ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
CCH Concurrent Hire	526	Tr S52.6	Transfer an employee in accordance with S52.6 of the CS Law.
	641	S64.1C	Pend Preferred List
	701	Tr Reg	Transfer an employee in accordance with S70.1 of the CS Law.
	704	Tr S70.4	Transfer S70.4
	3MO	Three Mo	A temporary appointment not expected to exceed three months.
	42B	Rule 4.2B	Appoint an individual who was tested under the provisions of Rule 4.2b.
	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.
	ACU	Appt CU	An appointment to the Professional staff.
	AJT	Adjunct	Payment for part-time employment for PSC employees in CUNY. Can be used for either hourly or contracts.
	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.
	APT	Appoint	Appoint to a position in the labor, exempt or non-competitive class or to unclassified service.
	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.
	ASE	Appt Sess	Appoint Session- appointment of a session employee.
	ASP	Assign SP	Assignment of member of the State Police.
	ASU	Appt SU	Appointment to the Unclassified Service.
	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.
	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.
	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.

ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
CCH Concurrent Hire	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.
	CSP	Cancel Sep	Cancellation of any removal type transaction reported in error.
	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.
	CVS	Canvass	An appointment pending canvass of a current or anticipated eligible list.
	DCU	Dem CU	Demotion of a Professional staff employee to a lower salary and title.
	DMT	Demote	Demotion of an employee in title and grade as a result of disciplinary action.
	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.
	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.
	DPT	Dept	Appoint from a Departmental Promotion Eligible List.
	DSG	Designated	Designation of a Justice by Governor.
	DSU	Dem SU	Demotion of an administrative staff employee to a lower salary and title.
	ELL	Elect Leg	Placement of elected legislator on payroll.
	ELT	Elected	Placement of elected official on payroll.
	EXS	Extra Service	Extra Service paid at an hourly rate set by the budget.
	FLW	Fellowship	Appointment under a fellowship award at the graduate level at full or partial pay.
	GPM	Gen Prom	A promotion from a general list.
	IDP	Idp	Appoint from an Interdepartmental Promotion Eligible List.
	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.
	LTM	Legislative Transfer Medicaid	Appointment for county employees that support the Medicaid program.
	MWH	Minimum Wage Hourly	Use when paying the minimum wage incease to hourly employees.
	MWS	Minimum Wage Salary	Use when paying minimum wage

ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	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.
	NCP	Ncp	Appoint via noncompetitive promotion under Section 52.7 of the CS Law.
CCH Concurrent Hire	OCM	Oc	Appoint from an open competitive eligible list.
	OCS	Occasional	Appoint to an hourly position on a part time, occasional basis.
	PCU	Prom CU	Promotion of a professional staff employee to a higher level position. CUNY
	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.
	PJC	Pend JC	Appoint pending a determination concerning the jurisdictional class of the position.
	PJT	Project	Appoint to a position that is a Special Study or Project under S64.3 of the CS Law.
	PLR	Plcmt Rost	Appoint an individual from a Placement Roster.
	POR	Pend Oral	Appoint an individual on an eligible list with temporary status pending the results of an oral test.
	PPC	Pend PC	An appointment pending position classification.
	PPH	Pend Phys	A temporary appointment pending a physical examination.
	PRE	Pend Recl	Appoint an individual to a position that is being reclassified.
	PRF	Pref	An appointment from a preferred list.
	PRM	Prom	Promote an employee in the State Police.
	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.
	PSU	Prom SU	Promotion of a professional staff employee to a higher level position. SUNY
	R54	Rein R5.4	Reinstate an employee under the provisions of Rule 5.4.
	RBD	Rein Board	Reinstatement Board.
	RCM	Rein Comm	Permanently appoint an individual who has been reinstated by Civil Service Commission action.
	RDR	Rein Dir	Reinstatement by direction of Court Order, Civil Service Commission or other administrative action after disciplinary removal.

ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	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).
	REC	Rec	Recreational seasonal appointments in Parks & Rec agencies and Department of Environmental Conservation.
	REI	Rein	Use varies with type of reinstatements. Judicial/Commissions
CCH Concurrent Hire	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.
	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.
	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.
	RRS	Rein Res	Reinstatement within one year after resignation from State service or after a voluntary demotion to former title and grade.
	RSP	Rein Susp	Reinstatement from a disciplinary suspension.
	RST	Rein Supt	Reinstate Superinentdent State Police only.
	SDT	Student	Used to appoint a student to college work study Payroll.
	SEA	Seasonal	Appoint from a seasonal reemployment list to a competitive class position classified as seasonal.
	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.
	SPA	Spec Allow	Lieu allowances for the Senate and Assembly Members.
	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.
	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.

