

HRIS Action/Reason Code Matrix Codes for External Use

The list below includes all Action/Reason Codes that may be initiated through some action of a department administrator or employee. Where Position Data/Appointment Forms are required, all "POS" Action Codes are used on the Position Data side of the form, while all other codes are entered on the Appointment side. Where a space is blank for a particular type of employee, that transaction cannot be used for the employee type.

<p>KEY:</p> <p>Pos/Apppt: A Position/Appointment Form is completed</p> <p>HR Comp: Initiated by contacting your HR Compensation Analyst</p> <p>HR Conslt: Initiated by contacting your HR Consultant</p> <p>HR Lv Adm: Initiated by contacting the HR Leave Administrator</p> <p>Temp: Initiated by using the Temp Panel in HRIS</p>	<p>eRecruit: Automatically processed through the eRecruit system</p> <p>Sal Plan: Completed in HRIS using the Salary Planning pages</p> <p>PDF: A Personal Data Form is completed and faxed to Payroll</p> <p>Self-Service: Entered by employee via HRIS Self-Service</p> <p>HRIS Admin: Entered by user into a page in HRIS Administration</p> <p>HRIS Hlp: Completed by contacting HRIS Help Desk</p>
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Action Code	Reason Code	Description	Faculty	Research Faculty	Research Staff	Staff	Grad	Temp	Use When...
Demotion Codes									
DEM	DDP	Demoted to Different Position	Pos/Apppt			Pos/Apppt			An employee is moved into a lower level position either through eRecruit or manager's initiative. The full sequence for this transaction would be: 1. XFR/TRE <i>(only if the employee applied for the new position via eRecruit)</i> 2. DEM/DPP 3. PAY/DEM <i>(only if the employee's pay is adjusted down)</i>
DEM	DRC	Position Reclassification				HR Comp			An employee's position is changed to a lower grade due to reclassification via a job audit. The full sequence for this transaction would be: 1. DEM/DRC 2. PAY/DEM <i>(only if the employee's pay is adjusted down)</i>
Data Change Codes									
DTA	CHG	Department/Location Change		Pos/Apppt	Pos/Apppt			Temp	<ul style="list-style-type: none"> • Research Faculty or Research Staff: an employee moves to a different department. • Temps: an employee moves to a different node within the same 4-digit HR Dept ID; the data enterer must have access to the new HR Dept ID (if a temp is transferring to a different 4-digit HR Dept ID, the current department must process a termination via the Temp Panel and the new department will rehire the temp using a Personal Data Form).
DTA	CJC	Job Code Change						Temp	A temp changes Job Codes only (e.g. from a Temporary Student to a Temporary Non-student).

