REASON CODES
WITH DESCRIPTIONS AND ACTIONS

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
211	Med Sep Lv	CUNY Medical Separation Lv 211	LOA PAY
373	Jud Law 37.3	who are at or above the maximum of their grade and who receive a one (1) grade promotion and are entitled to a	LOA
379	Jud Law 37.9	who are at or above the maximum of their grade and who	PAY
526	Tr S52.6	Transfer an employee in accordance with S52.6 of the CS Law.	CCH REH
641	S64.1C	Pend Preferred List	CCH HIR REH XFR
701	Tr Reg	Transfer an employee in accordance with S70.1 of the CS Law.	CCH REH XFR
704	Tr S70.4	Transfer S70.4	CCH HIR REH XFR
713	Return from Disability	Reinstate an employee from an ordinary or occupational disability termination.	REH RFD RFL
3MO	Three Mo	A temporary appointment not expected to exceed three months.	CCH HIR REH XFR
42B	Rule 4.2B	Appoint an individual who was tested under the provisions of Rule 4.2b.	CCH HIR REH XFR
6MO	Six Mo	Make a temporary appointment from an eligible list without regard to reachability (Section 64.2) to a temporary service or temporarily vacant item for a period of no more than six months.	CCH HIR REH XFR
ACU	Appt CU	An appointment to the Professional staff.	CCH
ACU	Appt CU	An appointment to the Professional staff.	HIR
ACU	Appt CU	An appointment to the Professional staff.	POS
ACU	Appt CU	An appointment to the Professional staff.	REH
ACU	Appt CU	An appointment to the Professional staff.	XFR
ACV	EMP Active	Use to identify employees who should b e excludedfrom the automatic system termination process.	
ADV	Mndtry Adv	Mandatory advance	POS
ADV	Mndtry Adv	Mandatory advance	XFR
AIC	Auto Incr	Earnings codes AIC and RCS were only used at the time of conversion and it doesn't appear that any information was changed on those rows.	PAY
AJT	Adjunct	Payment for part-time employment for PSC employees in CUNY. Can be used for either hourly or contracts.	CCH HIR

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
			POS REH XFR
APS	Appt SS	Appointment for summer session of academic year employee who is: A) Newly appointed; B) Current employee working summer session in another unit of SUNY.	CCH HIR POS REH XFR
APT	Appoint	Appoint to a position in the labor, exempt or non-competitive class or to unclassified service.	CCH HIR POS REH XFR
ASA	Administrative Settlement	Used for all Job Data Actions (Pay, Position, DTA, LOA, RFL, Hire, Rehire, Termination, etc.) which are pursuant to the terms of an Administrative Settlement Agreement.	CCH HIR LOA PLA REH RFL TER
ASE	Appt Sess	Appoint Session- appointment of a session employee.	CCH HIR POS REH XFR
ASF	Add Sal Fa	Additional Salary Factor	PAY POS XFR
ASP	Assign SP	Assignment of member of the State Police.	CCH POS REH XFR
ASU	Appt SU	Appointment to the Unclassified Service.	CCH

REASON CODES
WITH DESCRIPTIONS AND ACTIONS

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
			HIR **POS** **REH** **XFR**
AWD	Award	Used for all Job Data Actions (Pay, Position, DTA, LOA, RFL, Hire, Rehire, Termination, etc.) which are pursuant to the terms of an Award.	**CCH** **HIR** **LOA** **PLA** **REH** **RFL** **TER**
BEN	Benefic	Placement of a Beneficiary on a pension payroll following the death of the pensioner.	**HIR** **REH**
CAN	Cancel Apt	Cancel an appointment for an employee with no prior State service already reported: A) before the beginning of employement; B) on disqualification after appointment; C) when the employee does not report for work.	**TER**
CAT	Can Trans	Use this code to remove an employee who is being restored to his or her former position in another agency: A) before beginning of promotion, transfer or appointment; B) on disqualification after promotion, transfer or appointment; C) when the employee does not report for work.	**TER**
CBF	Chg Benefit Flag	Used to change the benefit flag assigned to an employee.	**DTA**
CBI	Court Buyout Incentive	Identifies Unified Court System employees who separated or retired under the Courts Buyout Incentive Payment FY 2009-10.	**RET** **TER**
CBU	Chg Bargaining Unit	Used when reporting a salary change due to a bargaining unit change.	**PAY** **POS**
CCA	Chg Contract Amount	Change contract amount for an adjunct.	**PAY**
CCL	Chld Cr Lv	Place an employee on a child care leave without pay.	**LOA**
CDL	SUNY Chancellors Designated Lv	Pursuant to Article 35.3(e) of the 2011-2016 agreement between the State of NY and the United University Professions (UUP), the Chancellor or designee may offer a designated leave to an employee affected by retrenchment.	**PLA**
CFD	Certified	Certified for employment - continue a retired or incapacitated Justice on the payroll.	**POS** **REH** **XFR**
CFI	Chg FICA Status	To report a change to FICA status.	**DTA**