Actions with Reasons March 2021

ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	TRL	Tr List	An appointment made from a transfer list.
	UPM	Unit Prom	Promotion from a unit promotion list.
	VDM	V Demote	Voluntary Demotion.
DTA Data Change	ACV	EMP Active	Use to identify employees who should b e excludedfrom the automatic system termination process.
	CPT	Chg Pct	Change full-time to part-time, or to change the percent of part-time.
	CPF	Chg PT FT	Change part-time to full-time.
	CSH	Chg Standard Hours	Change the standard number of hours shown on Job Data for an employee.
DTA Data Change	CWS	Chg Work Schedule	Change work schedule.
	CFI	Chg FICA Status	To report a change to FICA status.
	CTL	Chg Tax Location	Used to change a tax location
	CRS	Cor/Chg Status	Used to change or correct the status of an employee.
	CBF	Chg Benefit Flag	Used to change the benefit flag assigned to an employee.
	PJR	Parity JR	To identify employees who did not receive the July 2015 M/C Parity Increase or received a partial Parity Increase.
HIR Hire	WWP	WC Works Part Time	Worker's Compensation for part-time employees.
	3MO	Three Mo	A temporary appointment not expected to exceed three months.
	42B	Rule 4.2B	Appoint an individual who was tested under the provisions of Rule 4.2b.
	ACU	Appt CU	An appointment to the Professional staff.
	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.
	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.
	CVS	Canvass	An appointment pending canvass of a current or anticipated eligible list.
	MWH	Minimum Wage Hourly	Use when paying the minimum wage incease to hourly employees.
	MWS	Minimum Wage Salary	Use when paying the minimum wage.
	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.
	OCM	Oc	Appoint from an open competitive eligible list.

ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	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.
	POR	Pend Oral	Appoint an individual on an eligible list with temporary status pending the results of an oral test.
	PPC	Pend PC	An appointment pending position classification.
	PPH	Pend Phys	A temporary appointment pending a physical examination.
	PRE	Pend Recl	Appoint an individual to a position that is being reclassified.
HIR Hire	SEA	Seasonal	Appoint from a seasonal reemployment list to a competitive class position classified as seasonal.
	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.
	641	S64.1C	Pend Preferred List
	704	Tr S70.4	Transfer S70.4
	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.
	AJT	Adjunct	Payment for part-time employment for PSC employees in CUNY. Can be used for either hourly or contracts.
	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.
	APT	Appoint	Appoint to a position in the labor, exempt or non-competitive class or to unclassified service.
	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.
	ASE	Appt Sess	Appoint Session- appointment of a session employee.
	ASU	Appt SU	Appointment to the Unclassified Service.
	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.
	BEN	Benefic	Placement of a Beneficiary on a pension payroll following the death of the pensioner.

Actions with Reasons March 2021

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	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.
	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.
	DSG	Designated	Designation of a Justice by Governor.
	ELL	Elect Leg	Placement of elected legislator on payroll.
	ELT	Elected	Placement of elected official on payroll.
HIR Hire	EXS	Extra Service	Extra Service paid at an hourly rate set by the budget.
	FLW	Fellowship	Appointment under a fellowship award at the graduate level at full or partial 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.
	LTM	Legislative Transfer Medicaid	Appointment for county employees that support the Medicaid program.
	MIL	Mil	Appointment from Special Military List
	NAD	New Award	Placement of new pensioner on all pension payrolls except Military and Naval Pension Payroll.
	NCP	Ncp	Appoint via noncompetitive promotion under Section 52.7 of the CS Law.
	OCS	Occasional	Appoint to an hourly position on a part time, occasional basis.
	PJC	Pend JC	Appoint pending a determination concerning the jurisdictional class of the position.
	PJT	Project	Appoint to a position that is a Special Study or Project under S64.3 of the CS Law.
	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.
	RCM	Rein Comm	Permanently appoint an individual who has been reinstated by Civil Service Commission action.
	REC	Rec	Recreational seasonal appointments in Parks & Rec agencies and Department of Environmental Conservation.
	SDT	Student	Used to appoint a student to college work study Payroll.

