



Action/Reason Code Matrix

TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
ADDITIONAL ASSIGNMENT	An additional job	ADL	CCJ	Concurrent Job	When a permanent or other certified employee occasionally works at a different job title. Also when a temporary employee works in more than one title (i.e., two part-time or intermittent jobs)	Active
	Same as previous row	ADL	DET	Detail	When a permanent employee is temporarily assigned to a different job code for 6 months or less. Only Permanent (Regular) employees or Certified Temporary or Seasonal employees should be put on Detail Status	Active
	Same as previous row	ADL	RWD	Restricted Work Detail	When an employee is in Phase 2 of the Return to Work Program	Active
	Same as previous	ADL	WFU	Workforce Utilization Detail	Only used for employees in Local	Active



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					320; Local 363 and Local 49	
ADDITIONAL ASSIGNMENT END	Additional Assignment End	ASE	EAA	End Additional Assignment	When an Additional Assignment ends	Active
BENEFIT	Benefit Eligible	BEN	BEN	Benefit Eligible	Used only by HRIS Ben Admin	Active
DEMOTION	When an employee moves to a new Job Code that is a lower classification	DEM	PDS	Permanent, Disciplinary	When an employee is demoted to a lower classification permanently for disciplinary reasons	Active
	Same as previous	DEM	PIV	Permanent, Involuntary	When an employee decides to demote to a lower classified job temporarily	Active
	Same as pervious row	DEM	PVL	Permanent, Voluntary	When an employee decides to demote to a lower classified job permanently	Active
	Same as previous	DEM	RCD	Reclassification Downgrade	When a Job Reclassification results in a downgrade of the employee's job	Active
	Same as previous	DEM	TDS	Temporary, Disciplinary	When an employee is demoted to a lower classification temporarily for disciplinary reasons	Active



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	Same as previous	DEM	TIV	Temporary, Involuntary	When an employee is demoted temporarily (e.g., loss of driver's license, etc.)	Active
	Same as previous	DEM	TVL	Temporary, Voluntary	When an employee decides to demote to a lower classified job temporarily	Active
	Same as previous	DEM	XPB	Bump Down Diff Job Title-Grd	When an employee bumps down to a lower grade due to budget cuts, job elimination and/or layoffs	Active
DATA CHANGES	Change to individual characteristics of an employee's job information	DTA	CBU	Union Code Change	When the union code for an employee changes	Active
	Same as previous	DTA	DLG	Change in Longevity Date	Should be submitted on a Request for Hours or Date Adjustment Form and updated by only HRIS Admin Staff. However, if the employee is being rehired the HRIS	Active



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					Rep should change this data at the time of the rehire.	
	Same as previous	DTA	DSN	Change in Seniority Date	Should be submitted on a Request for Hours or Date Adjustment Form and updated by only HRIS Admin Staff. However, if the employee is being rehired the HRIS Rep should change this data at the time of the rehire.	Active
	Same as previous	DTA	DTX	Detail Extension	To document the extension of an employee's Detail	Active
	Same as previous	DTA	DVL	Change Leave Accrual Date	Should be submitted on a Request for Hours or Date Adjustment Form and updated by only HRIS Admin Staff	Active
	Same as previous	DTA	EDC	Earnings Distribution Change	When the combo coding for an employee changes	Active
	Same as previous	DTA	ETC	Employee Type Change	When the employee type changes from	Active



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TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
					salaries to hourly or vice versa	
	Same as previous	DTA	FLS	FLSA Status Change	When the FLSA status changes from exempt to non-exempt or vice versa on the employee's job code	
	Same as previous	DTA	FPI	Full/Part/Intermittent Time Change	When the full-time, part-time or intermittent status for an employee changes	Active
	Same as previous	DTA	HAC	Hours Adjustment-Class	Should be submitted on a Request for Hours or Date Adjustment Form and updated by only HRIS Admin Staff	Active
	Same as previous	DTA	HAL	Hours Adjustment-Longevity	Should be submitted on a Request for Hours or Date Adjustment Form and updated by only HRIS Admin Staff	Active
	Same as previous	DTA	LOC	Location Code Change	Use to change the employee's Location Code (Division)	Active
	Same as previous	DTA	PGP	Pay Group Change	When an employee's	Active



