

**Frequently Used Actions/Action Reason Codes**

<b>Action</b>	<b>Decription</b>	<b>Reason</b>	<b>Description</b>
DEM	Demotion	VOL	Voluntary Down Bid
DEM	Demotion	ORG	Return to Original Position
DEM	Demotion	RES	Demotion Rescinded
DTA	Data Change	MSR	Mass Salary Retro
DTA	Data Change	RWC	Rehire With Changes
DTA	Data Change	RAP	Reappointment
DTA	Data Change	LUN	Change Labor Unit
DTA	Data Change	STP	Change Step Date
DTA	Data Change	CIH	Change in Job Cd Standard Hour
DTA	Data Change	CIL	Change in Location
DTA	Data Change	CAB	Change of Appointment Basis
DTA	Data Change	COR	Correction
DTA	Data Change	DTA	Data Change
DTA	Data Change	RES	Demotion Rescinded
DTA	Data Change	FAC	2nd Semester Acad Fac Chg
DTA	Data Change	MIN	Bring to Minimum of Range
DTA	Data Change	FIC	Change FICA Status
DTA	Data Change	CID	Change In Department
DTA	Data Change	CIT	Change In Time
DTA	Data Change	TLC	Change In Title
DTA	Data Change	MSC	Mass Salary Change
DTA	Data Change	MRT	Merit by File Upload
HIR	Hire	TUM	Transfer within UMass
HIR	Hire	CON	Hire -- Conversion
HIR	Hire	PST	Post Retirement Appt
HIR	Hire	CCA	Concurrent Appointment
HIR	Hire	HIR	Hire
LOA	Leave of Absence	WKC	Workers Comp
LOA	Leave of Absence	HEA	Health Reasons
LOA	Leave of Absence	EXV	Expiration of Visa
LOA	Leave of Absence	PER	Personal Reasons
LOA	Leave of Absence	SAB	Sabbatical
LOA	Leave of Absence	FML	Family & Medical Leave Act
LOA	Leave of Absence	IAC	Industrial Accident
LOA	Leave of Absence	SUS	Suspension
LOA	Leave of Absence	MIL	Military Service
LOA	Leave of Absence	LOA	Leave Without Pay
LOA	Leave of Absence	MAT	Maternity/Paternity
PAY	Pay Rate Change	SPG	Step Progression
PAY	Pay Rate Change	MWI	Minimum Wage Increase
PAY	Pay Rate Change	MRT	Merit by File Upload
PAY	Pay Rate Change	MER	Merit
PAY	Pay Rate Change	MSR	Mass Salary Retro
PAY	Pay Rate Change	MSC	Mass Salary Change
PAY	Pay Rate Change	EQU	Equity/Anomaly
PAY	Pay Rate Change	PRO	Promotion
PAY	Pay Rate Change	COR	Correction Mass Salary
PAY	Pay Rate Change	CDR	Chng of Duties/Respsibilities
PAY	Pay Rate Change	CPT	Change in Time & Pay Rate
PAY	Pay Rate Change	MIN	Bring to Minimum of Range
PAY	Pay Rate Change	BRI	Base Rate Increase

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PAY	Pay Rate Change	ADJ	Adjustment
PLA	Paid Leave of Absence	WKC	Workers Compensation
PLA	Paid Leave of Absence	SUS	Suspended With Pay
PLA	Paid Leave of Absence	SLB	Sick Leave Bank
PLA	Paid Leave of Absence	STD	Short-Term Disability
PLA	Paid Leave of Absence	MIL	Military Service
PLA	Paid Leave of Absence	MAT	Maternity/Paternity
PLA	Paid Leave of Absence	LTD	Long-Term Disability
PLA	Paid Leave of Absence	IOD	Injured on Duty
PLA	Paid Leave of Absence	FML	Family Medical Leave (FMLA)
PLA	Paid Leave of Absence	SBH	Sabbatical Half Salary
PLA	Paid Leave of Absence	SBF	Sabbatical Full Salary
POS	Position Change	TTL	Title Change
POS	Position Change	REA	Reallocation
POS	Position Change	TCG	Position Title Change
POS	Position Change	PWT	Position & Working Title
POS	Position Change	DTA	Data Correction
PRO	Promotion	FLP	In Family Promotion
PRO	Promotion	ADM	Faculty to Faculty Admin
PRO	Promotion	PRO	Prom to another Position
PRO	Promotion	PFR	Prom in Faculty Rank
PRO	Promotion	ACT	Prom Acting Capacity
PRO	Promotion	RAL	Position Reallocation
PRO	Promotion	CTP	Classified to Professional
REH	Rehire	TUM	Transfer within UMass
REH	Rehire	NTB	Rehire from Non-Ben to Benefit
REH	Rehire	PST	Rehire Post Retirement Appt
REH	Rehire	CON	Rehire Connected Service
REH	Rehire	RBS	Rehire Break Service
REH	Rehire	TBN	Rehire Benefit to Nonbnft Stat
REH	Rehire	REH	Rehire
REH	Rehire	RCC	Reh Connect Service w/ Changes
RET	Retirement	ERT	Early Retirement
RET	Retirement	ORD	Ordinary Disab Retire
RET	Retirement	ODR	Ordinary Disab Retire
RET	Retirement	RET	Normal Retirement
RET	Retirement	ADR	Accidental Disab Retire
RFL	Return from Leave	RFL	Return From Leave
TER	Termination	TUM	Transfer within UMass
TER	Termination	TER	Termination
TER	Termination	TNB	Term NonBnft to Benfit Status
TER	Termination	TBN	Term Benefit to Nonbnft Status
TER	Termination	SWS	Student-Withdraw from School
TER	Termination	STN	Student-Term with Notice
TER	Termination	SWN	Student-Term Without Notice
TER	Termination	SNR	Student-Not Registered
TER	Termination	SES	Student-End of Semester
TER	Termination	SGR	Student Graduated
TER	Termination	RED	Staff Reduction
TER	Termination	LAC	Lack Of Funds
TER	Termination	JOB	Job Abandonment

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<b>Action</b>	<b>Decription</b>	<b>Reason</b>	<b>Description</b>
TER	Termination	HEA	Health Reasons
TER	Termination	FAM	Family Reasons
TER	Termination	EXV	Expiration of Visa
TER	Termination	TMP	End Temporary Employment
TER	Termination	RSC	Returning To School
TER	Termination	RES	Resignation
TER	Termination	PER	Personal Reasons
TER	Termination	DEA	Death
TER	Termination	CCO	Contract Completion
TER	Termination	COA	Cancellation of Appointment
TER	Termination	CER	Cancel Employee Record
TER	Termination	ASC	Assignment Completion
XFR	Transfer	VOL	Voluntary Transfer
XFR	Transfer	LAT	Lateral Transfer
XFR	Transfer	IVO	Involuntary Transfer
XFR	Transfer	ROP	Return to Original Position
XFR	Transfer	FAC	Return Faculty Admin to Fac