

HCM: Action/Reason Chart (WFA)

Information in this document is subject to change. Please refer to the online reference for the latest updates: <http://hrweb.berkeley.edu/hcm/wfa/codes-values/action-reason>

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ADD - Add Contingent Worker

Reason Code	Description	When to Use
AFF	Staff of UC/OP/Affiliated Org	Use to create a Contingent Worker record for staff of UC/OP/Affiliated Organization.
CNS	Consultant	Use to create a Contingent Worker record for a consultant.
COM	Committee Member	Use to create a Contingent Worker record for a committee member.
HSC	HHMI Scholar	Use to create a Contingent Worker record for an HHMI Scholar.
IND	Independent Contractor	Use to create a Contingent Worker record for an independent contractor.
LBL	Employee of LBL	Use to create a Contingent Worker record for an LBL employee.
LPD	LBL/DOE Postdoc	Use to create a Contingent Worker record for an LBL/DOE Postdoc.
SFC	Unpaid Student Facilitator	Use to create a Contingent Worker record for an Unpaid Student Facilitator (DECAL student).
TMP	Temporary Agency Staff	Use to create a Contingent Worker record for Temporary Agency staff.
VOL	Volunteer	Use to create a Contingent Worker record for a staff volunteer.
VSC	Visiting Scholar	Use to create a Contingent Worker record for a Visiting Scholar (relationship w/department).
VSR	Visiting Student Researcher	Use to create a Contingent Worker record for a Visiting Student Researcher (relationship w/department).

COM - Completion (For Contingent Workers Only) Use to end a Contingent Worker appointment. Will change status from "Active" to "Terminated."

COM	Complete Assignment (non-EE)	Use to end a Contingent Worker appointment when complete.
DEA	Death (non-EE)	Use to end a Contingent Worker appointment as a result of death.
INV	Involuntary (non-EE)	Use when a Contingent Worker involuntarily leaves an appointment prior to completion.
NOS	No Show (non-EE)	Use when a Contingent Worker has been entered into HCM but does not show up to begin work.
VOL	Voluntary (non-EE)	Use when a Contingent Worker voluntarily leaves an appointment prior to completion.

DEM - Demotion (For Employees Only)

INV	Involuntary	Use when an employee moves involuntarily from one UCB position to another UCB position with a lower salary range midpoint.
VOL	Voluntary	Use when an employee moves voluntarily from one UCB position to another UCB position with a lower salary range midpoint.

DTA – Data Change

APD	Appointment Date	Use to establish an earlier appointment end date or indefinite date.
APT	Appointment Type (EE Only)	Use to change an employee's Appointment Type (e.g., from "3-Limited" to 2-Regular/Career"). <i>Note: For Appointment Type changes resulting from filling a TAM job opening, use Transfer: APT Transfer - Appointment Type.</i>
COR	Correction (Valid for EE or CWR)	Use to correct an incorrect data value on the current row of an employee record.
CST	Change Status (EE Only)	Use to change the Fixed/Variable status of a positive time employee. <i>Note: To change a Career employee from Fixed to Variable status, use Data Change: RTI Reduction in Time/Layoff Indefinite or RTV Reduction in Time/Layoff Temporary.</i>
CTC	CalTime Conversion (EE Only)	<i>System Update effective 09/01/14 to support CalTime (campus time reporting system) functionality. The Action/Reason converted all FLSA Nonexempt Job records with a "CalTime Type Code" (A,C,or S) and, depending on type of record, assigned CT Friendly Name to Job or Earnings Distribution records.</i>
CTU	CalTime Update (EE Only)	<i>To be used post CalTime Conversion to change CalTime related Type or Friendly Name data on the Job or Earnings Distribution records of FLSA Nonexempt Job records in HCM. Use when such changes are needed for CalTime Time reporting purposes.</i>
DPT	Dept. ID Change - Reorg (Valid for EE or CWR)	<i>Do not use.</i> Indicates a change made by Central to update an employee's Job Department due to reorganization or org tree node inactivation.
ERD	Expected Return Date	Use to update an employee's leave expected return date.
FLS	FLSA Status Change	Use to Change the FLSA Status on the HCM Job record. This change is necessary on some Job records using a normally Exempt Jobcode when the salary/FTE falls below Federal rules for Exempt Status.
LVC	Leave Code (EE Only)	Use to update an employee's Leave Code.
MTC	Mass Title Change-Central Only (EE Only)	<i>Do not use.</i> Indicates a mass change by Central to all affected titles.