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					pay group changes	
	Same as previous	DTA	PMX	Permit Extended	To document the extension of an employee's permit employment	Active
	Same as previous	DTA	PNE	Position Entered	When a position is added to an employee's job record after their initial hire	Active
	Same as previous	DTA	PNR	Position Removed	When a position is being removed from an employee's job data record	Active
	Same as previous	DTA	POR	Position Override Change	To remove the Position Override from an employee's job record	Active
	Same as previous	DTA	RTS	Regular/Temporary/Seasonal Change	When an employee's Regular, Temporary or Seasonal status changes	Active
	Same as previous	DTA	RTW	Restricted Wk Stat RTW Program	When an employee enters the Return to Work Program	Active
	Same as previous	DTA	RWE	Restricted Work End	When an employee is released from the Return to Work Program	Active



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TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
	Same as previous	DTA	SGR	Salary Grade Change	When the salary grade for a job code changes (used by HRIS Admin staff)	Active
	Same as previous	DTA	SHR	Standard Hours Change	Use to change the employee's Standard Hours	Active
	Same as previous	DTA	SPV	Add/Change Supervisor	To add and/or change the supervisor ID for an employee	Active
	Same as previous	DTA	SPX	Special Assign Pay Extended	When special assignment pay is extended for an employee	Active
	Same as previous	DTA	ZBN	Benefits Update Misc	Used by HRIS Benefits	Active
	Same as previous	DTA	ZFI	X Error Correct-FICA Status	To correct FICA Status for certain employee groups (e.g., Police, Fire sworn, etc.)	Active
FAMILY STATUS CHANGE	Changes in an employee's family status	FSC	DEP	Family Change – Dependent	When an employee has a new dependent or loses a dependent (for Benefits purposes)	Active
	Same as previous	FSC	MAR	Family Change – Marital Status	When an employee gets married or	Active



Action/Reason Code Matrix

TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
					divorced (for Benefits purposes)	
HIRE	Employing someone to work for the City, Park or Independent Board or Agency	HIR	CSN	Certified Seasonal	Used only by the Park Board and Public Works	Active
	Same as previous	HIR	CTM	Certified Temporary	Used only by the Park Board	Active
	Same as previous	HIR	NEW	New Hire – Regular	Use to hire ‘ permanent ’ employees	Active
	Same as previous	HIR	TMP	Temporary	Use to hire ‘ temporary ’ (e.g., employees on Permit, Student Interns, etc.)	Active
JOB RECLASSIFICATION	Reclassifications of jobs by HR Classification Division	JRC	CMS	Class Maintenance Study (HR)	Used only by HRIS Admin	Active
	Same as previous	JRC	JRC	Job Reclassification	Used only by HRIS Admin	Active
	Same as previous	JRC	RTL	New Title, Same Class Grade	Used only by HRIS Admin	Active
LEAVE OF ABSENCE	Employee is away from work on leave for more than a full payroll period	LOA	ADM	Administrative Unpaid Leave	Defined by department or agency (rarely used)	Active



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TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
	Same as previous	LOA	CAN	Candidate for Public Office	When an employee takes an unpaid leave to run for a political office	Leave of Absence
	Same as previous	LOA	EDU	Educational Leave	When an employee takes an approved unpaid education leave	Leave of Absence
	Same as previous	LOA	MED	Medical Leave	May be used when an employee is taking an extended unpaid medical leave approved by the department that does not qualify for FMLA	Leave of Absence
	Same as previous	LOA	MIL	Military Service	When an employee takes leave to serve in the military in excess of the annual allowance	Leave of Absence
	Same as previous	LOA	NEA	Elect, Appoint or NonCity Position	When an employee takes a leave approved by both the department and the Civil Service Commission to serve in a non-City elected or appointed position	Leave of Absence