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DTA	REA	Reappointment	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		An employee's Appointment End Date is expiring but a new appointment (or extension) has been obtained without a break in service. <ul style="list-style-type: none"> • Faculty: signifies a new academic appointment start and end date without a change in rank or job title (unless paired with a promotion). • Research Faculty and Research Staff: in addition to the Posn/Appt Form, a Recommendation Form is required to process the reappointment. Additional information is available at: http://www.research.northwestern.edu/policies/research-appointments/research-faculty.html (Research Faculty Appointments) and http://www.research.northwestern.edu/policies/research-appointments/research-staff.html (Research Staff and Visitor Appointments)
DTA	RM#	Room Number Change	HRIS Admin Self-Service Pos/Appt	HRIS Admin Self-Service Pos/Appt	HRIS Admin Self-Service Pos/Appt	HRIS Admin Self-Service Pos/Appt	HRIS Admin Self-Service Pos/Appt		An employee's location room number should be changed. This can be processed directly by the employee via HRIS Self-Service (Online Directory page), by a manager via HRIS Admin (Online Directory HR page), or through a Posn/Appt Form.
DTA	SPV	Supervisor Change						Temp	An employee's supervisor is changed on the HRIS Temp Panel.
Hire Codes									
HIR	ADD	Additional Appointment	Pos/Appt	Pos/Appt	Pos/Appt	eRecruit Pos/Appt	Pos/Appt		A current employee is hired into a position on any Job Record other than 0. The Job Record number for the new appointment must be greater than the record numbers of all currently active appointments. <i>If an appointment is expected to last less than 6 months (except graduate students), use the Additional/Special Pay Form instead.</i>
HIR	EST	Early Start	Pos/Appt						A tenure-eligible faculty member is hired into an academic department between January 1 and August 31. Early Start allows the faculty appointment to begin prior to the September start of the tenure clock. <i>This should not be used to distribute NetID or e-mail access; these are available up to 90 days prior to the appointment start date for all benefits-eligible faculty.</i>
HIR	HIR	Hire	Pos/Appt	Pos/Appt	Pos/Appt	eRecruit	Pos/Appt	PDF	An employee is initially hired into the University. <i>If the employee already has an active Job Record at the University, HIR/ADD should be used instead.</i>
HIR	NMF	NMFF Appointment	Pos/Appt						An employee is hired into an NMFF position. The NMFF position is usually Job Record 1 (Job Record 0 is always reserved for the NU position).
Leave of Absence Codes (Unpaid by Payroll)									
LOA	ACA	Academic/Research Leave	Pos/Appt	Pos/Appt					A faculty member is taking a leave to continue their education, including gaining practical or industry-involved experience.
LOA	FML	Family and Medical Leave Act	Pos/Appt	Pos/Appt	HR Lv Adm	HR Lv Adm			An employee whose leave meets the eligibility requirements of the Family Medical Leave Act. <i>Can only be initiated after the employee has exhausted all available paid time.</i>
LOA	LAY	Leave of Absence - Lay Off			HR Lv Adm	HR Lv Adm			A Leave of Absence at Large is requested, and the employee no longer works at the University.
LOA	MIL	Military Service	Pos/Appt	Pos/Appt	HR Lv Adm	HR Lv Adm			An employee is called up for active duty.
LOA	PRS	Personal Leave	Pos/Appt	Pos/Appt	HR Lv Adm	HR Lv Adm			A leave is requested for personal, non-health related reasons.

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LOA	PYP	Partial Year Position				Pos/Appt			An employee is in a contracted 9, 10, or 11 month position and is not working at the University (initiated during the non-contracted months).
LOA	TER	Terminal Unpaid Leave	Pos/Appt	Pos/Appt					A faculty member without assigned responsibilities is resigning or retiring from the University; the position is not held after the leave expires.
LOA	UML	Unpaid Medical Leave			HR Lv Adm	HR Lv Adm			A staff employee's medical leave goes beyond the time allotted by FMLA and the department wishes to hold the position beyond the requirements of FMLA.
LOA	WCC	Workers Compensation	Pos/Appt	Pos/Appt	HR Lv Adm	HR Lv Adm	Pos/Appt		An employee is injured at work and is being paid Worker's Compensation by Risk Management.
Leave of Absence Codes (Paid by Payroll)									
PLA	ACA	Paid Academic/ Research Leave	Pos/Appt	Pos/Appt					A faculty member is taking a leave to continue their education, including gaining practical or industry-involved experience.
PLA	CBA	Faculty Paid Leave for Childbearing or Adoption	Pos/Appt	Pos/Appt					A faculty member is taking a paid leave for childbearing or adoption. For additional information see: http://www.northwestern.edu/provost/policies/statements/familyleave.html .
PLA	CRL	Paid Leave for Childrearing	Pos/Appt	Pos/Appt					A faculty member is taking a paid leave for childrearing.
PLA	LAY	Layoff			Pos/Appt				A staff member is laid off and is being paid severance.
PLA	MED	Paid Medical Leave	Pos/Appt	Pos/Appt					A faculty member is on extended sick leave. For additional information see: http://www.northwestern.edu/provost/policies/handbook/index.html .
PLA	MIL	Paid Military Service	Pos/Appt	Pos/Appt	Pos/Appt	HR Lv Adm			An employee is on a paid leave of absence for active military status or training.
PLA	SEP	Paid Leave of Absence with Separation Agreement	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt			An employee is placed on paid leave and a separation agreement is in place.
PLA	TER	Terminal Paid Leave	Pos/Appt	Pos/Appt					A faculty member without assigned responsibilities is resigning or retiring from the University; the position is not held after the leave expires.
Return from Leave Code									
RFL	RFL	Return from Leave of Absence	Pos/Appt	Pos/Appt	HR Lv Adm	HR Lv Adm			An employee returns to work after an unpaid Leave of Absence. <i>Must be submitted to Payroll to ensure the employee's pay resumes.</i>
Pay Rate Codes									
PAY	ADJ	Pay Adjustment (Staff)			Pos/Appt	Pos/Appt			A staff member receives a mid-year salary change that is not related to the annual merit increase and is not accompanied by any other change to the job grade or position. <i>Always requires approval from HR Compensation.</i> This may be used in the following circumstances: 1. To recognize significant improvement in job related skills as demonstrated by improved job performance and contribution, 2. To establish and maintain internal equity with other employees in the same or similar jobs with consideration given to the relative performance levels of other employees, 3. To recognize changes in market competitive pay levels. To be used when there is only a salary adjustment and no other change.