PER	Percent Time Change (EE Only)	Use to increase or decrease percent time (Job FTE) on an academic or casual/restricted appointment, or to increase percent time on a staff appointment. (See Data Change: RTI, RTT, RTV.)
PRE	Phased Retirement Reduction End	Use to end Phased Retirement if the employee is terminating the program and not retiring.
PRR	Phased Retirement Reduction	Use to establish the Phased Retirement Program. Use for each subsequent reduction as part of Phased Retirement.
PSC	Pay Schedule Change/Conversion (EE Only)	Used for either mass conversion or individual changes to Pay Schedule (for example from Monthly MO/MA to Biweekly BW pay cycle.
REV	Five-Year Review-Academic	Use when a five-year review for an academic appointment resulted in no salary action

RPN	Reappoint Contingent Worker (CWR Only)	Use to renew a Contingent Worker assignment with no break in service, or to extend an assignment end date.
RPT	Renewal/Reappointment (EE Only)	Use to renew an employee's appointment with no break in service, by extending an appointment end date.
RTI	Reduction in Time/Layoff Indefinite (EE Only)	Use when management initiates a reduction in percent time (Job FTE) indefinitely, on an academic or staff appointment that would be eligible for preferential rehire in the event of a layoff.
RTS	Reduction in Time with Severance (EE Only)	Use when management initiates a reduction in percent time (Job FTE) indefinitely, and employee is eligible for and accepts severance pay for the reduction. Limited use. Check the appropriate personnel program.
RTT	Reduction in Time/Layoff Temporary (EE Only)	Use when management initiates a reduction in percent time (Job FTE) temporarily, on an academic or staff appointment.
RTV	Reduction in Time-Voluntary (EE Only)	Use when an employee initiates a reduction in percent time (Job FTE) indefinitely or temporarily, on a staff appointment that would be eligible for preferential rehire in the event of a layoff.
SDC	START Program Data Change - Central Only (EE Only)	<i>Do not use.</i> Restricted to HR Records Management. It is used to record a change to the START (Staff Academic Reduction in Time) program begin date, end date, or "RTP" distribution line percent.
STA	START Program Begin - Central Only (EE Only)	<i>Do not use.</i> Restricted to HR Records Management. Used to record the beginning date of START program participation.
STE	START Program End (EE Only)	Restricted to HR Records Management. It is used to record the ending date of START program participation.
SUP	Supervisor Change (Valid for EE or CWR)	Use to change an employee's supervisor.

TCC	Time Code Change (EE Only)	Use to change an employee's Time Code (e.g., from E-exception to Z-Positive Roster).
TYR	Terminal Year Appointment (EE Only)	Use to indicate an academic appointee's final year after not receiving tenure.

HIR - HIRE Use to hire a new employee or to add a new employment instance (concurrent job record) for an active employee. Use for the first Employment Instance on a new hire.

HIR	Hire	Use to hire an individual new to the UCB campus.
HOP	Hire from UCOP	Use to hire an individual who was previously employed by UC Office of the President.
HSL	Hire from State/Lab	Use to hire an individual who was previously employed by a UC Laboratory or other California state institution.
HUC	Hire from other UC Campus	Use to hire an individual who was previously employed by a UC campus other than Berkeley.
RET	Hire UC System Staff Retiree	Use to hire an individual staff member who previously retired from the University of California system.

HIRE (JOB LEVEL) Use for additional new jobs (Employment Instances) on a currently active employee.

