

Action Reason Code Matrix - Sept 2006

When approval is required, please refer to either your assigned Consultant for Staff changes or to the Provost for Faculty.

Action	Reason	Descr	FAC	STAFF	GRAD	TEMP	Circumstance
Demotion Codes							
DEM	DDP	Demoted to Different Position	x	x			Initiated by department or Human Resources. Used when an employee is hired into a lower level position either through application or manager's initiative. Requires approval.
DEM	DRC	Position Reclassification	x	x			Initiated by department or HR. Used when a position is changed to a lower grade due to a reclassification through a job audit. Requires approval.
Job Data Change Codes							
DTA	BBC	Benefit Base Change	x	x			Initiated by department or Payroll. Used when Benefit Base needs to be changed because an additional appointment was added or ended. Not to be used to correct data entry error.
DTA	CHG	Dpt/Loc Name Change				x	Initiated by department. Used for temps only when they are moving between a non work study and a work study department.
DTA	CJC	Correction-Job Code				x	Initiated by department. Used for temporary employees when they are moving between a non work study and a work study job code.
DTA	CPC	Change Pct Full-time	x	x			Initiated by department. Used for faculty holding multiple positions when appointments are added or ended. Requires approval. Initiated by HR when used for job-sharing purposes, when more than one individual is performing duties, and therefore is affecting the percent full-time on the job panel.

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DTA	CSN	Change SSN	x	x	x	x	Initiated by employee. Used to correct or change Social Security number. Proof of SSN is required.
DTA	HRS	Change Standard Hours		x			Initiated by HR. Used internally when the standard hours are changed for a Non-Exempt position. (Because this is done on the job panel, it is best used for job-sharing situations.)
DTA	LOA	Leave of Absence Extension	x	x			Initiated by employee. Used to extend leave of absence beyond original date. Requires approval.
DTA	REA	Reappointment	x	x			Initiated by department. Used when a reappointment is made with no break in service, and employee has not yet been terminated. Requires approval.
DTA	RM#	Room Number Change	x	x	x	x	Initiated by employee or department. Used to change room number for individual.
DTA	SPV	Change to Supervisor				x	Initiated by department or Payroll. Used only for temps and bi-weekly regular employees to change their supervisor in ETES.
DTA	WKS	Change to ETES Workgroup or Schedule		x	x	x	Initiated by department or Payroll. Used only for temps and bi-weekly regular employees to change their workgroup or schedule in ETES.

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Hire Codes							
HIR	ADD	Additional Appointment	x	x	x		Initiated by hiring department. Used when an existing employee (faculty, staff, grad. student or temporary) is hired into any position other than Record 0. If an appointment is expected to last less than 6 months (except for graduate students), use the Additional Pay form rather than an additional appointment. Requires approval.
HIR	HIR	Hire	x	x	x	x	Initiated by department. Used to hire an employee. Requires approval.
HIR	SPY	Special Pay	x			x	Internal to Payroll. Used for occasional pay for temporary exempt employees or for faculty who are in unpaid appointments and who need to receive a one-time or occasional payment.
Unpaid Leave Codes							
LOA	ACA	Academic	x				Initiated by faculty member. Used for faculty who are continuing their education, including gaining practical or industry experience. Requires approval.
LOA	FML	Family and Medical Leave Act	x	x			Initiated by employee. Used for employees whose leave meets the eligibility requirements for Family Medical Leave. To be used after employee exhausts all available paid time. Requires approval.
LOA	LAY	Leave of Absence - Lay off	x	x			Initiated by employee. Used when requesting a Leave of Absence at Large, and employee no longer works at the University. Requires approval.
LOA	MAT	FMLA Maternity/Paternity		x			Initiated by department or HR. Used for leaves that meet the criteria for Family Medical Leave, particularly as it relates to maternity or paternity. Contact your HR consultant when such an occasion arises.