REASON CODES
WITH DESCRIPTIONS AND ACTIONS

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
CFS	Cor Fy Sal	Correct fiscal year salary: A) to report the new salary (either decrease or increase) if agency disagrees with salary; B) to report the increased salary not computed automatically by OSC.	PAY
CHL	Change Line	Line item change.	POS
CIB	CUNY Increase to Incumbent Dat	For movement from suppressed rate to the incumbency rate after the appropriate time period.	PAY
CIH	CUNY Increase Hiring Rate	Employees with prior service in a community college who are hired above the suppressed minimum	PAY
CJC	Chg Jurisdictional Class	To report a change or correction in Jurisdictional Class.	PAY POS
CLH	CUNY Level Increased Hiring Rate	For appointment to level other than level 1 of that title	PAY
CLV	CUNY Change in Level	Advancement to a higher level in the same title based on service (includes Gittleson pay plan)	PAY
CMI	CUNY Merit Increase	Merit increase to base salary for managerial and non-managerial employees	PAY
CMP	Composite	A supporting code entered by SDU when the salary is composed of two or more salaries for an employee holding two or more titles/grades.	HIR PAY POS REH RFL XFR
CMX	Com Expire	Removal of employee due to expiration of Commission leave.	TER
COB	Chg Obl	Change in Obligation other than beginning of academic year.	PAY POS
COU	Court Order	Used for all Job Data Actions (Pay, Position, DTA, LOA, RFL, Hire, Rehire, Termination, etc.) which are pursuant to the terms of a Court Order.	CCH HIR LOA PLA REH RFL TER
CPF	Chg PT FT	Change part-time to full-time.	DTA
CPP	CUNY Paid Parental Leave	Used to place an eligible employee on a Paid Parental Leave on or after 3/21/09.	PLA
CPT	Chg Pct	Change full-time to part-time, or to change the percent of part-time.	DTA
CRN	Cover In	Appoint as the result of an action taken by the Civil Service Commission conferring permanent status on employees without examination, generally in connection with the jurisdictional reclassification of a position to the competitive class.	CCH HIR

REASON CODES
WITH DESCRIPTIONS AND ACTIONS

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
			POS REH
CRS	Cor/Chg Status	Used to change or correct the status of an employee.	DTA
CRT	Chg Rate	Change in rate for hourly and daily employees.	PAY
CSH	Chg Standard Hours	Change the standard number of hours shown on Job Data for an employee.	DTA
CSI	CUNY Service Increment	Change in service category (i.e. under 10 years, 10, 15, 20 or 25 years)Gittleson pay plan.	PAY
CSL	Cor Sal	Correct salary of an employee.	PAY
CSL	Cor Sal	Correct salary of an employee.	POS
CSM	CS Merit	Merit award payment based on the Civil Service Commission Employee's Suggestion Program. This award is open to all current and former New York State employees regardless of negotiating unit or PBC. For agency 08020 only.	CCH HIR REH
CSP	Cancel Sep	Cancellation of any removal type transaction reported in error.	CCH REH
CSR	CUNY Suppressed Hiring Rate	New hires whose beginning salary is below the minimum	PAY
CSS	CS Summer	Report a current 10-month employee on the payroll with a pay basis code CAL who is being appointed to summer service in a different agency.	CCH
CST	CUNY Step Increase	Movement to higher step on step pay plan (1, 18 MO, 2, 3, 4, 5 years)	PAY
CTL	Chg Tax Location	Used to change a tax location	DTA
CVS	Canvass	An appointment pending canvass of a current or anticipated eligible list.	CCH HIR POS REH XFR
CWS	Chg Work Schedule	Change work schedule.	DTA
DCU	Dem CU	Demotion of a Professional staff employee to a lower salary and title.	CCH POS XFR
DEA	Deceased	Report the death of an employee.	TER
DMT	Demote	Demotion of an employee in title and grade as a result of disciplinary action.	CCH POS XFR
DPD	Displ Dir	Movement of an employee from a higher permanent title to the next lower level title in direct line in lieu of layoff.	CCH POS XFR