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PAY	SAJ	Pay Adjustment	Pos/Appt	Pos/Appt			Pos/Appt	Temp	<ul style="list-style-type: none"> • Faculty and Research Faculty: a mid-year salary change not related to annual merit increases is assigned. • Temps and Grad Students: a salary rate changes is processed when not part of a reappointment.
PAY	DEM	Demotion				Pos/Appt			An employee moves to a lower graded position and receives a pay decrease. This may occur when (1) a job audit is conducted that results in a lower salary grade for an employee's position, or (2) an employee moves to another position with a lower grade. In the later case, HR Compensation will determine if a Demotion is required based on the specific situation.
PAY	MER	Merit Increase	Sal Plan	Pos/Appt	Pos/Appt	Sal Plan			An annual merit increase is assigned to the employee as part of the annual salary process. The new compensation rate is effective September 1.
PAY	NEG	Union Negotiation				Payroll			Changes to a union member's salary based on negotiations and each union's bargaining agreement. The Payroll Department works with Facilities HR to enter this information.
PAY	OTH	Other	Pos/Appt			HR Comp			Used only under unusual circumstances when a pay change does not fit into any other category.
PAY	PRE	Faculty Phased Retirement	Pos/Appt						A faculty member is going on phased retirement; used to reelect their lowered salary.
PAY	PRO	Promotion				Pos/Appt			An employee moves to a higher graded position and receives a pay increase. This may occur when (1) a job audit results in a higher salary grade for an employee's position, or (2) an employee moves to another position with a higher grade as determined by Compensation. <i>Increases within guidelines may be approved by Human Resources; out-of-guideline promotional increases always requires Compensation approval.</i>
Position Codes									
POS	BUD	Change Budgeted Salary	Pos/Appt	Pos/Appt	Pos/Appt	HR Comp			The Budgeted Salary for a position is changed; tracked for all staff members and full-time faculty.
POS	BUS	Business Title Change	Pos/Appt	Pos/Appt	Pos/Appt	HR Comp			A Business Title is requested for a particular employee in the position. <i>Must be approved by HR Compensation.</i>
POS	CLS	Change in Classification	Pos/Appt	Pos/Appt	Pos/Appt	HR Comp	Pos/Appt		A position is upgraded or downgraded as a result of a job audit, a change in classification, or the reclassification of faculty.
POS	EXT	Change Position End Date	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		A position has an End Date (usually research appointments) and that End Date is extended. <i>Note: Changing a position End Date does not automatically change any incumbents' Appointment End Dates.</i>
POS	HRS	Change in Standard Hours/Percent	Pos/Appt	Pos/Appt	Pos/Appt	HR Conslt			<ul style="list-style-type: none"> • Non-Exempt Positions: There is a change to the position's Standard Hours. • Faculty and Exempt Staff Positions: A change is recorded to the Percent Full Time/Workload
POS	INA	Position Inactivated	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		A vacant position will not be refilled. Setting the position to "Inactive" ensures it will not appear on the Cognos Position Management reports and distort a department's true financial picture.
POS	LOC	Change in Location	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		The position's work location changes.
POS	NEW	New Position Created	Pos/Appt	Pos/Appt	Pos/Appt	HR Comp	Pos/Appt		A new position is created.