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TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
					(rarely used)	
	Same as previous	LOA	PAR	Parental Leave	When an employee takes a leave of absence for an approved parental leave when FMLA does not apply and medical leave does not apply	Leave of Absence
	Same as previous	LOA	PER	Personal Leave	When an employee takes a leave for personal reasons which is approved by the department and none of the leave time will be covered by any accumulated vacation, sick or compensatory time	Leave of Absence
	Same as previous	LOA	UNL	Union Position Leave	When an employee takes a leave to serve full-time in one of the unions representing City employees	Leave of Absence
	Same as previous	LOA	WC2	Workers' Comp without Benefits	Used for specific situations related to Workers' Compensation	Leave of Absence

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TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
					Claims (check with Benefits before using)	
LAYOFF	When an employee is laid off for a season or for an indefinite period of time	LOF	DSP	Disciplinary	When an employee is placed on layoff for disciplinary reasons – mainly used by the Park Board	Suspended
	Same as previous	LOF	LJB	Lay-off from Job Bank	When an employee's tenure is up in the Job Bank	Suspended
	Same as previous	LOF	MED	Medical	May be used when an employee must be laid off due to a medical problem that prevents the employee from performing their job duties and job accommodations are not an option (rarely used)	Suspended
	Same as previous	LOF	REG	Regular	Used for a routine lay-off for unions other than Locals 363, 320 and 49	Suspended
	Same as previous	LOF	SEA	Seasonal-363, 320 & 49 Only	Used by the Park Board and Public	Suspended



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TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
					Works for seasonal employees	
LONG TERM DISABILITY WITH PAY	When an employee is unable to perform their job due to a disability incurred	LTD	DDS	Duty Disability	When an employee has sustained a disabling injury while performing their job	Leave of Absence
	Same as previous	LTD	NDD	Non-Duty Disability	When an employee has sustained a disabling injury but they were not working for their employer	Leave of Absence
LONG TERM DISABILITY		LTO	DDS	Duty Disability w/Pension	Rarely Used	Leave of Absence
PAY RATE CHANGE	A change in the rate of pay for an employee	PAY	CBA	Collective Bargaining Agreement	Used by HRIS Admin for mass salary changes	Active
	Same as previous	PAY	COL	Cost of Living Increase	Used for independent boards for unclassified employees	Active
	Same as previous	PAY	CSA	City Step Adjustment	Used only by the City	Active
	Same as previous	PAY	ERP	End Probationary Rate	When the probationary pay rate period ends for an employee	Active
	Same as previous	PAY	MAJ	Market Adjustment Step	Used by HRIS	Active



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TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
					Admin when an employee's salary is increased due to a market adjustment above their base salary	
	Same as previous	PAY	MER	Merit	Used by independent boards and specific City labor units to provide an employee with merit pay	Active
	Same as previous	PAY	MPE	End Merit Pay	When an employee's merit pay ends	Active
	Same as previous	PAY	MRE	Merit Pay Extended	When the merit pay for an employee is extended	Active
	Same as previous	PAY	PSA	Park Step Adjustment	Used only by the Park Board	Active
	Same as previous	PAY	RLS	Redline Status	When an employee's salary is redlined	Active
	Same as previous	PAY	RRL	Remove Redline Status	When an employee's redline status for pay has ended	Active
	Same as previous	PAY	SAE	Special Assignment Pay End	Use to end special assignment pay for employees in the Professional Engineers Union	Active
	Same as previous	PAY	SAP	Special Assignment Pay	For employees in the	Active