Reasons with Actions Feb 2020

REASON CODES
WITH DESCRIPTIONS AND ACTIONS

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
DPM	Discip Rem	Remove an employee from a position as the result of a disciplinary action.	TER
DPR	Displ Ret	Movement of an employee from a higher permanent title to last lower level title previously held which is not in direct line, in lieu of layoff.	CCH POS XFR
DPT	Dept	Appoint from a Departmental Promotion Eligible List.	CCH POS REH XFR
DSG	Designated	Designation of a Justice by Governor.	CCH HIR POS REH XFR
DSU	Dem SU	Demotion of an administrative staff employee to a lower salary and title.	CCH POS XFR
EDF	Ed Lv Ful	Educational leave with full pay	PLA
EDL	Ed Lv	Place an employee on education leave without pay.	LOA PLA
ELL	Elect Leg	Placement of elected legislator on payroll.	CCH HIR POS REH XFR
ELT	Elected	Placement of elected official on payroll.	CCH HIR POS REH XFR
EXS	Extra Service	Extra Service paid at an hourly rate set by the budget.	CCH HIR REH
FAC	Factor Adjustment	System generated to report factor change.	PAY
FLW	Fellowship	Appointment under a fellowship award at the graduate level at full or partial pay.	CCH HIR PLA POS REH XFR
FML	Fam Med Lv	Place an employee on a leave of absence without pay for family obligations or family/personal illness.	LOA
GPM	Gen Prom	A promotion from a general list.	CCH POS REH XFR

Reasons with Actions Feb 2020

REASON CODES
WITH DESCRIPTIONS AND ACTIONS

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
IDP	Idp	Appoint from an Interdepartmental Promotion Eligible List.	**CCH** **POS** **REH** **XFR**
INC	Increment	Used to pay increments.	**PAY**
JSA	Judicial Settlement	Used for all Job Data Actions, (Pay, Position, DTA, LOA, RFL, Hire, Rehire, Termination, etc.) which are pursuant to the terms of a Judicial Settlement Agreement.	**CCH** **HIR** **LOA** **PLA** **REH** **RFL** **TER**
L27	LEG27Pause	Leg 27th Statutory Pause	**LOA**
LAD	Layoff Dir	Remove an individual with permanent status who has been displaced by an employee who was bumped as the result of a reductin in force (RIF).	**TER**
LAF	Layoff	Remove an individual with permanent status from a position as the result of a reduction in force (RIF).	**TER**
LAR	Layoff Ret	Remove an individual with permanent status who has been displaced by an employee who has retreated as the result of a reduction in force (RIF).	**TER**
LGC	Longevity Compensation	Addl Pay code used to report Longevity for State Police.	**PAY**
LGI	Longevity Increment	Used by CUNY to add the non-pensionable longevity increment for certain CUNY employees to now be included as part of the base salary as pensionable.	**PAY**
LGP	Long Pay	Longevity salary increase payment for an eligible , employee in NU 01, 02, 03, 04, 06, 07, 42, 46, 47, 61, 66, 67, 96, or 97.	**PAY**
LIH	Level Increased Hiring Rate	Increased Hiring Rate specific to SUNY.	**PAY**
LIH	Level Increased Hiring Rate	Increased Hiring Rate specific to SUNY.	**POS**
LIT	Dcr Lv Int	A discretionary leave of absence without pay to accept another State appointment.	**LOA**
LOC	Location Change	Location change	**POS**
LOT	Dcr Lv Out	A discretionary leave of absence without pay for an employee going outside of State service.	**LOA**
LTM	Legislative Transfer Medicaid	Appointment for county employees that support the Medicaid program.	**CCH** **HIR** **POS**

