

**Action / Reason Codes Quick Reference****Chapter 3 Section 5**

Introduction In EHRP, Action and Reason codes are keys to the processing of the personnel action request. As a manager, when making a personnel request you must select the applicable action code and reason code to ensure HR processes the correct action.

Action / Reason Codes Quick Reference Use the table below to determine the correct action code and reason code for a personnel action. The 3-character action code is the code entered in the **Action Code** field of the **Data Control** page. The next column provides a description of that abbreviated action code. There may be a number of reason codes associated with one action code. It is critical for the manager to select the correct reason code to ensure HR processes the correct action. The table also lists the 3-character reason code, which will be entered in the **Reason Code** field of the **Data Control** page. The final column provides a description of the reason codes.

**ACTION REASON CODES**

Action Code	Action Description	Reason Code	Reason Description
ADD		CON	Consultant
		EBM	Elected Board Member
		REP	Replacement of an Employee
		SEA	Seasonal Activity
ADL	Concurrent Appt	ADL	Additional Job
ASC	Int'l Assignment Completed	ASC	Assignment Completion
ASG	International Assignment	FEX	Foreign Expatriate Assignment
		FIN	Foreign Inpatriate Assignment
		FLA	Foreign Loan Assignment
		NAT	Third Country National
AWD	Award - Monetary	ESR	SES Rank Award
		IND	Individual Cash
		GRP	Group Cash
		SII	Individual Suggestion/Invention
		SIG	Group Suggestion/Invention
		FOR	Foreign Language Award
		TSI	Travel Savings Incentive
		ESP	SES Performance Award
		AWD	Cash Award
		REF	Referral Bonus
		GSA	Gainsharing Award
		SUG	Suggestion Award
		INV	Invention Award
		SAS	Special Act or Service
AWH	Time Off Awards	TOI	Individual Time Off
		TOG	Group Time Off
BON	Bonus	REC	Recruitment Bonus
		REL	Relocation Bonus
		SEP	Separation Bonus
COM		BMC	Board Member Term Completed
		DEA	Death
		DIS	Disability



Action Code	Action Description	Reason Code	Reason Description
		EOA	End of Assignment
		INV	Involuntary
		RED	Staff Reduction
		RET	Retirement
		UNS	Unsatisfactory Performance
		VOL	Voluntary
DEM	Change to a lower grade	USP	Unsatisfactory Performance
		DEM	Change to a Lower Grade
DET	Detail	CRN	Career Enhancement
		DET	Detail
		EXT	Extension of Detail
		EDT	End of Detail
DTA	Data Change	CDP	Correction-Department
		CJC	Correction-Job Code
		CPR	Correction-Pay Rate
		RED	Redesignation
		STC	Status Change
		UKT	UK Tax Code Change
		PRA	Payroll Related Action
		DTA	Data Change
		WTW	Welfare to Work
		CON	Continuance Not to Exceed
		ERR	Exception to RIF – Release
		NCF	Name Change From
		CWS	Change in Work Schedule
		CHR	Change in Hours
		CDS	Change in Duty Station
		CDE	Change in Data Element
		CTG	Change in Tenure Group
		CSC	Change in Service Computation
		CVP	Change in Veteran's Preference
EXT	Extension of NTE date	EXT	Extension of NTE Date
		PRN	Promotion NTE
		LWN	Extension of LWOP NTE
		DTN	Extension of Detail NTE
		TAN	Term Appointment NTE
		APN	Appointment NTE
		SAN	SES Appointment NTE
		PCN	Extension of Position



Action Code	Action Description	Reason Code	Reason Description
			Change NTE
		FLN	Extension of Furlough
FSC	Family/Benefits change	DEA	Death
		DEP	Married Dependents
		DIV	Divorce
		MED	Medicare Entitlement
		FBC	Family/Benefit Change
HIR	Hire	HAF	Hired from Affiliate
		LNP	Loan from Parent Company
		NPS	New Position
		TMP	Temporary Assignment
		TRN	Trainee
		XFR	Transfer
		HIR	Hire
		CTE	Conversion to EHRP
JED		SSF	Split Shift
		TMP	Temporary Assignment
JRC	Job Reclassification	JRC	Job Reclassification
LOA	Leave without pay	EDU	Education
		FML	Family and Medical Leave Act
		HEA	Health Reasons
		MAT	Maternity/Paternity
		MIL	Military Service
		PTD	Partial/Total Disability
		USH	Unpaid Statutory Holiday
		LOA	Leave Without Pay
LOF	Furlough	RED	Staff Reduction
		SEA	Seasonal Closure
		SLO	Strike/Lock-out
		TMP	Temporary Closure
		LOF	Furlough
		RTD	Return to Duty
LTD	Long term disability with pay	LTD	Long Term Disability With Pay
LTO	Long term disability	LTO	Long Term Disability
PAY	Pay Rate Change	ADJ	Adjustment
		ATB	Across-The-Board
		CNV	Currency Conversion
		COL	Cost-of-Living Adjustment
		MER	Merit



