

Georgia Institute of Technology
Action Reason Codes and Definitions

Category	Action	Action CODE	Reason	Reason CODE	Definition
Hire	Hire	HIR	Add <u>C</u> oncurrent Job	CON	Employee works more than one job where compensation rate, job title, or work department is different
	Hire	HIR	New <u>H</u> ire	HIR	Initial hire action for an individual new to Georgia Tech except from a State Agency (STA) or University System of GA (USY)
	Hire	HIR	Hired from Other <u>S</u> tate Agency	STA	Employee transferring from a State Agency; EX: State Merit System, Board of Regents, DOAS, DNR, Georgia DOL, etc.
	Hire	HIR	Hired from <u>U</u> niversity <u>S</u> ystem of GA	USY	Employee transferring from University System; EX: Medical College of GA, Georgia State, etc.
	Rehire	REH	<u>R</u> ehire	REH	Former employee rehired at Georgia Tech; including reappointments and TECH TEMPS, excluding post retirement and temporary to regular
	Rehire	REH	Post- <u>R</u> etirement	RET	Retired employee rehired with prior Board of Regents approval working 49% time, or less
	Rehire	REH	Rehired from University System of GA	USY	Employee rehired from University System; EX: Medical College of GA., Georgia State, etc.
Data Changes	Data Change	DTA	<u>D</u> ata <u>C</u> hange (No Payroll Changes)	DTC	Data Changes are those changes to job data that do not fit any of the defined actions, EX: Change class title or job title. Note: DO NOT USE TO CHANGE SALARY, COMPENSATION FREQUENCY, or any action that would affect pay.
	Data Change	DTA	<u>G</u> roup <u>T</u> itle <u>C</u> hange	GTC	Use to change Job Title for a Student Employee ONLY, EX: GRA to GTA, etc
Job Changes	Demotion	DEM	<u>J</u> ob <u>E</u> limination	JEL	Employee's current position is eliminated and the only position available is one at a lower pay grade
	Demotion	DEM	Job Re-classification-- <u>L</u> ower pay Grade	LOW	Employee's position is re-classified resulting in a lower pay grade assignment
	Demotion	DEM	<u>U</u> nsatisfactory <u>P</u> erformance	USP	Employee is moved to a lower pay grade as a result of unsatisfactory performance in the current job
	Demotion	DEM	<u>V</u> oluntary	VOL	Employee requests to be moved to a position with a pay grade lower than the one currently held

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PAY RATE CHANGE: USE ONLY for Compensation Changes

Category	Action	Action CODE	Reason	Reason CODE	Definition
Pay Rate Change	Pay Rate Change	PAY	Annual Pay Increase	ANN	Annual pay increase
	Pay Rate Change	PAY	Result of <u>A</u> nother Action	ANO	Pay rate changes that do not fit any of the defined actions; EX: Mid-year salary increase based on added duties/responsibilities; Change in Compensation Frequency
	Pay Rate Change	PAY	<u>C</u> orrect <u>B</u> udget <u>L</u> oad	CBL	To correct pay rate errors in original FY budget
	Pay Rate Change	PAY	<u>C</u> orrection	COR	To correct pay rate errors
	Pay Rate Change	PAY	Pay Increase-- <u>E</u> arned <u>D</u> egree	DEG	Increase as a result of the Faculty member earning a higher level academic degree
	Pay Rate Change	PAY	Increase-- <u>D</u> ue to <u>M</u> arket	MKT	Employee receives a pay increase as a result of a market adjustment
	Pay Rate Change	PAY	Change in <u>P</u> ercent <u>T</u> ime	PCT	Change in percent time results in a change in the pay rate
	Pay Rate Change	PAY	Pay Rate Change - Temporary Position	TMP	Employee placed in a temporary position - no change in paygrade, but will be in position 30+ days
	Pay Rate Change	PAY	Pay Rate Change - Acting Position	ACT	Employee placed in acting position (duration 1-3 months) - no change in the paygrade
	Pay Rate Change	PAY	Pay Rate Change	INT	Employee moves to (3-12 months) or from a new position on an interim basis
	Pay Rate Change	PAY	<u>R</u> eturn to <u>W</u> ork <u>R</u> estricted	RWR	Employee returns to work with restriction at a low pay rate
	Pay Rate Change	PAY	<u>R</u> eturn to <u>W</u> ork <u>U</u> nrestricted	RWU	Employee returns to regular unrestricted at regular pay
	Promotion	Promotion	PRO	Career Progression (<u>F</u> aculty)	FAC
Promotion		PRO	<u>J</u> ob <u>E</u> limination	JEL	Employees's current position is eliminated and the only position available is one at a higher pay grade
Promotion		PRO	Successful <u>J</u> ob Bid	JOB	Employee bids on and is selected for a posted position
Promotion		PRO	<u>J</u> ob <u>R</u> e-classified to Higher Pay Grade	JRC	Employee's position is re-classified resulting in a higher pay grade assignment (Used for classified positions only.)
Transfer	Transfer	XFR	Other Position Same Grade (<u>L</u> ateral)	LAT	Employee moves to another position in the same grade as the one previously held
	Transfer	XFR	Job Re-classification to <u>S</u> ame Grade	SAM	Employee's job is re-classified resulting in a different job title with the same pay grade
	Transfer	XFR	<u>T</u> emporary Assignment	TMP	Employee is placed on a temporary assignment (not TECH TEMPs)
	Transfer	XFR	<u>T</u> emporary to <u>R</u> egular	TTR	Employee moves from any Temporary position (faculty, staff, Tech Temp, student, affiliate) to a Regular position
	Transfer	XFR	<u>R</u> egular to <u>T</u> emporary	RTT	Employee moves from a Regular position to any Temporary position (faculty, staff, Tech Temp, student, affiliate)
	Transfer	XFR	<u>N</u> ew <u>T</u> ech Temp <u>A</u> ppointment	NTA	Employee moves from a current Tech Temp position to a new Tech Temp appointment
	Transfer	XFR	Affiliate to Bi-weekly	ATB	Employee moves from an Affiliate position to a Bi-weekly position.
	Transfer	XFR	Affiliate to Monthly	ATM	Employee moves from an Affiliate position to a Monthly position.
	Transfer	XFR	Bi-weekly to Affiliate	BTA	Employee moves from a Bi-weekly position to an Affiliate position.
	Transfer	XFR	Bi-weekly to Monthly	BTM	Employee moves from a Bi-weekly position to a Monthly position.
Transfer	XFR	Monthly to Affiliate	MTA	Employee moves from a Monthly position to an Affiliate position.	
Transfer	XFR	Monthly to Bi-weekly	MTB	Employee moves from a Monthly position to a Bi-weekly position.	