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POS	NME	Department Name Change	Pos/Appt HRIS Hlp	Pos/Appt HRIS Hlp	Pos/Appt HRIS Hlp	Pos/Appt HRIS Hlp	Pos/Appt HRIS Hlp		The name of the position's owning department is changed. A department may also contact the HRIS Help Desk to run a query and change the department name for all current incumbents in that department. <i>Academic department name changes require approval from the Office of the Provost.</i>
POS	QAT	Location Change to Qatar	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt			An existing employee is transferring to NU-Q and is switching their insurance to CIGNA prior to their actual move.
POS	RPT	Change Reports To	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		The "reports to" position number is changed. <i>This is important for non-exempt employees using Kronos, as it enables necessary timesheet approval by the employee in the Reports To position.</i>
POS	SAU	Change in Salary Admin Unit (SAU)	Sal Plan Pos/Appt	Sal Plan Pos/Appt	Sal Plan Pos/Appt	Sal Plan Pos/Appt	Sal Plan Pos/Appt		The Salary Administration Unit is changed on a faculty or staff position (related to the annual Salary Planning process). This change is typically entered directly by schools/departments in HRIS during the annual Salary Planning process.
POS	STA	Reactive Position	Pos/Appt	Pos/Appt	Pos/Appt	HR Comp	Pos/Appt		A previously inactive position is changed back to "Active."
POS	TTL	Title Change				HR Comp			An change is made to the official University Title. The Job Code and Salary Grade remain the same.
Promotion codes									
PRO	PRP	Promotion				Pos/Appt			A staff member is promoted.
PRO	PRC	Position Reclassification	Pos/Appt			Pos/Appt			A staff or faculty position is reclassified.
Rehire Codes									
REH	AAP	Additional Appointment	Pos/Appt	Pos/Appt	Pos/Appt	eRecruit	Pos/Appt		An employee who is active on one Job Record has an inactive Job Record number re-used to add an additional appointment.
REH	EST	Early Start Rehire	Pos/Appt						A tenure-eligible faculty member is rehired into an academic department between January 1 and August 31. Early Start allows the faculty appointment to begin prior to the September start of the tenure clock. <i>This should not be used to distribute NetID or e-mail access; these are available up to 90 days prior to the appointment start date for all benefits-eligible faculty.</i>
REH	NMF	NMFF Member	Pos/Appt						An employee is rehired into an NMFF position. The NMFF position is usually Job Record 1 (Job Record 0 is always reserved for the NU position).
REH	REA	Reappointment	Pos/Appt	Pos/Appt	Pos/Appt		Pos/Appt		An ex-Northwestern non-staff employee is rehired immediately; the day after following a termination. If there is any break in service before the rehire, REH/REH must be used instead.
REH	REH	Rehire	Pos/Appt	Pos/Appt	Pos/Appt	eRecruit	Pos/Appt	PDF	An ex-NU staff or temp employee is rehired following a termination. This is to be used when rehiring any past employee that has had any break in service since their previous appointment ended.
REH	RIN	Reinstatement	Pos/Appt	Pos/Appt	Pos/Appt	eRecruit			A faculty or staff member is rehired within 30 days of termination. Affects benefits eligibility by keeping the original service date intact -- from a benefits point of view, it looks like the employee has never left. All benefits revert back to what they were prior to the termination.
Retirement Code									

