

Action Reason Table

Action	Reason	Description	Use
ACA Compliance (ACA)	ACA	1095 Reporting - ACA	For Benefits Use Only
Demotion (DEM)	ID	Involuntary - Discipline	
	INL	Involuntary - Lay Off	
	RTP	Released to PrePromotion Pos	Returning to position employee held prior to promotion
	SID	Step Increase Deferred Demotion	
	VOL	Voluntary	
Data Change (DTA)	30Y	30 Yr Ret Elig Config 2	For Benefits Use Only
	84H	84 Hour	When Sheriff Dept employee is being changed to an 84 hour schedule
	AAE	SJCERA Age at Entry Correction	For Benefits Use Only
	ACA	ACA Elig Config 3	For Benefits Use Only
	BEN	Elig Config Field Insertion	For Benefits Use Only
	C	Plan C Elig Config 3	For Benefits Use Only
	CDP	Correction-Department	
	CED	Correction - Effective Date	
	CHD	Correction - Hire Date	
	CJC	Correction-Job Code	
	CMD	Correction - Merit Date	
	CR	Contract Renewal	
	DC	Department Change	For HR Use Only
	EOC	End of Contract	Documents the ending date of a contract for contract employment.
	HPA	Hours Paid To Date Adjusted	For HR Use Only
	JS	Job Share	Used when an employee begins to Job Share
	JSC	Job Status Change	For HR Use Only
	LC	Location Change	
	LIF	Life Elig Update	For HR Use Only - Identifies employees eligible for life insurance
	MID	Merit Increase Denied	For HR Use Only
	MRC	Maximum Retirement Annual Contribution	For HR Use Only
	MSW	MSW Student	Used when an employee becomes a MSW Student
	OTH	Other	
	PDC	Payroll Data Change	For Auditor/Payroll Use Only
	PS	Permanent Status	When civil service employee obtains permanent status
	R84	Remove 84 Hour Status	When employee is changing from 84 to 80 hour schedule
	RJS	Remove Job Share	When employee is no longer job sharing
	RMS	Remove MSW Student Status	When employee is no longer MSW Student Status
	RTC	Reports To Change	
	SEF	Satisfactory Eval - Follow Up	For HR Use Only
	SHA	Seniority Hours Adjusted	For HR Use Only
	SIC	Supervisor ID Change	
	TRD	Time Reporter Data Change	For Auditor/Payroll Use Only
	U11	Unsat Evaluation - 11 Months	For HR Use Only
UE4	Unsat Evaluation - 4 Months	For HR Use Only	
UE7	Unsat Evaluation - 7 Months	For HR Use Only	
UEA	Unsat Evaluation - Annual	For HR Use Only	
UEP	Unsat Evaluation - Probation	For HR Use Only	
UES	Unsat Evaluation - Special	For HR Use Only	
UFU	Unsat Evaluation - Follow Up	For HR Use Only	

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Formal Job Status Change (FSC)	CSS	Civil Service Status	Used to initiate employment in a Civil Service employment status from a non Civil Service empl class - non probationary status
	ECS	Exit Civil Service	Used to end employment in a Civil Service employment status to a non Civil Service empl class such as "temporary" or "part-time"
	LOA	Layoff Affected Exit Civil Service	Used to place a layoff affected employee into a part-time or temporary position
	LOP	Layoff Placement	from a non-full-time employment classification back into civil service
	NCS	Non-Civil Service Status Chg	Used to change the empl class between non-Civil Service employment classes, such as part-time to temporary or temporary to contract
	PCS	Probationary Civil Service	Used to initiate employment in a Civil Service employment status from a non Civil Service empl class
	REI	Reinstatement	Service employment status from a non Civil Service empl class
	REM	Re-employment from Layoff	Used to return a full-time employee back into the same classification in the same department as of their layoff
Hire (HIR)	NH	New Hire	Used for new hires that are part time, temporary, contract, interns, exempt, elected official, dept head, board & commission, per diem, part time premium status or any employee class other than Civil Service
	NHP	New Hire - CS Probationary	Used for civil service new hires
	SLC	Sick Leave Convrnsn-Def Retiree	Used by Auditor/Payroll only
Job Reclass (JRC)	JRP	Job Reclass - Probationary	Used when a Civil Service employee has been reclassified into a higher classification
	NPC	No Pay Change	Used when changing an employee to a job that has been reclassified with no change in pay
	PNC	Promotion Non Civil Service	Used when a temporary/part-time employee has been reclassified into a higher classification
	YR	Y - Rate	Used when changing an exempt employee to a job that has been reclassified & is y-rated
Leave of Absence (LOA)	TPD	Temporary Partial Disability	Used only by HR - Risk Management
	VR	Vocational Rehabilitation	Used only by HR - Risk Management
Pay Rate Change (PAY)	AC	Adjustment - Correction	For HR Use Only
	AD	Adjustment - Decrease	For HR Use Only
	AI	Adjustment - Increase	For HR Use Only
	ASI	Automated Step Increase	For HR Use Only
	C/E	Cost of Living / Equity	For HR Use Only
	COL	Cost-of Living Adjustment	For HR Use Only
	CPR	Correction-Pay Rate	For HR Use Only
	CS	Correction - Step	For HR Use Only
	DPR	Disciplinary Pay Reduction	Supported by a Disciplinary Order
	EA	Equity Adjustment	For HR Use Only
	EH	Equity - Horizontal	For HR Use Only
	EM	Equity - Market	For HR Use Only
EV	Equity - Vertical	For HR Use Only	
MER	Merit	To give merit increase	