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
LOA Leave of Absence	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.
	211	Med Sep Lv	CUNY Medical Separation Lv
	L27	LEG27 Pause	LEG 27th Statutory Pause
	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.
LOA Leave of Absence	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.
	CCL	Chld Cr Lv	Place an employee on a child care leave without pay.
	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.
	EDL	Ed Lv	Place an employee on education leave without pay.
	FML	Fam Med Lv	Place an employee on a leave of absence without pay for family obligations or family/personal illness.
	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.
	LIT	Dcr Lv Int	A discretionary leave of absence without pay to accept another State appointment.
	LOT	Dcr Lv Out	A discretionary leave of absence without pay for an employee going outside of State service.
	MLL	Mil Lv	Place an employee on Military leave without pay.
	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.
	MLV	Mandat Lv	Place an employee on a leave internal (other than probationary leave) that is required by Law, rule or negotiated agreement.
	MTS	Military Training Stipend	Training leave at reduced pay for Miliary Leave unrelated to the events of September 11, 2001.

ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	OMT	Omit	Removal of exception hourly employees when no payment is due for the period.
	PBL	Prob Lv	Place an employee on probationary leave.
	PFL	Pd Fml Lv	Paid Family Leave
	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.
	RPD	Rpd	Remove an employee from the payroll pending a determination of what action will be taken.
	S72	Ordinary Disability Leave	Ordinary disability leave without pay for non-occupational injury or disease
LOA Leave of Absence	SBL	Sab Lv	Sabbatical leave without pay or with less than full pay.
LTO Long Term Disability	SKL	Sick Lv	Place an employee on sick leave without pay.
	SUP	Suspension	Place an employee on disciplinary suspension without pay.
	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.
	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.
PAY Pay Rate Change	LTO	Long T Dis	Place a permanent or contingent permanent employee on long term disability.
	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.
	373	Jud Law 37.3	Used to report the pay change associated with employees who receive a promotion or a promotion recalculation, where the resulting salary is between the 1st and 2nd Longevity Steps and the employee is due a 2nd Longevity of the current grade after four (4)
	379	Jud Law 37.9	Used to report the pay change associated with employees who are at or above the maximum of their grade and who receive a one (1) grade promotion and are entitled to a promotion recalculation in the year the employee would have moved to 1st or 2nd Longevity Step in the lower grade.
	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.

ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	ASF	Add Sal Fa	Additional Salary Factor
	CBU	Chg Bargaining Unit	Used when reporting a salary change due to a bargaining unit change.
	CCA	Chg Contract Amount	Change contract amount for an adjunct.
	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.
	CIB	CUNY Increase to Incumbent Dat	For movement from suppressed rate to the incumbency rate after the appropriate time period.
	CIH	CUNY Increase Hiring Rate	Employees with prior service in a community college who are hired above the suppressed minimum
PAY Pay Rate Change	CJC	Chg Jurisdictional Class	To report a change or correction in Jurisdictional Class.
	CLH	CUNY Level Increased Hiring Rate	For appointment to level other than level 1 of that title
	CLV	CUNY Change in Level	Advancement to a higher level in the same title based on service (includes Gittleson pay plan)
	CMI	CUNY Merit Increase	Merit increase to base salary for managerial and non-managerial employees
	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.
	COB	Chg Obl	Change in Obligation other than beginning of academic year.
	CRT	Chg Rate	Change in rate for hourly and daily employees.
	CSI	CUNY Service Increment	Change in service category (i.e. under 10 years, 10, 15, 20 or 25 years)Gittleson pay plan.
	CSL	Cor Sal	Correct salary of an employee.
	CSR	CUNY Suppressed Hiring Rate	New hires whose beginning salary is below the minimum
	CST	CUNY Step Increase	Movement to higher step on step pay plan (1, 18 MO, 2, 3, 4, 5 years)
	FAC	Factor Adjustment	System generated to report factor change.
	INC	Increment	Used to pay increments.
	LGC	Longevity Compensation	Addl Pay code used to report Longevity for State Police.
	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.
	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.

ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	LIH	Level Increased Hiring Rate	Increased Hiring Rate specific to SUNY.
	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.
	MWH	Minimum Wage Hourly	Use when paying the minimum wage incease to hourly employees.
	MWS	Minimum Wage Salary	Use when paying the minimum wage.
	NCT	New Contract	Used to report a new contract for Adjuncts.
	NEW	New Employees Salary	Used when reporting a salary for a new employee.
PAY Pay Rate Change	PAV	Perf Adv	Performance advance.
	PJR	Parity JR	To identify employees who did not receive the July 2015 M/C Parity Increase or received a partial Parity Increase.
	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.
	PRF	Pref	An appointment from a preferred list.
	PSP	Pre Sft Pg	Pay/Preshift Program
	R54	Rein R5.4	Reinstate an employee under the provisions of Rule 5.4.
	RAL	Reallocatn	Reallocation of allocated position to another salary grade.
	RBD	Rein Board	Reinstatement Board.
	RCL	Reclass	Reclassification of position to different title and (sometimes) different grade. The incumbent remains in the same position.
	RCM	Rein Comm	Permanently appoint an individual who has been reinstated by Civil Service Commission action.
	RCP	Remove Composite	Used to move someone out of a Composite salary.
	RDR	Rein Dir	Reinstatement by direction of Court Order, Civil Service Commission or other administrative action after disciplinary removal.
	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.
	RHS	Rehire Salary	Used when rehiring someone to the payroll after a termination/DOB action.

ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	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.
	RSP	Rein Susp	Reinstatement from a disciplinary suspension.
	RST	Rein Supt	Reinstate Superinetdent State Police only.
	RSU	Reclass SU	Reclassification of a SUNY position.
	RTS	Return SU	Return of SUNY employee for fall term without change in title and grade.
	RUS	Resc Unsat	Rescind unsatisfactory performance rating.
	RWH	Raise Withheld	Used to withhold a raise for an employee per Agency/DOB action.
	SAC	Mass Salary Increase	Used to indicate a general salary increase.
	SDC	Sal Decr	Salary decrease.
	SIC	Sal Incr	Salary increase.
PAY Pay Rate Change	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.
	SVP	Service Pay	Used to pay a trainee performance advance in CSEA only.
PLA Paid Leave of Absence	TSC	Title Sttr	Title structure change.
	USP	Unsat Perf	Unsatisfactory performance rating.
	211	Med Sep Lv	CUNY Medical Separation Lv
	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.
	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.
	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.
	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.
	CPP	CUNY Paid Parental Leave	Used to place an eligible employee on a Paid Parental Leave on or after 3/21/09.
	EDF	Ed Lv Ful	Educational leave with full pay

ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	EDL	Ed Lv	Place an employee on education leave without pay.
	FLW	Fellowship	Appointment under a fellowship award at the graduate level at full or partial 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.
	OGF	Org Lv Ful	Employee organization leave with full pay.
	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.
	SBL	Sab Lv	Sabbatical leave without pay or with less than full pay.
	SKL	Sick Lv	Place an employee on sick leave without pay.
	SLF	Sick Lv Ful	Sick leave with full pay
	SLL	Sab Lv Ful	Sabbatical with will full pay.
POS Position Change	SPF	Susp Ful	Place an employee on suspension with full pay.
	SWC	Sick Lv Pa W/Workers Comp	Sick leave with pay for an employee also with Worker's Compensation.
POS Position Change	WCF	Workers Comp Leave Full	Used on Job Data to return an employee from Paid Leave of Absence/Workers Comp Leave Full
	ACU	Appt CU	An appointment to the Professional staff.
	ADV	Mndtry Adv	Mandatory advance
	AJT	Adjunct	Payment for part-time employment for PSC employees in CUNY. Can be used for either hourly or contracts.
	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.
	APT	Appoint	Appoint to a position in the labor, exempt or non-competitive class or to unclassified service.
	ASE	Appt Sess	Appoint Session- appointment of a session employee.
	ASF	Addl Sal Fa	Additional Salary Factor
	ASP	Assign SP	Assignment of member of the State Police.
	ASU	Appt SU	Appointment to the Unclassified Service.
	CBU	Chg Bargaining Unit	Used when reporting a salary change due to a bargaining unit change.
	CFD	Certified	Certified for employment - continue a retired or incapacitated Justice on the payroll.
	CHL	Change Line	Line item change.
	CJC	Chg Jurisdictional Class	To report a change or correction in Jurisdictional Class.

ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	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.
	COB	Chg Obl	Change in Obligation other than beginning of academic year.
	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.
	CSL	Cor Sal	Correct salary of an employee.
	CVS	Canvass	An appointment pending canvass of a current or anticipated eligible list.
	DCU	Dem CU	Demotion of a Professional staff employee to a lower salary and title.
	DMT	Demote	Demotion of an employee in title and grade as a result of disciplinary action.
POS Position Change	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.
	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.
	DPT	Dept	Appoint from a Departmental Promotion Eligible List.
	DSG	Designated	Designation of a Justice by Governor.
	DSU	Dem SU	Demotion of an administrative staff employee to a lower salary and title.
	ELL	Elect Leg	Placement of elected legislator on payroll.
	ELT	Elected	Placement of elected official on payroll.
	FLW	Fellowship	Appointment under a fellowship award at the graduate level at full or partial pay.
	GPM	Gen Prom	A promotion from a general list.
	IDP	Idp	Appoint from an Interdepartmental Promotion Eligible List.
	LIH	Level Increased Hiring Rate	Increased Hiring Rate specific to SUNY.
	LOC	Location Change	Location change
	LTM	Legislative Transfer Medicaid	Appointment for county employees that support the Medicaid program.
	MIL	Mil	Appointment from Special Military List
	MWH	Minimum Wage Hourly	Use when paying the minimum wage increase to hourly employees.
	MWS	Minimum Wage Salary	Use when paying minimum wage
	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.

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	NCP	Ncp	Appoint via noncompetitive promotion under Section 52.7 of the CS Law.
	OCM	Oc	Appoint from an open competitive eligible list.
	OCS	Occasional	Appoint to an hourly position on a part time, occasional basis.
	PBT	Prob Term	Termination of an employee due to an unsuccessful probation period (employee return to former position).
	PCU	Prom CU	Promotion of a professional staff employee to a higher level position. CUNY
	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.
	PJC	Pend JC	Appoint pending a determination concerning the jurisdictional class of the position.
	PJT	Project	Appoint to a position that is a Special Study or Project under S64.3 of the CS Law.
	POR	Pend Oral	Appoint an individual on an eligible list with temporary status pending the results of an oral test.
	PPC	Pend PC	An appointment pending position classification.
	PPH	Pend Phys	A temporary appointment pending a physical examination.
	PRE	Pend Recl	Appoint an individual to a position that is being reclassified.
POS Position Change	PRF	Pref	An appointment from a preferred list.
	PRM	Prom	Promote an employee in the State Police.
	PSU	Prom SU	Promotion of a professional staff employee to a higher level position. SUNY
	R54	Rein R5.4	Reinstate an employee under the provisions of Rule 5.4.
	RAL	Reallocatn	Reallocation of allocated position to another salary grade.
	RBD	Rein Board	Reinstatement Board.
	RCL	Reclass	Reclassification of position to different title and (sometimes) different grade. The incumbent remains in the same position.
	RCM	Rein Comm	Permanently appoint an individual who has been reinstated by Civil Service Commission action.
	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.
	RDR	Rein Dir	Reinstatement by direction of Court Order, Civil Service Commission or other administrative action after disciplinary removal.

ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	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).
	REC	Rec	Recreational seasonal appointments in Parks & Rec agencies and Department of Environmental Conservation.
	REI	Rein	Use varies with type of reinstatements. Judicial/Commissions
	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.
	RLV	Rein Leave	Reinstatement from any type of leave of absence
	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.
	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.
POS Position Change	RRS	Rein Res	Reinstatement within one year after resignation from State service or after a voluntary demotion to former title and grade.
	RSP	Rein Susp	Reinstatement from a disciplinary suspension.
	RST	Rein Supt	Reinstate Superinentdent State Police only.
	RSU	Reclass SU	Reclassification of a SUNY position.
	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.
	SEA	Seasonal	Appoint from a seasonal reemployment list to a competitive class position classified as seasonal.
	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.

Actions with Reasons March 2021

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	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.
	TRL	Tr List	An appointment made from a transfer list.
REH Rehire	TSC	Title Sttr	Title structure change.
	TSR	Ttl St Ral	Title structure reallocation.
	UPM	Unit Prom	Promotion from a unit promotion list.
	VDM	V Demote	Voluntary Demotion.
	526	TrS52.6	Transfer an employee in accordance with S52.6 of the CS Law.
	641	S64.1C	Pend Preferred List
	701	TR Reg	Transfer an employee in accordance with S70.1 of the CS Law.
	704	Tr S70.4	Transfer S70.4
	713	Return from Disability	Reinstate an employee from an ordinary or occupational disability termination.
	3MO	Three Mo	A temporary appointment not expected to exceed three months.
	42B	Rule 4.2B	Appoint an individual who was tested under the provisions of Rule 4.2b.
	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.
REH Rehire	ACU	Appt CU	An appointment to the Professional staff.
	AJT	Adjunct	Payment for part-time employment for PSC employees in CUNY. Can be used for either hourly or contracts.
	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.
	APT	Appoint	Appoint to a position in the labor, exempt or non-competitive class or to unclassified service.
	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.
	ASE	Appt Sess	Appoint Session- appointment of a session employee.
	ASP	Assign SP	Assignment of member of the State Police.
	ASU	Appt SU	Appointment to the Unclassified Service.
	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.
	BEN	Benefic	Placement of a Beneficiary on a pension payroll following the death of the pensioner.