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LOA	MIL	Military Service	x	x			Initiated by employee. Used when employee is called up for active duty or military training. Requires approval.
LOA	OCD	Occupational Disability	x	x			Initiated by department. Used when Risk Management has approved employee's placement on occupational disability. Requires approval of Risk Management.
LOA	PRS	Personal	x				Initiated by employee. Used for faculty when personal, non-health related reasons exist for leave. Requires approval.
LOA	PYP	Partial Year Position		x			Initiated by department. Used for employees in 9, 10, or 11 month positions to cover remaining, unworked months. Requires approval.
LOA	ROX	Externally Supported Research,Not NU Paid	x				Initiated by faculty member. Used for faculty on leave to conduct research and external support has been received. Faculty member will not be paid through NU payroll. Requires approval.
LOA	RUU	Research without Support	x				Initiated by faculty member. Used for faculty on leave to conduct research without NU support or external support. Requires approval.
LOA	TER	Terminal	x				Initiated by faculty member. Used for faculty member without assigned responsibilities who is resigning or retiring from the University. Position is not held after LOA expires. Requires approval.
LOA	UML	Unpaid Medical Leave		x			Initiated by department. Used for staff whose medical leave goes beyond the time allotted by FMLA and where the department wishes to hold the position beyond the requirements of FMLA. Requires approval.

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Pay Rate Codes							
PAY	AMN	Adjustment to Minimum		x			Initiated by HR. Used internally to make adjustments to the compensation rate paid to an employee to bring rate equal to job grade minimum when salary ranges are increased.
PAY	MER	Merit	x	x			Initiated by HR. Used at the beginning of the fiscal year for annual salary increases. Requires approval.
PAY	NEG	Union Negotiation		x			Initiated by HR. Used for negotiated salary changes for union members. Requires approval.
PAY	REC	Job Reclassification		x			Initiated by department or HR. Used for incumbents in positions that are upgraded by HR. (Not to be used for faculty.) Should be used in conjunction with "POS"/"CLS" on the position. Requires approval.
PAY	SAJ	Salary Adjustment	x	x			Initiated by department. Used for mid-year salary adjustments, unrelated to annual merit increases. Requires approval.
Paid Leave Codes							
PLA	ACA	Paid Academic Leave	x				Initiated by faculty member. Used for faculty who are continuing their education, including gaining practical or industry experience. Requires approval
PLA	ADL	Adoption Leave	x				Initiated by faculty member. Used for either parent (or both, if both employed as faculty at NU) who are adopting a child. Requires approval.
PLA	CRL	Childrearing Leave	x				Initiated by faculty member. Used for faculty for childrearing leave. Leave available to either parent (or both, if both employed as faculty at NU). Requires approval.

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PLA	LTD	Long-Term Disability	x	x			Initiated by Benefits. Internal use only. Requires approval.
PLA	MAT	Maternity Leave	x				Initiated by faculty member. Used for female faculty for childbirth. Requires approval.
PLA	MED	Paid Medical Leave	x				Initiated by faculty member. Used for faculty who are on extended sick leave. May also be used for childbearing leave. Requires approval.

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PLA	RLP	Research Leave with full NU pay	x				Initiated by faculty member. Used for faculty on leave to conduct research, whose salary will be entirely supported by the University. Requires approval.
PLA	RMP	Research, Multiple Support, Paid through NU	x				Initiated by faculty member. Used for faculty on leave to conduct research, whose salary will be funded from multiple sources, including NU funds. Requires approval.
PLA	ROX	External Support Research, not NU Paid	x				Initiated by faculty member. Used for faculty on leave to conduct research whose salary will be completely funded from outside non-grant sources, and will be paid through NU payroll. Requires approval.
PLA	RPP	Research Leave Partial Pay	x				Initiated by faculty member. Used for faculty on leave to conduct research whose salary will be partially supported by NU. Requires approval.
PLA	RSS	Research Split Support, Split Pay	x				Initiated by faculty member. Used for faculty on leave to conduct research who will receive salary from multiple sources, including NU payroll. Requires approval.
PLA	RXN	External Support Research, NU Paid	x				Initiated by faculty member. Used for faculty on leave to conduct research whose salary will be entirely funded from outside sources, but will be paid through NU payroll. Requires approval.
PLA	TCH	Paid Teaching Leave	x				Initiated by faculty member. Used for faculty on leave to teach at another institution. Requires approval.
PLA	TER	Terminal	x				Initiated by faculty member. Used for faculty without assigned responsibilities who are leaving employment at NU. Position is not held after the leave expires. Requires approval.