Reasons with Actions Feb 2020

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
			REH **XFR**
LTO	Long T Dis	Place a permanent or contingent permanent employee on long term disability.	**LTO**
LTT	List Term	Remove an employee who is being displaced due to the establishment of an eligible list.	**TER**
MCM	Man Con 2003 Perf Rest Manual	Per DOB Bulletin D-1117, performance advances that were withheld in 2003 for all Management/Confidential employees in Bargaining Units 06, 46, 66, 18, 34, 52, 57, 96 and 98 will be paid and salaries adjusted to the present for all affected employees.	**PAY**
MIL	Mil	Appointment from Special Military List	**HIR** **POS** **REH** **XFR** **LOA**
MLS	Mil Stip	Used to report the difference between what an employee activated for the NATO BOSNIA INTERVENTION would receive from the State and what he is receiving from the federal government. It is also used for employees who are federally ordered, or ordered by Governor Pataki, to active military duty related to the events of September 11, 2001.	**LOA**
MLV	Mandat Lv	Place an employee on a leave internal (other than probationary leave) that is required by Law, rule or negotiated agreement.	**LOA**
MTS	Military Training Stipend	Training leave at reduced pay for Miliary Leave unrelated to the events of September 11, 2001.	**LOA**
NAD	New Award	Placement of new pensioner on all pension payrolls except Military and Naval Pension Payroll.	**HIR**
NCA	Ncacq	Appoint an individual who is part of the acquisition of a private institution under Section 45 of the CS Law to a noncompetitive position.	**CCH** **HIR** **POS** **REH** **XFR**
NCP	Ncp	Appoint via noncompetitive promotion under Section 52.7 of the CS Law.	CCH HIR POS REH XFR
NCT	New Contract	Used to report a new contract for Adjuncts.	**PAY**
NEW	New Employees Salary	Used when reporting a salary for a new employee.	**PAY**
NPR	NoPenalty Retirement Incentive	Identifies employees who retire under the "55/25 No Penalty" Retirement Incentive.	**RET**

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
NTR	No Penalty NYSUT Retire Incent	Chapter 45 of the Laws of 2010 authorizes a retirement incentive program for employees represented by the New York State United Teachers employee organization. As a result, it is necessary to identify employees who retire under this incentive.	RET

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
OCM	Oc	Appoint from an open competitive eligible list.	CCH HIR POS REH XFR
OCS	Occasional	Appoint to an hourly position on a part time, occasional basis.	CCH HIR POS REH XFR
OGF	Org Lv Ful	Employee organization leave with full pay.	PLA
OMT	Omit	Removal of exception hourly employees when no payment is due for the period.	LOA
PAV	Perf Adv	Performance advance.	PAY
PBL	Prob Lv	Place an employee on probationary leave.	LOA
PBT	Prob Term	Termination of an employee due to an unsuccessful probation period (employee return to former position).	POS TER XFR
PCU	Prom CU	Promotion of a professional staff employee to a higher level position.　　　　　CUNY	CCH POS REH XFR
PEX	Pend Exam	A provisional appointment to title when: A) there are fewer than three acceptors on the list; B) there is no appropriate or viable eligible list.	CCH HIR POS REH XFR
PFL	Pd Fml Lv	Paid Family Lv	LOA RFL
PJC	Pend JC	Appoint pending a determination concerning the jurisdictional class of the position.	CCH HIR POS REH XFR
PJR	Parity JR	To identify employees who did not receive the July 2015 M/C Parity Increase or received a partial Parity Increase.	DTA PAY
PJT	Project	Appoint to a position that is a Special Study or Project under S64.3 of the CS Law.	CCH

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
			HIR POS REH XFR
PLR	Plcmt Rost	Appoint an individual from a Placement Roster.	CCH XFR
PMR	Prom Recal	Employees promoted to a higher grade before receiving their next performance advance in the lower grade, and who whave not received a performance advance in the higher grade, are entitled to a reconstructed promotion salary reflecting the performance advance they would have received in the lower grade.	PAY
POR	Pend Oral	Appoint an individual on an eligible list with temporary status pending the results of an oral test.	CCH HIR POS REH XFR
PPC	Pend PC	An appointment pending position classification.	CCH HIR POS REH XFR
PPH	Pend Phys	A temporary appointment pending a physical examination.	CCH HIR POS REH XFR
PRE	Pend Recl	Appoint an individual to a position that is being reclassified.	CCH HIR POS REH XFR
PRF	Pref	An appointment from a preferred list.	CCH PAY POS REH XFR
PRM	Prom	Promote an employee in the State Police.	CCH POS REH XFR
PSA	Pre-Adjudicatory Settlement	Used for all Job Data Actions (Pay, Position, DTA, LOA, RFL, Hire, Rehire, Termination, etc.) which are pursuant to the terms of a Pre-Adjudicatory Settlement Agreement.	CCH HIR LOA