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	CFD	Certified	Certified for employment - continue a retired or incapacitated Justice on the payroll.
	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.
	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.
	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.
	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.
	CSP	Cancel Sep	Cancellation of any removal type transaction reported in error.
	CVS	Canvass	An appointment pending canvass of a current or anticipated eligible list.
	DPT	Dept	Appoint from a Departmental Promotion Eligible List.
	DSG	Designated	Designation of a Justice by Governor.
	ELL	Elect Leg	Placement of elected legislator on payroll.
REH Rehire	ELT	Elected	Placement of elected official on payroll.
	EXS	Extra Service	Extra Service paid at an hourly rate set by the budget.
	FLW	Fellowship	Appointment under a fellowship award at the graduate level at full or partial pay.
	GPM	Gen Prom	A promotion from a general list.
	IDP	IDP	Appoint from an Interdepartmental Promotion Eligible List.
	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.
	LTM	Legislative Transfer Medicaid	Appointment for county employees that support the Medicaid program.
	MIL	Mil	Appointment from Special Military List
	MWH	Minimum Wage Hourly	Use when paying the minimum wage increase to hourly employees.
	MWS	Minimum Wage Salary	Use when paying minimum wage

ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	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.
	NCP	Ncp	Appoint via noncompetitive promotion under Section 52.7 of the CS Law.
	OCM	Oc	Appoint from an open competitive eligible list.
	OCS	Occasional	Appoint to an hourly position on a part time, occasional basis.
	PCU	Prom CU	Promotion of a professional staff employee to a higher level position. CUNY
	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.
	PJC	Pend JC	Appoint pending a determination concerning the jurisdictional class of the position.
	PJT	Project	Appoint to a position that is a Special Study or Project under S64.3 of the CS Law.
	POR	Pend Oral	Appoint an individual on an eligible list with temporary status pending the results of an oral test.
	PPC	Pend PC	An appointment pending position classification.
	PPH	Pend Phys	A temporary appointment pending a physical examination.
	PRE	Pend Recl	Appoint an individual to a position that is being reclassified.
	PRF	Pref	An appointment from a preferred list.
	PRM	Prom	Promote an employee in the State Police.
	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.
REH Rehire	PSU	Prom SU	Promotion of a professional staff employee to a higher level position. SUNY
	R54	Rein R5.4	Reinstate an employee under the provisions of Rule 5.4.
	RBD	Rein Board	Reinstatement Board.
	RCM	Rein Comm	Permanently appoint an individual who has been reinstated by Civil Service Commission action.
	RDR	Rein Dir	Reinstatement by direction of Court Order, Civil Service Commission or other administrative action after disciplinary removal.
	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).

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	REC	Rec	Recreational seasonal appointments in Parks & Rec agencies and Department of Environmental Conservation.
	REE	Re Emp	Re-employment of a retired State employee.
	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.
	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.
	RNS	Reasgn SP	Reassignment of A) members from BCI back to uniform service; B) the Superintendent (after termination) to a uniform position previously held.
	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.
	RRS	Rein Res	Reinstatement within one year after resignation from State service or after a voluntary demotion to former title and grade.
	RST	Rein Supt	Reinstate Superinentdent State Police only.
REH Rehire	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.
	RTS	Return SU	Return of SUNY employee for fall term without change in title and grade.
	SDT	Student	Used to appoint a student to college work study Payroll.
	SEA	Seasonal	Appoint from a seasonal reemployment list to a competitive class position classified as seasonal.
	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.
RET Retirement	SPA	Spec Allow	Lieu allowances for the Senate and Assembly Members.