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Position Codes							
POS	CLS	Change in Classification	x	x			Initiated by department. Used for upgrades or downgrades as a result of Payroll job audit or change in classification, or for reclassification of faculty. Requires approval.
POS	EXP	Position Expired	x	x	x		Initiated by department. Used to eliminate a position due to termination of funding or contract. Requires approval.
POS	EXT	Change Position End Date	x	x			Initiated by department. Used for positions that are funded for a limited timeframe (usually research appointments) where the end date of the corresponding funding account has been extended. Requires approval.
POS	HRS	Change in Hrs/Percent	x	x			Initiated by department. Used to indicate change in standard hours for a non-exempt position. Used for faculty and exempt staff to indicate a change in workload. Requires approval.
POS	INA	Position Inactivated	x	x	x		Initiated by department. Used when position is vacant and will not be refilled.
POS	JDC	Job Description Change		x			Initiated by department. Used to change description of a staff job. Requires approval.

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POS	LOC	Change in Location	x	x	x		Initiated by department. Used when employee or department work location changes
POS	NEW	New Position	x	x	x		Initiated by department. Used to create a new position. Requires approval.
POS	NME	Department Name Change	x	x	x		Initiated by department. Used to change the name of a department. Department name change requires prior Provost approval but the HR forms do not require Provost approval.
POS	RPT	Change to Reports To	x	x	x		Initiated by department or Payroll. Used to change the supervisor for employee by changing the "reports to" position number. Note: This is important for non-exempt employees using ETES as it enables necessary timesheet approval.
POS	SAU	Change in SAU	x	x	x		Initiated by department. Used to add or change Salary Administration Unit. Note: SAUs can be changed in HRIS directly by schools/departments during the annual Salary Planning process.
POS	STA	Position Status Change	x				Initiated by faculty member. Used to change the tenure status of a faculty position. Requires approval.
POS	TTL	Title Change		x			Initiated by HR. Used when title changes are made to a position. Requires approval.

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Promotion Codes							
PRO	PRP	Promotion		x			Initiated by hiring department. Used when employee takes position that is a higher salary grade. Requires approval.
Rehire Codes							
REH	AAP	Additional Appointment	x	x	x		Initiated by department. Used when an empty record number is re-used to add an additional appointment. Requires approval.
REH	REA	Reappointment	x		x		Initiated by department. Used after termination to rehire an employee (faculty or graduate student). Requires approval.
REH	REH	Rehire		x		x	Initiated by department. Used after termination to rehire a staff or temporary employee. Requires approval for staff.
REH	RIN	Reinstatement	x	x			Initiated by hiring department. Used for faculty and staff when an employee is rehired within 30 days of termination. Affects benefit eligibility by keeping original service date intact. Requires approval.
REH	SPY	Special Pay	x	x	x		Internal to Payroll. Used when an employee is doing exempt temporary work and was previously employed at the University. This re-uses a terminated record.
Return From Leave Code							
RFL	RFL	Return from Leave of Absence	x	x			Initiated by department. Used when an employee returns to work from LOA. Must be submitted to Payroll to ensure employee is paid.
Suspension Code							

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SUS	UNP	Suspension Unpaid	x	x			Initiated by department. Used when an employee is placed on unpaid suspension for disciplinary reasons. Requires approval

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Termination Codes							
Involuntary terminations:							
TER	ABT	Absent/Tardy		x			Initiated by department. Used for excessive absence and/or tardiness by the employee. Requires approval.
TER	DEA	Death	x	x	x		Initiated by department. Used for the death of an employee.
TER	DUT	Inattn to Duty-Unsatisf Perf	x	x	x		Initiated by department. Indicates unsatisfactory performance by the employee. Requires approval.
TER	ELI	Elimination of Position	x	x	x		Initiated by department. Used when an employee's position is permanently eliminated. Requires approval.
TER	EXP	Appointment Expired		x	x		Initiated by Payroll or the Graduate School. Used when an employee is not reappointed past the current appointment end date.
TER	FAL	Falsified Information	x	x	x	x	Initiated by department. Used when employee has falsified information on any document submitted to the University, or within papers related to professional duties. Requires approval.

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TER	GRT	Grant Expired	x	x			Initiated by department. Used for staff (in most cases, research positions) when the grant funding supporting an appointment has expired. Requires approval.
TER	INS	Insubordination		x			Initiated by department. Used when an employee disregards a direct order. Requires approval.
TER	JOB	Job Abandonment		x	x		Initiated by department. Used when employee fails to call in or show for work for three consecutive work days. Requires approval.
TER	LOA	LOA Not Extended	x	x			Initiated by department. Used in situations when an employee's leave of absence has reached it's end, the employee cannot return to work and the request for extended leave of absence is denied. Requires approval.
TER	NRA	Not Reappointed	x	x			Initiated by department. Used primarily for faculty whose ongoing position is not being renewed ("annual renewal"). This code is not the same as TER/CNT. Requires approval.
TER	PVT	Physical/Violent Threat	x	x	x		Initiated by department. Used when the employee has caused physical and/or violent harm to another individual or has threatened to do so. Requires approval.
TER	QUA	Not Qualified	x	x	x		Initiated by department. Used when employee's performance and related skills do not meet the expectations of the job. Requires approval.