REASON CODES
WITH DESCRIPTIONS AND ACTIONS

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
			PLA

Reasons with Actions Feb 2020

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
			REH RFL TER
PSP	Pre Sft Pg	Pay/Pre-Sft Program	PAY
PSU	Prom SU	Promotion of a professional staff employee to a higher level position.　　　　　SUNY	CCH POS REH XFR
R21	Rlv 211	CUNY Medical Sep Rein Lv 211	RFL
R54	Rein R5.4	Reinstate an employee under the provisions of Rule 5.4.	CCH PAY POS REH XFR
RAJ	Rem Adjnct	Removal of adjunct payments prior to expiration date originally reported.	TER
RAL	Reallocatn	Reallocation of allocated position to another salary grade.	PAY POS
RBD	Rein Board	Reinstatement Board.	CCH PAY POS REH XFR
RCF	Return from Workers Comp Full	Used on Job Data to return an employee from Leave/Workers Comp Full (PLA/WCF)	RFL
RCL	Reclass	Reclassification of position to different title and (sometimes) different grade. The incumbent remains in the same position.	PAY
RCL	Reclass	Reclassification of position to different title and (sometimes) different grade. The incumbent remains in the same position.	POS
RCM	Rein Comm	Permanently appoint an individual who has been reinstated by Civil Service Commission action.	CCH HIR PAY POS REH XFR
RCP	Remove Composite	Used to move someone out of a Composite salary.	PAY
RCS	Reclass SP	Earnings codes AIC and RCS were only used at the time of conversion and it doesn't appear that any information was changed on those rows.	POS

REASON CODES
WITH DESCRIPTIONS AND ACTIONS

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
RDL	Rei Dis Lv	Reinstateament to the payroll from Worker's Compensation Disability Leave wihtout pay for accidents July 1, 1992 or later.	RFL
RDR	Rein Dir	Reinstatement by direction of Court Order, Civil Service Commission or other administrative action after disciplinary removal.	CCH PAY POS REH XFR
RDY	Redeploy	Appoint an individual from a redeployment list (a reemployment list of names of persons displaced by the State's contracting out for services).	CCH POS REH XFR
REA	Reassign	Separation as a result of lateral movement within an appointing authority (including lateral movement from one agency payroll to another within the same	TER
REC	Rec	Recreational seasonal appointments in Parks & Rec agencies and Department of Environmental Conservation.	CCH HIR POS REH XFR
REE	Re Emp	Re-employment of a retired State employee.	REH
REI	Rein	Use varies with type of reinstatements. Judicial/Commissions	CCH
REI	Rein	Use varies with type of reinstatements. Judicial/Commissions	POS
REM	Remove	Removal from pension payroll.	TER
RER	Rerost	Report an appointment of an individual to a competitive, non-competitive or labor class position from a reemployment roster certified by the Department of Civil Service.	CCH PAY POS REH XFR
RES	Rest	Restoration to payroll after removal pending determination (RPD) or restore a permanent 10-month Institution Teacher to the payroll on September 1	RFL