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Pay Rate Change (PAY)	OTH	Other	For HR Use Only
	RFS	Return to Former Step	Used when returning a employee to their prior step due to disciplinary action
	SID	Step Increase Deferral	Used to facilitate union concessions with deferral of ASI
Payable Leave of Absence (PLA)	AL	Administrative Leave	
	CFR	California Family Rights Act	
	CNV	Conversion	For HR Use Only
	DRA	Disability Retirement Advance(LC4850.5)	Used only by HR - Risk Management
	DS	Disciplinary Suspension	
	EDU	Education	
	FCC	FMLA/CFRA Concurrent	
	FMC	FMLA_Military Care Giver	
	FML	Family and Medical Leave Act	
	FMP	FMLA/PDL Concurrent	
	MIL	Military Service	
	MLS	Military Leave for Spouse	
	PDL	Pregnancy Disability Leave	
	PER	Personal	
	PM	Personal - Medical	When employee has exhausted FMLA but is still on a medical leave
	SML	Safety Member Leave (LC4850)	Used only by HR - Risk Management
	TD	Temporary Disability	Used only by HR - Risk Management
	TDF	TD-FMLA Concurrent Leave	Used only by HR - Risk Management
TPD	Temporary Partial Disability	Used only by HR - Risk Management	
TPF	TPD-FMLA Concurrent Leave	Used only by HR - Risk Management	
VR	Vocational Rehabilitation	Used only by HR - Risk Management	
VRF	VR-FMLA Concurrent Leave	Used only by HR - Risk Management	
WCR	WCR-Workers Comp Related	Used only by HR - Risk Management	
Position Change (POS)	COL	Cost of Living Adjustment	For HR Use Only
	EA	Equity Adjustment	For HR Use Only
	EH	Equity - Horizontal	For HR Use Only
	EM	Equity - Market	For HR Use Only
	EV	Equity - Vertical	For HR Use Only
	INA	Position Inactivated	For HR Use Only
	JRC	Job Re-Classification	For HR Use Only
	NEW	New Position	For HR Use Only
	STA	Position Status Change	For HR Use Only
	TTL	Title Change	For HR Use Only
	TWB	Transfer within Budget Unit	For HR Use Only
	UPD	Position Data Update	For HR Use Only
XFR	Transfer	For HR Use Only	
Promotion (PRO)	BBM	Block Budget / Multi Allocated	
	IUP	In Underfilled Position	
	ODD	Outside Dept - Different BU	
	OSB	Outside Dept - Same BU	
	SID	Step Increase Deferral Promotion	
	WDB	Within Dept - Different BU	
	WSB	Within Dept - Same BU	
CE	Contract Employee		

Action Reason Table

Action	Reason	Description	Use
Rehire (REH)	HR	HR ENTRY - INCOMPLETE	For HR Use Only
	HR	HR ENTRY - INCOMPLETE	When a rehire row is inserted by HR to give the department access to the employee job data
	LP	Layoff Placement	Used to return a laid off employee back into County employment
	OTH	Other	
	PPO	Payroll Purposes Only	Employee is being returned to payroll for payroll reasons only.
	RCS	Civil Service Probationary	To rehire a Civil Service employee
	REH	Rehire	Used for rehires that are part time, temporary, contract, exempt, elected official, dept head, board & commission, per diem, part time premium status
	REI	Reinstatement	
	REL	Re-employment frm Layoff	Used to return a laid off employee to their original position.
	RET	Retired Employee	To rehire a retired employee
	RFT	Recall From Termination	Used when an employee is being readded to payroll due to the appeal process
	SC	Rehire-Status Change	For HR Use Only
	SCC	Status Change -CS Probationary	For HR Use Only
	SLC	Sick Leave Convrnsn-Def Retiree	For Auditor/Payroll Use Only
Return from Leave (RFL)	RAL	Return from Admin Leave	
	RCF	Return from CFRA	
	RCG	Return from FMLA_Military Care Giver	
	RDA	Returned from Disability Retirement Advance Leave (LC4850.4)	Used only by HR - Risk Management
	RDS	Return from Disciplinary Susp	
	REL	Return from Educational Leave	
	RFC	Return from FMLA/CFRA Concurrent	
	RFM	Return from FMLA	
	RFP	Return from FMLA/PDL Concurrent	
	RML	Return from Military Spousal Leave	
	RMS	Return from Military Service	
	RPD	Return from Pregnancy Disability	
	RPL	Return from Personal Leave	
	RPM	Return form Personal-Medical	
	RSL	Return from Safety Mbr LC4850	Used only by HR - Risk Management
	RTC	Return from TD-FMLA Concurrent	Used only by HR - Risk Management
	RTD	Return from Temporary Disb	Used only by HR - Risk Management
	RTF	Returned from TPD-FMLA Concurrent	Used only by HR - Risk Management
	RTP	Return from Temp Partial Disab	Used only by HR - Risk Management
	RVF	Return from VR-FMLA Concurrent	Used only by HR - Risk Management
RVR	Return from Vocational Rehab	Used only by HR - Risk Management	
RWR	Return from WC Related	Used only by HR - Risk Management	