ACA	Additional Compensation	Use for academic appointees receiving additional compensation.
ADD	Additional Job	Use to add a new concurrent appointment whose dates overlap one or more active appointments (i.e., when an employee holds two or more appointments/part time jobs at the same time).
INT	Intern	Use to add a concurrent appointment that is an internship.
RAD	Recall to Active Duty Emeritus	Use to add a recall appointment when a faculty member already has an emeritus job.
STP	Stipend-Academic	Use to give a stipend to an academic appointee. <i>Note: For staff stipends, use Pay Rate Change: Stipend-Staff on current record - do not add an additional employment instance.</i>

JED - Earnings Distribution Change (For Employees Only)

COA	Mass COA Change-Central Only	<i>Do not use.</i> Indicates a mass change by Central to all affected distributions.
DIS	Distribution	Use to: <ul style="list-style-type: none"> • Change chartstrings to which earnings will be charged • Add or change a Work-Study Code • Re-allocate existing distribution percent (no change to Job FTE)
ECC	Earnings Code Change	Use to apply a more appropriate earnings code, oftentimes newly available.

JLP - Job Level - Paid Leave (For Employees Only) Use when an employee is taking a paid leave of absence from one appointment but remaining active in another appointment. This action does not place the employee on leave in PPS. *Note: This action is only valid for employees with more than one active appointment. For employees with one appointment only, or for employees taking a paid leave of absence on all appointments, use Action PLA: Leave of Absence - Paid.*

ADM	Administrative	Use when campus administration has granted paid leave for an event or activity.
ASM	Active Service Modified	<i>Not a leave.</i> Used for tracking modified service when an academic appointee has substantial responsibility for a newborn child or adoptee.
CHB	Child Bearing	Use for paid pregnancy disability leave.
FML	FMLA-Family Medical Leave	Use for paid leave eligible under the Family Medical Leave Act (FMLA).
FUR	Furlough	Use when an employee has a pre-designated paid period of time off included in the type of position held.
GOV	Gov/Public Service	Use for paid leave granted to perform government or public service.
LLS	Leave in Lieu of Sabbatical	Use for paid leave granted to faculty when sabbatical policies cannot be invoked (requires exceptional approval).
MED	Medical	Use for paid medical leave (self only) not eligible under the Family Medical Leave Act (FMLA).
OAC	Other Academic	Use for other academic-related paid leave not eligible under other types of leave.
PAR	Parental	Use for paid leave to bond with a child after birth or adoption.
PER	Personal	Use for employee-initiated paid leave granted for personal reasons.

PRO	Professional Develop	Use for paid leave granted to take coursework (internship, etc.) for professional development.
RES	Special Research-Academic	Use for paid leave granted to conduct research.
SFP	Sabbatical-Full Pay Acad	Use for sabbatical leave at full pay.
SPP	Sabbatical Partial Pay Acad	Use for sabbatical leave at partial pay.
SRF	Sabbatical-in-Res-Full Acad	Use for sabbatical leave in residence at full pay.
SRP	Sabbatical-in-Res-Partial Acad	Use for sabbatical leave in residence at partial pay.

JLU - Job Level - Leave Without Pay (For Employees Only) Use when an employee is taking an unpaid leave of absence from one appointment but remaining active in another appointment. This action does not place the employee on leave in PPS. *Note: This action is only valid for employees with more than one active appointment. For employees with one appointment only, or for employees taking an unpaid leave of absence on all appointments, use Action LOA: Leave of Absence - Unpaid.*

ADM	Administrative	Use when campus administration has granted unpaid leave for an event or activity.
BBP	Benefits Bridge Period	Use for qualified Non-Senate Faculty employees to continue health and welfare benefits for up to three months between active NSF appointments.
CHB	Child Bearing	Use for unpaid pregnancy disability leave.
FML	FMLA-Family Medical Leave	Use for unpaid leave eligible under the Family Medical Leave Act (FMLA).
FUR	Furlough	Use when an employee has a pre-designated unpaid period of time off included in the type of position held.
GOV	Gov/Public Service	Use for unpaid leave granted to perform government or public service.
MED	Medical	Use for unpaid medical leave (self only) not eligible under the Family Medical Leave Act (FMLA).
OAC	Other Academic	Use for other academic-related unpaid leave not eligible under other types of leave.
PAR	Parental	Use for unpaid leave to bond with a child after birth or adoption.
PER	Personal	Use for employee-initiated unpaid leave granted for personal reasons.
PRO	Professional Develop	Use for unpaid leave granted to take coursework (internship, etc.) for professional development.
RES	Special Research-Academic	Use for unpaid leave granted to conduct research.
TLO	Temporary Layoff	Use to reduce an employee's time to zero temporarily (management-initiated).