Reasons with Actions Feb 2020

REASON CODES
WITH DESCRIPTIONS AND ACTIONS

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
RET	Retired	Remove an employee who has retired.	RET
RFR	Refuse Reassignment	To report the separation of a permanent employee who refuses horizontal reassignment due to the abolishment of positions.	TER
RFT	Rif Term	To report the separation of a non-permanent employee due to a reduction in work force.	TER
RHS	Rehire Salary	Used when rehiring someone to the payroll after a termination/DOB action.	PAY
RLV	Rein Leave	Reinstatement from any type of leave of absence	POS RFL XFR
RNI	Reasgn In	Lateral movement in the same title and grade for movements within a payroll agency or between payroll agencies within the same appointing authority.	REH XFR
RNL	Reasgn Lay	Lateral movement in the same title and grade within an appointment authority (in one payroll agency or across payroll agencies) to avoid layoff prior to an abolition of position taking place.	CCH POS XFR
RNS	Reasgn SP	Reassignment of A) members from BCI back to uniform service; B) the Superintendent (after termination) to a uniform position previously held.	REH XFR
ROT	Reasgn Out	Remove an employee who is being assigned to a position in a new agency within an agency group that is one appointing authority agency, with no change in title or status.	TER
RPD	Rpd	Remove an employee from the payroll pending a determination of what action will be taken.	LOA
RPS	REIN WC 60% SUP	Reinstatement of Worker's Compenation 60% Supplemental pay.	RFL
RPT	Reemp Term	Remove a nonpermanent employee due to the certification of a reemployment list.	TER
RRR	Rein Error	Reinstatement of permanent competitive employee becase of A. cancellation of erroneous promotion, demotion, transfer or appointment. B. disqualification by Civil Service after promotion, transfer or appointment. C. failure to report for work in the other agency.	CCH PAY POS REH XFR
RRS	Rein Res	Reinstatement within one year after resignation from State service or after a voluntary demotion to former title and grade.	CCH POS REH XFR

Reasons with Actions Feb 2020

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
RSI	Resign Int	Resignation to accept other State employment when no probationary leave is being granted or a case where the probationary period has been waived.	TER
RSN	Resign	Remove an employee from a position due to resignation.	TER
RSP	Rein Susp	Reinstatement from a disciplinary suspension.	CCH PAY POS RFL XFR
RST	Rein Supt	Reinstate Superinentdent State Police only.	CCH PAY POS REH XFR
RSU	Reclass SU	Reclassification of a SUNY position.	PAY POS
RSX	Resign Ext	Resignation from service or failure to return from leave outside State service.	TER
RTI	Ret Incumb	Remove a contingent permanent employee as the result of the return of a permanent incumbent.	TER
RTN	Return	Use this code to return the following permanent 10M employees to the payroll on September 1 in the same title and grade held during the previous school year: A) Employees who worked summer service in another agency; B) Employees who worked summer service in the same agency.	POS REH XFR
RTS	Return SU	Return of SUNY employee for fall term without change in title and grade.	PAY
RTS	Return SU	Return of SUNY employee for fall term without change in title and grade.	REH
RUS	Resc Unsat	Rescind unsatisfactory performance rating.	PAY
RWC	RTN from Wc Paid Sick Lv-SWC	Used on Job Data to return an employee from Leave/Workers Comp Sick Leave (PLA/SWC)	RFL
RWH	Raise Withheld	Used to withhold a raise for an employee per Agency/DOB action.	PAY
RWS	Rei WC Sup	Reinstatement to regular pay status from supplemental pay status effective April 1, 1986 or later.	RFL
S71	Occ Dis Tm	Termination for occupational disability.	TER
S72	Ordinary Disability Leave	Ordinary disability leave without pay for non-occupational injury or disease	LOA
S73	Ord Dis Tm	Termination for ordinary disability.	TER
SAC	Mass Salary Increase	Used to indicate a general salary increase.	PAY
SBL	Sab Lv	Sabbatical leave without pay or with less than full pay.	LOA PLA
SDC	Sal Decr	Salary decrease.	PAY
SDT	Student	Used to appoint a student to college work study Payroll.	CCH