Action Reason Table

Action	Reason	Description	Use
Termination With Pay (TWP)	AOE	To Accept Other Employment	
	B&C	Board & Commission Term Expired	
	BM	Board Member Term Completed	
	CE	Layoff - Contract Expired	
	CHI	Child/House Care	
	CNV	Termination Conversion	For HR Use Only
	COM	Commute	
	DEC	Deceased	
	DIS	Dishonesty	
	DO	Disciplinary - Other	
	EA	Excessive Absence	
	FAM	Family Reasons	
	FER	Falsified Employment Records	
	HEA	Health Reasons	
	HRS	Dissatisfied with Hours	
	ILL	Illness in Family	
	IN	Incompetency	
	INC	Incarceration	
	INE	Inefficiency	
	IPS	Involuntary Physician Separation	
	IRS	Layoff-Intern, Resident, Student	
	JD	Job Dissatisfaction	
	JOB	Job Abandonment	
	JSC	Job Status Change	
	LCE	Layoff - Contract Employee	
	LCR	Layoff - Court Employee	
	LCS	Layoff - Civil Service Employee	
	LEE	Layoff - Exempt Employee	
	LER	License Expired or Revoked	
	LOC	Dissatisfied with Location	
	LVE	Failure to Return from Leave	
	LWP	Layoff with Payoff	
	MAR	Marriage	
	MF	Mental Physical- excludg Pregn	
	MIS	Misstatement on Application	
	NRG	No Reason Given	
	NSC	Retirement-NonSrv Cnctd Disab	
	OCS	Other County - Same Position	
	OEP	Other Emplm -Prom Opportunity	
	OM	Other Misconduct - Specify	
OTH	Other	Do not use this code unless advised to by Human Resources. Always include comments in the "Note" section of the job record to explain why "Other" was used.	
OTP	Resignation-Other Position		
PER	Personal Reasons		
PRG	Pregnancy		

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Action	Reason	Description	Use
Termination With Pay (TWP)	PTD	Partial/Total Disability	
	RDP	Released During Probation	
	REF	Refused Transfer	
	REL	Relocation	
	RES	Resignation	
	RET	Return to School	
	RLD	Resign in Lieu of Discharge	
	RPD	Resigned Pending Disciplinary Action	Consult HR before using this code
	RTF	Refusal to Follow Instructions	
	RUL	Rule 16_Automatic Resignation	Consult HR before using this code
	SCD	Retirement-Srvc ConnectedDisab	For Benefits Use Only
	SE	Self Employment	
	SES	State Employment - Same Class	
	SNG	Separation Not in Good Standing	
	SOE	To Seek Other Employment	
	SUP	Dissatisfied with Supervision	
	T/P	Layoff - TM/Pt Less than 1560	
	TAR	Tardiness	
	TMP	End Temporary Employment	
	TPT	Layoff - TM / PT 1560 Hours	
	TRA	Transportation Problems	
	TYP	Dissatisfied w/Type of Work	
	UB	Unsatisfactory Behavior	
UFC	Unforseen Circumstances		
UNS	Unsatisfactory Performance		
VIO	Violation of Rules		
VOL	Retirement - Voluntary		
WOR	Dissatisfied w/Work Conditions		
Termination (TER)	TER	Termination from Payroll	For Auditor/Payroll Use Only
Transfer (XFR)	AC	EE Alloc Change within Dept	Used when an employee is reassigned to a different position within the same department or agency.
	DCD	Different Class-Different Dept	
	DCW	Different Class within Dept	
	DLA	Demotion/Layoff Affected	
	HR	HR RELEASE _TRANSFER	Used by HR when an employee is transferring to a different dept. HR inserts a row and changes the dept ID to the receiving dept, allowing new department to access the employee's job record for completion of the action. The receiving department must insert a second job row to reflect the employee job action. i.e. Promotion, demotion or transfer.
	LAL	Layoff Affected Lateral	Used for same class transfer to another department due to layoff situation.
	REM	Re-Employment from Layoff	Used when an employee affected by layoff is returned to their prior classification.
	SCD	Same Class - Different Dept	