Action Code	Reason Code	Description	Faculty	Research Faculty	Research Staff	Staff	Grad	Temp	Use When...
TER	RTT	Retirement	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt			An employee terminates from the University due to retirement. There are different transaction procedures based on different scenarios: 1. If employee elects to keep their email and wildcard: TER/RTT , then REH/REH with position code 00039762 (Retiree) in HR Dept ID 000002. 2. If employee does not elect to keep their email and wildcard: TER/RTT . 3. If an employee is recognized with emeritus status upon retirement: TER/RTT , then REH/REA into the position number for the Emeritus position.
Termination Codes - Involuntary									
Note: For most involuntary reason codes, the department is working with their HR Consultant to assist in determining the appropriate code to use. Additionally, all Position/Appointment Forms regarding terminations must be reviewed by the appropriate HR Consultant prior to entry into HRIS.									
TER	ABT	Absent/Tardy				Pos/Appt			An employee is terminated due to excessive absences and/or tardiness.
TER	DEA	Death	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		Used for the death of an employee.
TER	DUT	Inattention to Duty; Unsatisfactory Performance		Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		An employee is terminated due to unsatisfactory performance.
TER	ELI	Elimination of Position	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		An employee's position is permanently eliminated.
TER	EVR	Not E-Verify Authorized	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		An employee does not have the valid documents required to work in the U.S.
TER	EXP	Appointment Expired	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		An employee is not reappointed past the current Appointment End Date.
TER	FAL	Falsified Information	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		An employee has falsified information on any document submitted to the University, or within papers related to professional duties.
TER	GRT	Grant Expired			Pos/Appt		Pos/Appt		A staff employee (in most cases, research staff) who is terminated when grant funding supporting the appointment has expired.
TER	JOB	Job Abandonment				Pos/Appt			An employee fails to call in or show for work for three consecutive work days.
TER	NRA	Not Reappointed	Pos/Appt	Pos/Appt		Pos/Appt			A faculty member's ongoing position is not being renewed ("annual renewal"). <i>This code is not the same as TER/CNT.</i>
TER	PVT	Physical/Violent Threat	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		An employee has caused physical and/or violent harm to another individual or has threatened to do so.
TER	TMP	End Temporary Employment				Pos/Appt		Temp	A temporary employee with multiple jobs is transferred into a regular staff position. This code is used on all records other than Record 0 (Record 0 will indicate XFR/TRE which indicates transfer to the regular position).
TER	VIO	Violation of Rules or Policy	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		An employee has violated established department rules and/or university policies.
TER	SEP	Separation Agreement	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt			An employee's termination is combined with a prepared an separation agreement.
TER	VSA	Visa non renewal	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		An employee's visa has not been renewed.
Voluntary Termination Codes									
TER	CNT	Contract Complete	Pos/Appt			Pos/Appt			A faculty member's pre-arranged contract period has expired and there is no expectation of renewal. May occasionally be used for staff when employee is hired for a specific period.

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TER	EVT	E-Verify Volunteer Resignation	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		An employee does not present valid documentation during the E-Verify process and elects to resign instead.
TER	LVE	Failure to Return from Leave	Pos/Appt	Pos/Appt	Pos/Appt	HR Lv Adm			An employee currently on a leave of absence fails to return to work at the conclusion of the leave.
TER	OTP	Resignation-Other Position	Pos/Appt	Pos/Appt					A faculty member leaves the university to take another position outside the university.
TER	PER	Personal Reasons				Pos/Appt			An employee terminates from the University for non-specific personal reasons.
Transfer Codes									
XFR	DPO	Move to Different Position	Pos/Appt	Pos/Appt			Pos/Appt		<ul style="list-style-type: none"> • Faculty and Staff: An employee is transferring to a different position with no other changes. • Graduate Student: A graduate student is moved into a one-to-many head count position or into a new position due to a change in funding.
XFR	EST	Transfer - Early Start	Pos/Appt						Post-doctoral fellows or other research staff members are transferred to a tenure eligible faculty position in an academic department prior to the academic year and start between January 1st and August 31st. The purpose of entering a Transfer -Early Start is to begin a faculty appointment prior to the start of the tenure clock.
XFR	LOA	Leave of Absence at Large			Pos/Appt	Pos/Appt			An employee has been laid off but elects to take a year-long leave at large. This option leaves the employee's seniority date intact for that year in case he/she returns to the University.
XFR	TRE	Employee's Request	Pos/Appt	Pos/Appt	Pos/Appt	eRecruit		Temp	<ul style="list-style-type: none"> • Staff: An employee currently in a regular position is transferred into another position they have applied for and received. If the transfer is to a position with a higher grade, use PRO/PRP in addition to the XFR/TRE. • Faculty: An employee's primary (home) department affiliation is changed.