JRC - Job Reclassification (For Employees Only)

RCD	Downward	Use when an employee's position is reclassified to a title with a lower salary range midpoint.
RCL	Lateral	Use when an employee's position is reclassified to a title with the same salary range midpoint.
RCU	Upward	Use when an employee's position is reclassified to a title with a higher salary range midpoint.
RPJ	Return	Use to end a temporary job reclassification when the employee's regular position is non-budgeted. (See Note under JRC TMP for budgeted positions.)
SER	Series Change-Academic	Use to change the job title of an academic appointee from one title series to another title series. <i>Note: Check the appropriate box to indicate whether the reclassification was "With Recruitment" or "With Waiver."</i>
TMP	Temporary	Use for a temporary job reclassification when the employee's regular position is non-budgeted. <i>Note: For a permanently budgeted position, place the budgeted position on hold using POS PRT, and add a concurrent job for the temporary reclassification. End the temporary job reclassification using TER EAD, and take the budgeted position off hold using POS RMV.</i>

LOA - Leave of Absence - Unpaid (For Employees Only) Use when an employee is taking an unpaid leave of absence from all active appointments (person level leave). This action places the employee on leave in PPS. *Note: Each appointment should be placed on leave. The Effective Date and Expected Return Date on all appointments must be equal.*

ADM	Administrative	Use when campus administration has granted unpaid leave for an event or activity.
BBP	Benefits Bridge Period	Use for qualified Non-Senate Faculty employees to continue health and welfare benefits for up to three months between active NSF appointments.
CHB	Child Bearing	Use for unpaid pregnancy disability leave.
FML	FMLA-Family Medical Leave	Use for unpaid leave eligible under the Family Medical Leave Act (FMLA).
FUR	Furlough	Use when an employee has a pre-designated unpaid period of time off included in the type of position held.
GOV	Gov/Public Service	Use for unpaid leave granted to perform government or public service.
INP	Initial Period-Academic	Use when an academic appointee does not arrive on campus to begin work for at least one semester following the date of hire.
MED	Medical	Use for unpaid medical leave (self only) not eligible under the Family Medical Leave Act (FMLA).
MIL	Military Service	Use for unpaid leave granted for military service.
OAC	Other Academic	Use for other academic-related unpaid leave not eligible under other types of leave.
PAR	Parental	Use for unpaid leave to bond with a child after birth or adoption.
PER	Personal	Use for employee-initiated unpaid leave granted for personal

		reasons.
PRO	Professional Develop	Use for unpaid leave granted to take coursework (internship, etc.) for professional development.
RES	Special Research-Academic	Use for unpaid leave granted to conduct research.
TLO	Temporary Layoff	Use to reduce an employee's time to zero temporarily (management-initiated).
WKC	Workers' Compensation	Use for unpaid leave eligible under Workers' Compensation policies.

PAY - Pay Rate Change (For Employees Only)

