Various pay codes | PAY

A job-change in the same title OR change to a job with the same MRP within the same category.

Reason description

PEA	<p>Equity adjustment Processed in PTR. Intended to correct a pay disparity within a job. Administrators or direct supervisors should work directly with the Office of Human Resources to determine an appropriate internal equity adjustment when a pay disparity exists.</p>
PMA	<p>Market adjustment Processed as an upload or via PTR. May be initiated as the result of a compensation study. Market adjustments may occur when the assigned market reference point of the job classification is adjusted. Market adjustments or job reclassifications resulting in an upward zone or category movement with associated financial impacts must be reviewed and finalized by OHR.</p>
PPB	<p>Performance-based Processed as an upload or via PTR. An individual pay action initiated consistent with the results of performance evaluation. These should not exceed the top end of the assigned market zone.</p>
RET	<p>Retention Processed via PTR. These may be appropriate to retain critical, key talent or highly recruited staff. Individual retention</p>

Reason description

adjustments vary based on the circumstances. Requests must contain supporting documentation when presented for review and approval.

Unpaid leave of absence codes | ULA

Reason description

ADM	<p>Administrative 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.</p>
EDU	<p>Education 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.</p>
FMM	<p>FMLA – Employee medical 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.</p>
FMF	<p>FMLA – Family member 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.</p>
FMW	<p>FMLA – Workers compensation 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</p>

Reason description

	<p>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.</p>
FEX	<p>FMLA exhausted – employee or family 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.</p>
MED	<p>Medical — not eligible for FMLA 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.</p>
MIL	<p>Military service – active duty 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 the 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.</p>
MIR	<p>Military service – reserves 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.</p>
PER	<p>Personal 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.</p>

Reason description

WKC	<p>Workers Comp – Non-FMLA or Exhausted</p> <p>Unpaid leave granted because of 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 six months. After six months employee is billed for both the employee and employer portion. See SPP 705-01 for more information.</p>
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