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TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
					Professional Engineers Union	
	Same as previous	PAY	SEN	Seniority Pay	Automatic process in HRIS to update employee records when their longevity pay increases	Active
	Same as previous	PAY	SPA	Special Agreement	When salary rates have been agreed to via letters of agreement with a labor union or as a result of legal action (rarely used)	Active
	Same as previous	PAY	SPE	End Special Agreement	When the special agreement pay has ended	Active
	Same as previous	PAY	STN	Step Increase Not Approved	When an employee's step increase is denied	Active
	Same as previous	PAY	STP	Step Increase	Use for annual or step increments	Active
	Same as previous	PAY	ZPR	Pay Rate Error Adjustment	Use to correct a pay rate error for an employee	Active
PAID LEAVE OF ABSENCE	Employee is away from work on leave for more than a full payroll period	PLA	ADM	Administrative Leave with Pay	When an employee is given time off with pay (most often used by the Police)	Paid Leave



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TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
	Same as previous	PLA	BGT	Budgetary Leave Intermittent	Department) When an employee is taking budgetary leave intermittently (only enter on the job data record if it is for a complete pay period)	Paid Leave
	Same as previous	PLA	FML	Paid FMLA, Intmt or Consecutv	May be used when an employee needs to take time off for his or her own medical care or for that of a qualified family member	Paid Leave
	Same as previous	PLA	INV	Investigatory Leave with Pay	When a department head places an employee who is the subject of a misconduct investigation on a paid leave	Paid Leave
	Same as previous	PLA	MED	Medical Leave	When an employee takes a medical leave that does not qualify for Family Medical Leave	Paid Leave
	Same as previous	PLA	MIL	Military Leave Annual 15 day	When an employee takes annual military	Paid Leave



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					leave for military training or service	
	Same as previous	PLA	PAR	Parental Leave	When an employee takes a leave of absence for an approved parental leave when FMLA is not available or appropriate	Paid Leave
	Same as previous	PLA	TPV	Term/Layoff Pend Vet Appeal	When an employee that is also a veteran appeals a discharge action	Paid Leave
	Same as previous	PLA	WC1	Workers Comp with Benefits	Used for specific situations related to Workers' Compensation Claims (check with Benefits before using)	Paid Leave
POSITION CHANGE (Should only be used by HRIS Admin)	A change to a specific and/or group of positions that may or may not affect the status of the incumbent	POS	ACS	From Appointed to Civil Svc	When a position changes from Appointed to classified (Civil Service)	Active
	Same as previous	POS	BGT	Budget Cuts Position Eliminated	When a position is eliminated due to budget cuts	NA if the position is vacant –



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TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
						Varies
	Same as previous	POS	CDP	Change in Department	When a position moves to a different department	Active
	Same as previous	POS	CEC	Change in Employment Class	When a change is made to the employment class for a position (position goes from Certified to Appointed)	Active
	Same as previous	POS	CJC	Change in Job Code	When there is a change in job code for the position	Active
	Same as previous	POS	CNF	Confidential Designation	When the position has been designated as being confidential	Active
	Same as previous	POS	CPS	Change in Position Status	When there is a change to the position status (position was proposed but is now approved)	Active
	Same as previous	POS	CSA	From Civil Svc to City Appted	When a position has been moved from classified to Appointed	Active
	Same as previous	POS	ELM	Position Eliminated	When a position is eliminated from a	NA if the position is

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TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
					department's budget	vacant – Varies
	Same as previous	POS	FCT	Factor Points Change	When the Classification Factor Points for a job code change	Active
	Same as previous	POS	FPI	Full, Part, Intermittent Chng	When the full-time, part-time and/or intermittent status for a position changes	Active
	Same as previous	POS	FTE	FTE Change	When the FTE status for a position changes	Active
	Same as previous	POS	LOC	Location Change	When the location changes for a position	Active
	Same as previous	POS	MXH	Change Maximum Head Count	When the maximum head count of a position changes	Active
	Same as previous	POS	NEW	New Position	When a new position is created for a department	NA
	Same as previous	POS	RCL	Reclassification	When a position is reclassified	Active
	Same as previous	POS	REO	Reorganization	When a position is changed due to a reorganization	Active
	Same as previous	POS	SGR	Salary Grade Chng	When there is a	Active