DIS	Disciplinary	Use when a department takes disciplinary action against an employee resulting in a reduction in pay.
EQA	Equity Adjustment-Individual	Use to adjust an individual employee's pay based upon an inequity. This code is also used to provide salary increases to students or employees who do not receive regular increases.
MER	Merit	Use when an employee receives a pay increase based upon performance within an established merit program, or when an academic appointee receives an advancement in step without a change in title or rank.
MKT	Market Adjustment - Academic	Use only as directed by APO to make an adjustment to pay for Professorial & Academic Researcher titles to implement 10/1/07 Market salary scales.
NAA	Negotiated Agreement Adjustment	Use to increase salaries for members of a bargaining unit to implement a negotiated agreement when the increase is not merit-based nor a range adjustment.
PAR	Parity Adjustment	Use to bring a group of employees into alignment with comparison groups.
RAC	Range Adjustment-Central Only	<i>Do not use.</i> Indicates a mass change by Central to all affected ranges.
RAD	Range Adjustment-Department	Use to make a range adjustment within the department.
RET	Return to Base	Use to end a stipend for a staff appointee.
RIA	Review Increase-Academic	Use when an academic review results in a salary increase but no change to step.
SCA	Salary Scale Change-Acad	Use to make an adjustment when there has been a salary scale change due to market.
SDA	Shift Differential Adjustment	Use to make an adjustment to the Shift Differential rate on the Distribution page as a result of a change in policy or contract.
SIM	Salary Increase to Minimum	Use to increase an employee's salary to the minimum value for the range.
SRB	Reduction to Base Pay	Use to enter a salary reduction based upon employee participation in the Systemwide Furlough Plan for 2009-10.

STM	Structure Modification	Use when employee's step changes due to add, delete or re-numbering of steps for the title. May or may not result in a pay change for the employee.
STP	Stipend-Staff	Use to give a stipend to a staff appointee. <i>Note: For academic stipends, add an appointment using Add Concurrent Job and choose Additional Job: Stipend-Academic.</i>
TIM	Time in Title-Academic Students	Use to give a step increase to GSIs or GSRs based on either years of service or where they are in their degree program, (e.g., passed orals).

PLA - Leave of Absence - Paid (For Employees Only) Use when an employee is taking a paid leave of absence from all active appointments (person level leave). This action places the employee on leave in PPS. *Note: Each appointment should be placed on leave. The Effective Date and Expected Return Date on additional appointments must be equal to or within the leave dates on the Home Department appointment.*

ADM	Administrative	Use when campus administration has granted paid leave for an event or activity.
ASM	Active Service Modified	<i>Not a leave.</i> Used for tracking modified service when an academic appointee has substantial responsibility for a newborn child or adoptee.
CHB	Child Bearing	Use for paid pregnancy disability leave.
FML	FMLA-Family Medical Leave	Use for paid leave eligible under the Family Medical Leave Act (FMLA).
FUR	Furlough	Use when an employee has a pre-designated paid period of time off included in the type of position held.
GOV	Gov/Public Service	Use for paid leave granted to perform government or public service.
LLS	Leave in Lieu of Sabbatical	Use for paid leave granted to faculty when sabbatical policies cannot be invoked (requires exceptional approval).
MED	Medical	Use for paid medical leave (self only) not eligible under the Family Medical Leave Act (FMLA).
MIL	Military Service	Use for paid leave granted for military service.
OAC	Other Academic	Use for other academic-related paid leave not eligible under other types of leave.
PAR	Parental	Use for paid leave to bond with a child after birth or adoption.
PER	Personal	Use for employee-initiated paid leave granted for personal reasons.
PRO	Professional Develop	Use for paid leave granted to take coursework (internship, etc.) for professional development.
RES	Special Research-Academic	Use for paid leave granted to conduct research.
SFP	Sabbatical-Full Pay Acad	Use for sabbatical leave at full pay.
SPP	Sabbatical Partial Pay Acad	Use for sabbatical leave at partial pay.

SRF	Sabbatical-in-Res-Full Acad	Use for sabbatical leave in residence at full pay.
SRP	Sabbatical-in-Res-Partial Acad	Use for sabbatical leave in residence at partial pay.
WKC	Workers' Compensation	Use for paid leave eligible under Workers' Compensation policies.