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
			HIR

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
			REH
SEA	Seasonal	Appoint from a seasonal reemployment list to a competitive class position classified as seasonal.	CCH HIR POS REH XFR
SEN	Sess End	Automatic computer positing for Senate and Assembly employees.	TER
SIC	Sal Incr	Salary increase.	PAY
SKL	Sick Lv	Place an employee on sick leave without pay.	LOA PLA
SLF	Sick Lv Ful	Sick leave with full pay	PLA
SLL	Sab Lv Ful	Sabbatical with will full pay.	PLA
SMA	Sum Appt	Use this code for: A) Current 10M or CAL employees coming from another agency; B) a new appointment for the summer with the employee committed to a regular position in September in the same agency.	CCH HIR REH XFR
SPA	Spec Allow	Lieu allowances for the Senate and Assembly Members.	CCH
SPA	Spec Allow	Lieu allowances for the Senate and Assembly Members.	REH
SPF	Susp Ful	Place an employee on suspension with full pay.	PLA
STE	System Terminated Entry	Used when we terminate groups of employees based on specific criteria (such as State Fair employees).	TER
STO	Shrt T Dis	Place an employee on short term disability leave.	STO
SUP	Suspension	Place an employee on disciplinary suspension without pay.	LOA
SVI	Service Increment	Discontinue use of this Action/Reason code for all titles. Replaced by SIP (Service Inc pensionable) on Addl Pay for applicable titles. Also replaced by CSI Action/Reason code for Gittleson titles only.	PAY
SVP	Service Pay	Used to pay a trainee performance advance in CSEA only.	PAY
SWC	Sick Lv Pa W/Workers Comp	Sick leave with pay for an employee also with Worker's Compensation.	PLA
SWN	Sworn In	A. Placement of a Justice on payroll who has been elected, or appointed by Governor. B. Placement of a Justice on Court of Appeals payroll. C. Transfer of a Justice from district to department or vice versa.	CCH
SWN	Sworn In	A. Placement of a Justice on payroll who has been elected, or appointed by Governor. B. Placement of a Justice on Court of Appeals payroll. C. Transfer of a Justice from district to department or vice versa.	HIR
SWN	Sworn In	A. Placement of a Justice on payroll who has been elected, or appointed by Governor. B. Placement of a Justice on Court of Appeals payroll. C. Transfer of a Justice from district to department or vice versa.	POS

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
SWN	Sworn In	A. Placement of a Justice on payroll who has been elected, or appointed by Governor. B. Placement of a Justice on Court of Appeals payroll. C. Transfer of a Justice from district to department or vice versa.	**REH**
SWN	Sworn In	A. Placement of a Justice on payroll who has been elected, or appointed by Governor. B. Placement of a Justice on Court of Appeals payroll. C. Transfer of a Justice from district to department or vice versa.	**XFR**
TER	Term	Termination of non-permanent employee including seasonal, labor class employee, or a Justice who loses the election.	**TER**
TML	Term Lv	Remove an encumbering leave.	**TER**
TMR	Temp Rel	A) To remove 10-month employees working summer service in the regular agency, and payments for summer service are to be discontinued. B) To remove a college year employee receiving 21 payments (CYP) from pay status during a "time off" period.	**TER**
TMS	Term Seas	Termination of a seasonal employee at the end of the employment season.	**TER**
TRF	Tr Functn	The placement of an employee on the payroll as a result of a Section 70.2 Transfer of Function from another agency.	**CCH** **POS** **REH** **XFR**
TRI	Targeted Retirement Incentive	Identifies employees who retire under the Targeted Retirement Incentive.	**RET**
TRL	Tr List	An appointment made from a transfer list.	**CCH** **POS** **REH** **XFR**
TSC	Title Sttr	Title structure change.	**PAY** **POS**
TSR	Ttl St Ral	Title structure reallocation.	**POS**
UAB	Unauth Abs	Termination for unauthorized absence or failure to return from leave.	**TER**
UPM	Unit Prom	Promotion from a unit promotion list.	**CCH** **POS**
UPM	Unit Prom	Promotion from a unit promotion list.	**XFR**
USP	Unsat Perf	Unsatisfactory performance rating.	**PAY**
VDM	V Demote	Voluntary Demotion.	**CCH** **POS** **XFR**
VSP	Volunteer Severance Program	Identifies Executive Branch M/C, CSEA or PEF employees who separated or retired under the Executive Voluntary Severance Program Payments FY 2009-10.	**RET** **TER**
WCF	Workers Comp Leave Full	Used on Job Data to return an employee from Paid Leave of Absence/Workers Comp Leave Full	**PLA**

REASON CODES
WITH DESCRIPTIONS AND ACTIONS

REASONS	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIONS
WCL	Worker's Comp IPP	Use for Management Confidential employees enrolled in the IPP program who have Workers' Comp disabilities and must be placed on Short or Long Term Disability per Civil Service Attendance and Leave Manual, Policy Bulletin 94-02.	**LTO** **STO**
WDL	WC Dis Lv	Place an employee on Worker's Compensation Disability leave benefit when the date of injury is on or after July 1, 1992.	**LOA**
WPS	WC 60% SUP	Place an employee on Worker's Compensation supplemental payment benefit when the date of injury is on or after July 1, 1992.	**LOA**
WWP	WC Works Part Time	Worker's Compensation for part-time employees.	**DTA** **RFL**