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TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
					change in the salary grade for a position	
	Same as previous	POS	SHR	Standard Hours Change	When there is a change in the standard hours for a position	Active
	Same as previous	POS	TTL	Position Title Change	When the title for a position has been changed	Active
	Same as previous	POS	UCC	Union Code Change	When the union code for a position has changed	Active
	Same as previous	POS	UCL	Unclassified but Approved	Used as a place holder for a position that has been approved but not yet classified	NA
	Same as previous	POS	UNF	Unfunded but Approved	When the position has been approved but it has not been funded as of yet	NA
	Same as previous	POS	ZAU	Appointment Authorization Updt	HRIS Admin uses to identify the Appointing Authority for specific Appointed positions	NA
	Same as previous	POS	ZBK	Background Check Update	When a position has been identified as	NA



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TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
					requiring a background check	
	Same as previous	POS	ZCI	Classified Indicator Corrected	When the classified indicator is corrected for a position	NA
	Same as previous	POS	ZFC	FLSA Status Corrected	When the FLSA status is corrected for a position	NA
	Same as previous	POS	ZRP	Add Reports To Position	When the 'Reports To' information is entered for a position	NA
	Same as previous	POS	ZRT	Change Repts To Position	When the 'Reports To' for a position changes	NA
	Same as previous	POS	ZSE	Statement of Economic Interest	When a position has been identified as requiring a Statement of Economic Interest	NA
	Same as previous	POS	ZSG	Signature Authority	Use for positions that have been authorized to sign contracts for the City	NA
PROBATION	The trial period for an employee	PRB	CSO	Community Service Officer Police Department	Used only by the Police Department	Active
	Same as previous	PRB	PRX	Probation Extended	When the probation period for an employee has been extended	Active

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TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
COMPLETED PROBATION	Probationary period has been successfully completed	PRC	PRB	Completed Probation	When an employee completes their probation	Active
PROMOTION	A permanent change to a higher job classification or a salary schedule higher than the employee's current job	PRO	APT	Appointed	When an employee is promoted into an Appointed position	Active
	Same as previous	PRO	CSC	Central HR Staffing Process	When an employee is promoted via the Central HR staffing process	Active
	Same as previous	PRO	PCA	Professional Credentials Achieved	Used for the Professional Engineers union (CEN)	Active
	Same as previous	PRO	RCU	Reclassification Upgrade	Used by HRIS Admin when an employee or group of employees has reclassified to a higher classification grade	Active
	Same as previous	PRO	UNC	Uncertified	Used by MPHA to promote uncertified employees	Active



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TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
RECALL	Recall from layoff or suspension	REC	RLO	From Lay-Off	When an employee is recalled from lay-off	Active
	Same as previous	REC	RSU	From Suspension	When an employee is recalled from suspension	Active
REHIRE	Rehire	REH	CSN	Certified Seasonal	Used by the Park Board to rehire some of their seasonal employees	Active
	Same as previous	REH	REG	Regular	Use to rehire a permanent employee	Active
	Same as previous	REH	TMP	Temporary	Use to rehire a temporary/permit employee	Active
RETIREMENT	When an employee retires after enough qualifying years of service	RET	DDS	Duty Disability	When an employee retires due to a duty disability	Terminated
	Same as previous	RET	NDD	Non-Duty Disability	When an employee retires due to a non-duty disability	Terminated
	Same as previous	RET	REG	Regular	When an employee retires	Terminated
RETURN FROM DISABILITY	When an employee returns from a disability	RFD	LTM	From Long Term Disability	When an employee returns from a long term disability	Active
	Same as previous	RFD	STM	From Short Term Disability	When an employee returns from a short	Active