POS - Budgeted Position Change (For Employees Only)

CHG	Change Position Number (Job Data Only)	Use when changing an incumbent's Position Number, as a result of headcount consolidation or restructuring only.
CNV	Pos Mgmt Conversion (Job Data only)	Do not use. Indicates a job record added by the system for Position Management conversion. <i>(Inactive as of 12-2-2012)</i>
DEP	Department (Position only)	Use to update a position's Department. (Automatically updates incumbent Job records if current or future row.)
EME	Emeritus Title Change (Position only)	Use when updating the Job Code on a Position for a Faculty member who is retiring as Emeritus. (Requires additional transaction in incumbent's Job Data to complete the Rehire-Emeritus action.)
FTE	Change in Budgeted FTE (Job Data only)	Use to increase or decrease Budgeted FTE.
INA	Position Inactivated (Position only)	Use to inactivate a position.
HCD	Headcount Decrease (Position only)	Use to decrease a position's Headcount.
HCI	Headcount Increase (Position only)	Use to increase a position's Headcount.
HRS	Standard Hours (Position only)	Use to update a position's Standard Hours. (Requires additional transaction in incumbent's Job Data to complete the Data Change-Percent Time Change.)
JRC	Job Reclassification (Position only)	Use to update the Job Code on a staff position. (Requires additional transaction in incumbent's Job Data to complete the Job Reclassification.)
LOC	Location (Position only)	Use to update a position's Location. (Automatically updates incumbent Job records if current or future row.)
LVL	Level 7 Department (Position only)	Use to update a position's Level 7 Department ID.
NEW	New Position (Position only)	Use to create a new position.
OVR	Override Position	Use when activating the Override Position Data button on the job

	Data (Job Data only)	record, for purposes of disconnecting that Job record from any Position updates. <i>(Note: If activating the Override Position Data button for purposes of updating Job Data fields, use an Action and Reason that reflect the job record update.)</i>
PRO	Academic Promotion (Position only)	Use to update the Job Code on a Position for a Faculty member who is receiving an Academic Promotion. (Requires additional transaction in incumbent's Job Data to complete the Academic Promotion.)
PRT	Position Hold (Job Data only)	Use to hold a permanently budgeted position while temporarily paying an employee using an unbudgeted chartstring (e.g., while the employee does an internship, takes a paid sabbatical, etc.).
REP	Reports To (Position only)	Use to update a position's Reports To position number. (Automatically updates incumbent Job records if current or future row.)
RMV	Remove Position Hold (Job Data only)	Use to remove the hold from a permanently budgeted position.
UPD	Position Data Update (Position only)	Use when updating multiple fields on a Position, excluding updates to Job Code. (Automatically updates incumbent Job records if Department, Standard Hours, Location and/or Reports To are updated but Job Code is not updated, and is current or future row.) <i>(Note: For updates to Job Code, use Reclassification or Academic Promotion reasons.)</i>
USE	Use Position Data (Job Data only)	Use when activating the Use Position Data button to revert to position data fields and reconnect the job record to any position data updates.

PRO - Promotion (For Employees Only)

ACA	Academic	Use to advance an academic appointee from one rank to another within a title series.
CAR	Career Ladder	Use when an employee in a Career Ladder position moves to a higher level within the Career Ladder.
PRO	Promotion	Use when an employee moves from one UCB position to another UCB position with a higher salary range midpoint.
RZN	Regularization	Use for faculty, initially appointed Acting Assistant Professors, who have now completed doctoral degree requirements and changed to Assistant Professor title.

REH - Rehire (For Employees Only) For staff positions with recruitment, enter the Job Requisition number. Use for the first Employment Instance on a new rehire (separated employee).

EME	Emeritus Status	Use to enter a rehire action on a faculty employee returning as Emeritus (action follows TER EME).
PRL	Preferential	Use to rehire a former UCB employee eligible for preferential rehire

	Rehire-Layoff	under layoff policies.
PRM	Preferential Rehire-Medic Sep	Use to rehire a former UCB employee eligible for preferential rehire under medical separation policies.
RCL	Recall from Layoff	Use to rehire a former UCB employee eligible under recall policies.
REH	Rehire	Use to rehire a former UCB employee, with or without recruitment.
REI	Reinstatement	Use <i>only</i> for circumstances of reinstatement of employment, where the termination has been suspended or reversed (e.g., due to a grievance settlement), usually without a break in service.
RET	Rehire UC Berkeley Staff Retiree	Use to rehire an individual staff member who previously retired from UC Berkeley.
ROP	Rehire - from UCOP	Use to rehire a former UCB employee who was previously employed by UC Office of the President.
RSL	Rehire - from State/Lab	Use to rehire a former UCB employee who was previously employed by a UC Laboratory or other California state institution.
RUC	Rehire - from other UC Campus	Use to rehire a former UCB employee who was previously employed by a UC campus other than Berkeley.