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	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.
	TRF	Transfer of Function	The placement of an employee on the payroll as a result of a Section 70.2 Transfer of Function from another agency.
	TRL	Tr List	An appointment made from a transfer list.
	RET	Retired	Remove an employee who has retired.
	CBI	Court Buyout Incentive	Identifies Unified Court System employees who separated or retired under the Courts Buyout Incentive Payment FY 2009-10.
RFD Return from Disability	NPR	NoPenalty Retirement Incentive	Identifies employees who retire under the "55/25 No Penalty" Retirement Incentive.
RFL Return from Leave	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.
	PFL	Pd Fml Lv	Paid Family Leave
	TRI	Targeted Retirement Incentive	Identifies employees who retire under the Targeted Retirement Incentive.
	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.
	713	Return from Disability	Reinstate an employee from an ordinary or occupational disability termination.
RFL Return from Leave	713	Return from Disability	Reinstate an employee from an ordinary or occupational disability termination.
	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.
	R21	RLV 211`	CUNY Medical Sep Rein Lv 211
	RCF	RCF	Return from Workers Comp Full
	RDL	Rei Dis Lv	Reinstateament to the payroll from Worker's Compensation Disability Leave wihtout pay for accidents July 1, 1992 or later.
	RLV	Rein Leave	Reinstatement from any type of leave of absence
	RSP	Rein Susp	Reinstatement from a disciplinary suspension.
	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.

ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	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.
	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.
	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.
STO Short Term Disability	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.
	RCF	Return from Workers Comp Full	Used on Job Data to return an employee from Leave/Workers Comp Full (PLA/WCF)
TER Termination	RES	Rest	Restoration to payroll after removal pending determination (RPD) or restore a permanent 10-month Institution Teacher to the payroll on September 1
TER Termination	RPS	REIN WC 60% SUP	Reinstatement of Worker's Compenation 60% Supplemental 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)
	RWS	Rei WC Sup	Reinstatement to regular pay status from supplemental pay status effective April 1, 1986 or later.
	WWP	WC Works Part Time	Worker's Compensation for part-time employees.
	STO	Shrt T Dis	Place an employee on short term disability leave.
	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.
	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.
	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.

Actions with Reasons March 2021

ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	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.
	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.
	CBI	Court Buyout Incentive	Identifies Unified Court System employees who separated or retired under the Courts Buyout Incentive Payment FY 2009-10.
	CMX	Com Expire	Removal of employee due to expiration of Commission leave.
	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.
	DEA	Deceased	Report the death of an employee.
TER Termination	DPM	Discip Rem	Remove an employee from a position as the result of a disciplinary action.
	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.
	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).
	LAF	Layoff	Remove an individual with permanent status from a position as the result of a reduction in force (RIF).
	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).
	LTT	List Term	Remove an employee who is being displaced due to the establishment of an eligible list.
	PBT	Prob Term	Termination of an employee due to an unsuccessful probation period (employee return to former position).
	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.
	RAJ	Rem Adjnct	Removal of adjunct payments prior to expiration date originally reported.

Actions with Reasons March 2021

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	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
	REM	Remove	Removal from pension payroll.
	RFR	Refuse Reassignment	To report the separation of a permanent employee who refuses horizontal reassignment due to the abolishment of positions.
	RFT	Rif Term	To report the separation of a non-permanent employee due to a reduction in work force.
	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.
	RPT	Reemp Term	Remove a nonpermanent employee due to the certification of a reemployment list.
	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.
	RSN	Resign	Remove an employee from a position due to resignation.
	RSX	Resign Ext	Resignation from service or failure to return from leave outside State service.
	RTI	Ret Incumb	Remove a contingent permanent employee as the result of the return of a permanent incumbent.
TER Termination	S71	Occ Dis Tm	Termination for occupational disability.
	S73	Ord Dis Tm	Termination for ordinary disability.
	SEN	Sess End	Automatic computer positing for Senate and Assembly employees.
XFR Transfer	STE	System Terminated Entry	Used when we terminate groups of employees based on specific criteria (such as State Fair employees).
	TER	Term	Termination of non-permanent employee including seasonal, labor class employee, or a Justice who loses the election.
	TML	Term Lv	Remove an encumbering leave.
	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.
	TMS	Term Seas	Termination of a seasonal employee at the end of the employment season.
	UAB	Unauth Abs	Termination for unauthorized absence or failure to return from leave.

ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	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.
	526	Tr S52.6	Transfer an employee in accordance with S52.6 of the CS Law.
	641	S64.1C	Pend Preferred List
	701	Tr Reg	Transfer an employee in accordance with S70.1 of the CS Law.
	704	Tr S70.4	Transfer S70.4
	3MO	Three Mo	A temporary appointment not expected to exceed three months.
	42B	Rule 4.2B	Appoint an individual who was tested under the provisions of Rule 4.2b.
	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.
	ACU	Appt CU	An appointment to the Professional staff.
	ADV	Mndtry Adv	Mandatory advance
	AJT	Adjunct	Payment for part-time employment for PSC employees in CUNY. Can be used for either hourly or contracts.
	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.
	APT	Appoint	Appoint to a position in the labor, exempt or non-competitive class or to unclassified service.
	ASE	Appt Sess	Appoint Session- appointment of a session employee.
	ASF	Add Sal Fa	Additional Salary Factor
XFR Transfer	ASP	Assign SP	Assignment of member of the State Police.
	ASU	Appt SU	Appointment to the Unclassified Service.
	CFD	Certified	Certified for employment - continue a retired or incapacitated Justice on the payroll.
	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.
	CVS	Canvass	An appointment pending canvass of a current or anticipated eligible list.
	DCU	Dem CU	Demotion of a Professional staff employee to a lower salary and title.
	DMT	Demote	Demotion of an employee in title and grade as a result of disciplinary action.
	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.

ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	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.
	DPT	Dept	Appoint from a Departmental Promotion Eligible List.
	DSG	Designated	Designation of a Justice by Governor.
	DSU	Dem SU	Demotion of an administrative staff employee to a lower salary and title.
	ELL	Elect Leg	Placement of elected legislator on payroll.
	ELT	Elected	Placement of elected official on payroll.
	FLW	Fellowship	Appointment under a fellowship award at the graduate level at full or partial pay.
	GPM	Gen Prom	A promotion from a general list.
	IDP	IDP	Appoint from an Interdepartmental Promotion Eligible List.
	LTM	Legislative Transfer Medicaid	Appointment for county employees that support the Medicaid program.
	MIL	Mil	Appointment from Special Military List
	MWH	Minimum Wage Hourly	Use when paying the minimum wage increase to hourly employees.
	MWS	Minimum Wage Salary	Use when paying minimum wage
	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.
	NCP	Ncp	Appoint via noncompetitive promotion under Section 52.7 of the CS Law.
	OCM	Oc	Appoint from an open competitive eligible list.
	OCS	Occasional	Appoint to an hourly position on a part time, occasional basis.
	PBT	Prob Term	Termination of an employee due to an unsuccessful probation period (employee return to former position).
XFR Transfer	PCU	Prom CU	Promotion of a professional staff employee to a higher level position. CUNY
	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.
	PJC	Pend JC	Appoint pending a determination concerning the jurisdictional class of the position.
	PJT	Project	Appoint to a position that is a Special Study or Project under S64.3 of the CS Law.
	PLR	Plcmt Rost	Appoint an individual from a Placement Roster.
	POR	Pend Oral	Appoint an individual on an eligible list with temporary status pending the results of an oral test.
	PPC	Pend PC	An appointment pending position classification.

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	PPH	Pend Phys	A temporary appointment pending a physical examination.
	PRE	Pend Recl	Appoint an individual to a position that is being reclassified.
	PRF	Pref	An appointment from a preferred list.
	PRM	Prom	Promote an employee in the State Police.
	PSU	Prom SU	Promotion of a professional staff employee to a higher level position. SUNY
	R54	Rein R5.4	Reinstate an employee under the provisions of Rule 5.4.
	RBD	Rein Board	Reinstatement Board.
	RCM	Rein Comm	Permanently appoint an individual who has been reinstated by Civil Service Commission action.
	RDR	Rein Dir	Reinstatement by direction of Court Order, Civil Service Commission or other administrative action after disciplinary removal.
	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).
XFR Transfer	REC	Rec	Recreational seasonal appointments in Parks & Rec agencies and Department of Environmental Conservation.
	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.
	RLV	Reinstatement of Leave	Reinstatement from any type of leave of absence
	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.
	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.
	RNS	Reasgn SP	Reassignment of A) members from BCI back to uniform service; B) the Superintendent (after termination) to a uniform position previously held.
	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.

ACTION CODES
WITH REASONS AND DESCRIPTIONS

ACTION	REASONS	SHORT DESCRIPTION	LONG DESCRIPTION
	RRS	Rein Res	Reinstatement within one year after resignation from State service or after a voluntary demotion to former title and grade.
	RSP	Rein Susp	Reinstatement from a disciplinary suspension.
	RST	Rein Supt	Reinstate Superinentdent State Police only.
	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.
	SEA	Seasonal	Appoint from a seasonal reemployment list to a competitive class position classified as seasonal.
	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.
	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.
	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.
	TRL	Tr List	An appointment made from a transfer list.
	UPM	Unit Prom	Promotion from a unit promotion list.
	VDM	V Demote	Voluntary Demotion.