Action Code	Action Description	Reason Code	Reason Description
		OTH	Other
		PRO	Promotion
		REC	Job Reclassification
		SEN	Seniority Pay
		SPG	Step Progression
		XFR	Transfer
		PAY	Pay Rate Change
PLA	Leave without pay	LTD	Long-Term Disability
		MAT	Maternity/Paternity
		MIL	Military Service
		STD	Short-Term Disability
POS	Position Change	INA	Position Inactivated
		JRC	Job Re-Classification
		NEW	New Position
		REO	Re-Organization/Restructure
		STA	Position Status Change
		TTL	Title Change
		UPD	Position Data Update
		XFR	Transfer
		POS	Position Change
PRB	Probation	PRB	On Probation
PRC	Probation Completed	PRC	Probation Completed
PRO	Promotion	NCP	Normal Career Progression
		OPR	Outstanding Performance
		PRO	Promotion
		PRN	Promotion NTE
REC	Return from suspension or furlough	REC	Recall from Suspension/Layoff
REH	Rehire	REH	Rehire
RET	Retirement	CRE	Compulsory Retirement
		ERT	Early Retirement
		RAT	Retired from Affiliate
		RMT	Normal Retirement
		VRE	Voluntary Retirement
		RET	Retirement
RFD	Return from disability (LWP)	RFD	Return From Disability
RFL	Return from LWOP	AFC	Assignment Fully Completed
		RFL	Return From Leave



Action Code	Action Description	Reason Code	Reason Description
RNW	Replacement of an Employee	REP	Replacement of an Employee
		SEA	Seasonal Activity
RWP	Retirement With Pay	RWP	Retirement With Pay
STD	Short term disability with pay	STD	Short Term Disability With Pay
STO	Short term disability	STO	Short Term Disability
SUS	Suspension	DAC	Disciplinary Action
		DSB	Disorderly Behavior
		ILA	Illegal Action
		SUS	Suspension
		RTD	Return to Duty
TER	Termination	ATC	Agreed Term. of Apprent of CDD
		ATT	Attendance
		CDE	Closing Down of Establishment
		CHI	Child/House Care
		CON	Misconduct
		DEA	Death
		DIS	Dishonesty
		DSC	Discharge
		EAB	Employer's Anticipated Breach
		EAC	End of Apprenticeship Contract
		EES	Dissatisfied w/Fellow Employee
		EFT	End of Fixed-Term Contract
		ELI	Elimination of Position
		EOD	End of Demand
		EPP	Employer's End Probation Time
		ERT	Early Retirement
		FAM	Family Reasons
		GMI	Gross Misconduct
		HEA	Health Reasons
		HRS	Dissatisfied with Hours
		ILL	Illness in Family
		INS	Insubordination



Action Code	Action Description	Reason Code	Reason Description
		JOB	Job Abandonment
		LOC	Dissatisfied with Location
		LTC	Legal Termination of Contract
		LVE	Failure to Return from Leave
		MAR	Marriage
		MIS	Misstatement on Application
		MUT	Mutual Consent
		OTP	Resignation-Other Position
		PAB	Payee's Anticipated Breach
		PAY	Dissatisfied with Pay
		PCD	Premises Closed
		PER	Personal Reasons
		POL	Dissatisfied w/Comp. Policies
		PPO	Pension Payee Off
		PPP	Payee's End Probation Time
		PRM	Dissatisfied w/Promotion Opps
		PTD	Partial/Total Disability
		RAT	Retired from Affiliate
		RED	Staff Reduction
		REF	Refused Transfer
		REL	Relocation
		RES	Resignation
		RET	Return to School
		RLS	Release
		RWU	Receivership or Wind-Up
		SUP	Dissatisfied with Supervision
		TAF	Transfer to Affiliate
		TAR	Tardiness
		TMP	End Temporary Employment
		TRA	Transportation Problems
		TYP	Dissatisfied w/Type of Work
		UFC	Unforeseen Circumstances
		UNS	Unsatisfactory Performance



Action Code	Action Description	Reason Code	Reason Description
		VIO	Violation of Rules
		VSP	Voluntary Separation Program
		WOR	Dissatisfied w/Work Conditions
		REM	Removal
		TER	Termination
		CFE	Conversion from EHRP
TWB	Terminated with benefits	TWB	Terminated With Benefits
TWP	Termination with pay	TWP	Termination With Pay
XFR	Reassignment/conversion	EER	Employee Request
		INT	Internal Recruitment
		MRR	Manager Request
		PRO	Promotion
		ROR	Reorganization
		TAF	Transfer to Affiliate
		CVR	Conversion
		XFR	Realignment