Rehire (job level) Use for reactivating additional jobs (Employment Instances) in terminated status, only for a currently active employee.

ACA	Additional Compensation	Use for academic appointees receiving additional compensation.
ADD	Additional Job	Use to add a new concurrent appointment whose dates overlap one or more active appointments (i.e., when an employee holds two or more appointments/part time jobs at the same time).
INT	Intern	Use to add a concurrent appointment that is an internship.
RAD	Recall to Active Duty	Use to add a recall appointment when a faculty member or academic already has an emeritus or recall appointment.
STP	Stipend-Academic	Use to give a stipend to an academic appointee. <i>Note: For staff stipends, do not create a New Employee Instance. Use Pay Rate Change: Stipend-Staff to add a new one.</i>

RFL - Return from Leave (For Employees Only)

RFL	Return from Leave	Use to return an appointment from a Leave of Absence.
RPL	Partial Return from Leave	Use to return an appointment from a Leave of Absence at a lower percent time (Job FTE) than prior to the Leave of Absence.

RNW - Renewal (For Contingent Workers Only)

RNW	Renew CWR	Use to reactivate a terminated CWR record. Previous action must be "Completion" and status must show "T" (terminated).
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TER - Termination (For Employees Only) Use for ending employment at UCB (separation) as well as ending an additional appointment.

Notes: Use LOF, LON, LOR, or LOS for "person-level" layoffs (i.e., layoff applies to all appointments).

Use JLN, JLP, JLR, or JLS for "job-level" layoffs (i.e., layoff applies to one or more appointments but not all appointments).

Use End Additional Job (EAD) to end an additional appointment (when there are other active jobs) if it is not a "job-level" layoff.

On the last active appointment, use a "person-level" Reason Code that ends employment with the university.

AAJ	Accept Another Job	Use to end employment when the employee resigns to accept another job.
CRA	Casual/Restricted Appt.	Use to end employment for an employee with Appointment Type "4-Casual/Restricted".
DEA	Death	Use to end employment as a result of the employee's death.
DWJ	Dissatisfied With Job	Use to end employment when an employee resigns due to job dissatisfaction.
EAD	End Additional Job	Use to end an additional appointment.
EME	Emeritus Status	Use to enter a termination action on a faculty employee to be rehired as Emeritus (REH EME action follows).
EXP	Appointment/Contract Expired	Use to end employment due to expiration of the appointment or contract.
FRL	Failure to Return from Leave	Use to end employment when an employee fails to return from a leave of absence.
GRA	Graduation-No Longer Student	Use to end employment when a student employee resigns due to graduation from UCB.
HLT	Health	Use to end employment when an employee resigns due to health reasons.
INA	Inactive-12 consecutive months - from payroll	<i>Do not use.</i> Ends employment when an employee has been inactive (received no pay and is not on person level leave) for 12 consecutive months.
JAB	Job Abandonment	Use to end employment when an employee fails to show up for work or contact supervisor.
JLN	Job-Level Layoff – No Severance or Preferential Rehire	Use to end an additional appointment when an employee is laid off with no severance and no preferential rehire and recall rights.
JLP	Job-Level Layoff with Preferential Rehire	Use to end an additional appointment when an employee is laid off with preferential rehire and recall rights.
JLR	Job-Level Layoff – Reduced Severance with Preferential	Use to end an additional appointment when an employee is laid off with reduced severance plus