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Category	Action	Action CODE	Reason	Reason CODE	Definition
Leave of Absence -- Paid	LOA -- Paid	LOA	Paid Leave -- <u>Administration</u>	ADM	Administrative paid leave of absence
	LOA -- Paid	LOA	Paid Leave -- <u>Education</u>	EDU	Employee receives pay while on educational leave
	LOA -- Paid	LOA	<u>Military Service</u>	MIL	Employee receives pay while on military leave
	Recall	REC	Return from Suspension Without Pay	REC	Employee returns from a suspension without pay
	LOA -- Return	RFL	Return from <u>Leave</u>	RFL	Employee returns from a leave of absence with or without pay
	Suspension	SUS	<u>Suspension Without Pay</u>	SUS	Employee is suspended without pay
Leave of Absence -- Unpaid	LOA - Unpaid	LOA	<u>Education</u>	EDU	* Asterick indicates that Georgia Tech continues Benefit Contributions Employee does not receive pay while on educational leave or on professional development leave *
	LOA - Unpaid	LOA	<u>Family Medical Leave Act</u>	FML	Employee does not receive pay while on Family Medical Leave *
	LOA - Unpaid	LOA	<u>Medical (for health reasons)</u>	HEA	Employee does not receive pay while on medical leave *
	LOA - Unpaid	LOA	<u>Military Service</u>	MIL	Employee does not receive pay while on military leave *
	LOA - Unpaid	LOA	<u>Personal Leave</u>	PER	Employee does not receive pay while on personal leave *
	LOA - Unpaid	LOA	<u>Partial Year Employee</u>	PYE	Employee does not receive pay while on partial year leave *
Retirement	Retirement	RET	Retirement Due To <u>Disability</u>	DIS	Employee is permantly and totally disabled under the criteria established by the Teachers Retirement System
	Retirement	RET	Retired by Working <u>End of Appointment</u>	EOA	End of a post-retirement appointment
	Retirement	RET	<u>Early Retirement</u>	ERT	Employees with at least 25, but less than 30, years of creditable service and under age 60
	Retirement	RET	<u>Normal Retirement</u>	NML	Employees with at least 10 years of creditable service and age 60 or older; OR. 30 or more years of creditable service at any age
	Retirement	RET	Retired from Georgia Tech <u>Affiliate</u>	RAT	Employees retiring from the Alumni Association or the Athletic Association

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TERMINATION: ONLY USE WHEN EMPLOYEE'S JOB AND BENEFITS (if any) WILL TERMINATE

Category	Action	Action CODE	Reason	Reason CODE	Definition
Termination	Termination	TER	<u>Death</u>	DEA	Employee is deceased
	Termination	TER	<u>Elimination</u>	ELI	Employee's position is eliminated
	Termination	TER	<u>End of Appointment</u>	EOA	Employee appointment and any benefits terminated
	Termination	TER	<u>Student Graduated</u>	GRD	Student received degree
	Termination	TER	<u>Job Abandonment</u>	JOB	Employee abandons job
	Termination	TER	<u>Lack of Funding</u>	LOF	Employee is terminated due to lack of funds
	Termination	TER	Failure to Return from <u>Leave</u> as Scheduled	LVE	Employee fails to return from leave as scheduled
	Termination	TER	<u>Not Reappointed (Faculty)</u>	NRF	Faculty member not reappointed
	Termination	TER	Failure to Complete <u>Probationary</u> Period	PRB	Employee fails to complete work probation period
	Termination	TER	<u>Resignation</u>	RES	Employee resigns
	Termination	TER	<u>Unfilled Contract Provisions</u>	UCP	Employee terminated due to unfilled contract provisions
	Termination	TER	<u>Unsatisfactory Performance</u>	UNS	Employee terminated due to unsatisfactory performance
	Termination	TER	<u>Violation of Institute Rules</u>	VIO	Employee violates institute policy
	Termination	TER	<u>Decline Job Offer</u>	DJO	Employee declines job offer

The following Action/Reason combinations will be added to the available codes via the PSF.

XFR/ATB
XFR/ATM
XFR/BTA
XFR/BTM
XFR/MTA
XFR/MTB

This document contains all active Action and Reason Codes available to campus users and corresponds to the Action and Reason Codes that appear in drop-down lists for the web PSF. It combines the "Action Reason List for the Personal Services Form" with the "Definitions for Actions and Reasons." This list replaces both documents. Note: Action Reason Codes and Definitions in bold print (and red on electronic version) show changes in this printing.

The following Action/Reason combinations will be inactivated in PeopleSoft effective 1/1/2010.

LOA/MAT
DTA/CAS no longer used
DTA/CCA no longer used