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TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
					term disability	
RETURN FROM LEAVE	When an employee returns from a leave of absence	RFL	RLV	Return from Unpaid LOA	When an employee returns from an unpaid leave of Absence	Active
	Same as previous	RFL	RPL	Return from Paid LOA	When an employee returns from a paid leave of absence	Active
	Same as previous	RFL	RWC	Return from Workers Comp	When an employee is returned from Workers' Compensation	Active
SUSPENSION	When an employee is suspended from work	SUS	DIS	Disciplinary Suspension No Pay	When an employee is suspended from work for disciplinary reasons	Suspended
TERMINATION	When an employee leaves employment with the organization	TER	ABN	Abandoned Position	Use when an employee abandons their job	Terminated
	Same as previous	TER	DEA	Death	When an employee dies	Terminated
	Same as previous	TER	DSC	Discharged	When an employee is discharged from their job	Terminated
	Same as previous	TER	DUP	Duplicate ID for Employee	Use to terminate additional employee id(s) for an employee (most	Terminated

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TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
					employees should only have one employee id in HRIS)	
	Same as previous	TER	EAP	End of Appointment	When an Appointed employee is terminated or not reappointed (however, they have not discharged. This has happened on rare occasions)	Terminated
	Same as previous	TER	ETM	End of Elected Term	When an Elected Official is not re-elected	Terminated
	Same as previous	TER	JBK	From Job Bank	Use to terminate employees from the Job Bank	Terminated
	Same as previous	TER	PME	Permit End	Use to terminate employees on permit	Terminated
	Same as previous	TER	PRB	Probationary Release	When an employee does not pass probation	Terminated
	Same as previous	TER	RLD	Resigned in Lieu of Discharge	When an employee is allowed to resign instead of being discharged	Terminated
	Same as previous	TER	RSN	Resignation	When an employee voluntarily leaves	Terminated

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					employment with the organization	
	Same as previous	TER	TLO	From Lay-Off	When an employee's time on lay-off expires	Terminated
	Same as previous	TER	TWP	End of Temporary Work	Used for special work programs, such as Summer Youth, student interns, etc.	Terminated
TRANSFER (Transfer actions are used in a variety of situations in HRIS)	Transfer – Different Employment Class	XFR	APT	Certified to Appointed	When there has been a formal action which changed the employee from the classified service to appointed (usually entered by HRIS Admin)	Active
	Same as previous	XFR	CRT	Uncertified to Certified	When the employee and/or their position has moved to the classified service	Active
	Same as previous	XFR	UCT	Certified to Uncertified	When an employee has moved from a certified, classified job code or position into an uncertified job code or position that is not appointed	Active
	Transfer –	XFR	DIV	Different Division, Same	When an employee	Active

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TRANSACTION TYPE	DEFINITION	ACTION CODE	REASON CODE	DESCRIPTION	USE	EMPLOYEE STATUS
	Organizational Transfers			Dept	moves within the same department	
	Same as previous	XFR	DPT	Different Dept, Same Salary Authority	When an employee moves from one department to another with the same Job Title but a different position number	Active
	Same as previous	XFR	DSA	Different Salary Authority	When an employee moves from one salary authority to another with the same Classified Job Title (Salary authorities to which this would apply are City Departments, Park Board and the Building Commission)	Active
	Same as previous	XFR	JBK	Transfer to Job Bank Department	Used by HRIS Admin to place an employee in the Job Bank	Active
	Transfer – Job Transfers	XFR	JOB	Different Job Code	When an employee moves to a different Job Code, but it is not a Promotion or	Active



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	Same as previous	XFR	POS	Diff Posn Same Job Code	Demotion When an employee moves to a different position that has the same Job Code or Job Title (employee must all ready be in a position)	Active
	Same as previous	XFR	REO	Reorganization	When a reorganization results in a change of department or division	Active
	Same as previous	XFR	TTL	Transfer of Title	When an employee moves into a new Job Code that is at the same classification grade and pay but with a different title (rarely used)	Active