	Rehire	preferential rehire and recall rights.
JLS	Job-Level Layoff with Severance	Use to end an additional appointment when an employee is laid off with severance.
LAJ	Look for Another Job	Use to end employment when the employee resigns to look for another job.
LOF	Layoff with Preferential Rehire/Recall	Use to end employment when an employee is laid off with preferential rehire and recall rights.
LON	Layoff - No Severance or Preferential Rehire/Recall	Use to end employment when an employee is laid off with no severance and no preferential rehire and recall rights.
LOP	Lack of Performance	Use to end employment for an employee's lack of performance.
LOR	Layoff - Reduced Severance with Preferential Rehire/Recall	Use to end employment when an employee is laid off with reduced severance plus preferential rehire and recall rights.
LOS	Layoff with Severance	Use to end employment when an employee is laid off with severance.
LTC	Grant/Contract Expired	Use to end employment due to termination of a UCB grant or contract that funded the position.
LTD	Termination-Limited Employee	Use to end employment for an employee with Appointment Type "3-Limited".
MAR	Family and/or Child Care	Use to end employment when an employee resigns to perform family or childcare duties.
MED	Medical Separation	Use to end employment under medical separation policies.
MIL	Military Service	Use to end employment when an employee resigns to perform military service.
MOA	Resign-Moved Out of Area	Use to end employment when an employee resigns due to a move out of the area.
MSC	Misconduct	Use to end employment for an employee's misconduct.
NCL	No Longer Certified/Licensed	Use to end employment due to expiration of or lapse in an employee's license or certification.
NRG	Resign-No Reason Given	Use to end employment when an employee resigns and does not provide a reason for resignation.
NRH	Do Not Rehire-EE Agreement	Use to end employment when an employee agrees in a settlement not to seek future employment at UCB.
NSE	Never Started Employment	Use when an employee has been entered into HCM but never begins work.
OTH	Other	Use to end employment when no other termination reason code is appropriate.
OTT	Other Term-Coach, Per Diem, Mgmt.	Use to end employment for coaches, per diem nurses, vocational nurses, and management employees.
PDR	Per Diem Release	Use to end employment for an employee with Appointment Type "6-Per Diem".
PRE	Pregnancy-Did not desire Leave	Use to end employment when an employee resigns

		due to pregnancy and does not indicate a desire for pregnancy disability leave.
QWN	Quit Without Notice	Use to end employment when an employee resigns without providing notice.
REC	Retirement-Compulsory-SMG	Use to end employment for an SMG employee taking compulsory retirement.
REF	Retirement-Faculty	Use to end employment for a retiring faculty employee.
REL	Released During Probation	Use to end employment when an employee is released during 6-month probation.
RET	Retirement-Voluntary-Staff	Use to end employment for a staff employee taking voluntary retirement.
SCH	To Attend School	Use to end employment when an employee resigns to attend school.
SEM	Self-Employment	Use to end employment when an employee resigns to become self-employed.
TYR	Terminal Year	Use to terminate an academic appointee who did not receive tenure.
VWA	Visa/Work Authorization Expire	Use to end employment due to expiration of an employee's visa or work authorization document(s).
XOP	Transfer to UCOP	Use to end employment when an employee is going to work for UC Office of the President.
XSL	Transfer to State/Lab	Use to end employment when an employee is going to work for a UC Laboratory or other California state institution.
XUC	Transfer to Other UC Location	Use to end employment when an employee is going to work for a UC campus other than Berkeley.

TIN – Transfer Out

INT	Internal Use to transfer ownership of an active record to another department. <i>Note: For effective date, use the last day in your department.</i>
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XFR – Transfer In (For Employees Only) For staff positions with recruitment, be sure to begin at Manage Hires and choose Transfer.

APT	Transfer - Appointment Type	Use when an employee fills an TAM job requisition for the same position he or she holds on a limited or temporary appointment, resulting in a change to appointment type (e.g., from 3-Limited to 2-Regular/Career) but no other significant job changes.
XFD	Transfer within Department	Use when an employee moves from one position at UCB to another position at UCB with the same salary range midpoint, within a department.
XFL	Transfer to New Dept- Lateral	Use when an employee moves from one position at UCB to another position at UCB with the same salary range midpoint, in a different department.