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TER	TFT	Theft	x	x	x		Initiated by department. Used when the employee has been caught stealing. Requires approval.
TER	TMP	End Temporary Employment				x	Initiated by HR. Used by HR to transfer a temporary employee with multiple jobs 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 another position). Requires approval.
TER	VIO	Violation of Rules or Policy	x	x	x		Initiated by department. Used when an employee has violated established department rules and/or university policies. Requires approval.
Voluntary terminations:							
TER	CHI	Child Care	x	x	x		Initiated by the employee. Used when an employee leaves NU to care for a child. Requires approval.
TER	CNT	Contract Complete	x	x			Initiated by department. Used for faculty when a pre-arranged contract period has expired and there was no expectation of renewal. (Note: may occasionally be used for staff when employee is hired for a specific period.) Requires approval.
TER	GRD	Graduate from School		x	x		Initiated by employee. Used when an employee leaves NU for reasons related to graduation from school.
TER	HEA	Health Reasons	x	x	x		initiated by employee. Used when an employee's health requires termination of employment. NOT to be used for occupational disability, LTD or FMLA.
TER	HRS	Dissatisfied with Hours		x			Initiated by employee. Used when an employee is dissatisfied with the number of hours or schedule of hours.

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TER	LVE	Failure to Return from Leave	x	x			Initiated by department. Used when an employee currently on leave of absence fails to return to work at the conclusion of the leave.
TER	MIL	Military	x	x	x		Initiated by the employee. Used when an employee leaves NU to join the military.
TER	OTP	Resignation-Other Position	x	x			Initiated by employee. Used when the employee's primary cause for leaving the university is to take another position outside the university.
TER	PAY	Dissatisfied with Pay/Benefits		x			Initiated by the employee. Used when the primary cause for leaving the university is tied to a dissatisfaction with compensation rates or benefits.
TER	PER	Personal Reasons		x			Initiated by employee. Used when non-specific reasons tied to personal decisions are given for leave.
TER	QUT	Quit School		x	x		Initiated by employee. Used when the employee withdraws from school (rather than graduating) and therefore no longer wishes to be employed by NU or is eligible to be employed by NU.
TER	REL	Relocation		x			Initiated by employee. Used when the employee relocates outside the general area and no longer wishes to be employed by NU.
TER	RES	Resignation - Other Reason	x	x			Initiated by employee. Used when the employee wishes to terminate their position.
TER	RET	Return to School	x	x			Initiated by employee. Used when the employee decides to return to school and no longer work at NU.

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TER	RTT	Retirement	x	x			Initiated by employee. Used when the employee decides to retire and no longer work at NU.
TER	SUP	Dissatisfied with Supervision		x			Initiated by employee. Used when the employee's departure is due to concerns and/or problems with the direct supervisor.
TER	TRA	Transportation Problems		x			Initiated by employee. Used when the primary cause for leaving is due to transportation problems getting to and from work.
Transfer Codes							
XFR	DPO	Move to Different Position			x		Initiated by department. Used when moving a Graduate Student in a one-to-many head count position to a new position due to a change in funding.
XFR	LOA	Leave of Absence at Large	x	x			Initiated by employee. Used when an employee wishes to leave NU employment but wants to be able to return to NU employment at a later date, leaving their seniority date intact. Requires approval.
XFR	LTD	Long Term Disability	x				Initiated by employee. Used to transfer an employee to an LTD position. Requires approval by Benefits Division
XFR	TMP	Transfer from Temp Position				x	Initiated by department. Used to transfer an active temporary employee into a regular position. Requires approval.
XFR	TRE	Employee's Request		x			Initiated by department. For staff, this is used to transfer employee already in a regular position into a position they have applied for and received. The new position must be the same pay grade (if the transfer is to a position with a higher grade, use PRO/PRP). Requires approval. For faculty, this is used to change the primary (home) department affiliation.