

**REASON CODES
WITH DESCRIPTIONS AND ACTIONS**

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

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

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

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

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

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

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

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| | | | REH XFR |
| LTO | Long T Dis | Place a permanent or contingent permanent employee on long term disability. | LTO |
| LTT | List Term | Remove an employee who is being displaced due to the establishment of an eligible list. | TER |
| MCM | Man Con 2003 Perf Rest Manual | Per DOB Bulletin D-1117, performance advances that were withheld in 2003 for all Management/Confidential employees in Bargaining Units 06, 46, 66, 18, 34, 52, 57, 96 and 98 will be paid and salaries adjusted to the present for all affected employees. | PAY |
| MIL | Mil | Appointment from Special Military List | HIR POS REH XFR LOA |
| MLS | Mil Stip | Used to report the difference between what an employee activated for the NATO BOSNIA INTERVENTION would receive from the State and what he is receiving from the federal government. It is also used for employees who are federally ordered, or ordered by Governor Pataki, to active military duty related to the events of September 11, 2001. | LOA |
| MLV | Mandat Lv | Place an employee on a leave internal (other than probationary leave) that is required by Law, rule or negotiated agreement. | LOA |
| MTS | Military Training Stipend | Training leave at reduced pay for Military Leave unrelated to the events of September 11, 2001. | LOA |
| MWH | Minimum Wage Hourly | Use when paying the minimum wage increase to hourly employees. | CCH HIR PAY POS REH XFR |
| MWS | MinWageSal | Use when paying the minimum wage. | CCH HIR PAY POS REH XFR |
| NAD | New Award | Placement of new pensioner on all pension payrolls except Military and Naval Pension Payroll. | HIR |
| NCA | Ncacq | Appoint an individual who is part of the acquisition of a private institution under Section 45 of the CS Law to a noncompetitive position. | CCH HIR POS REH XFR |
| NCP | Ncp | Appoint via noncompetitive promotion under Section 52.7 of the CS Law. | CCH HIR POS REH XFR |
| NCT | New Contract | Used to report a new contract for Adjuncts. | PAY |
| NEW | New Employees Salary | Used when reporting a salary for a new employee. | PAY |

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| NPR | NoPenalty Retirement Incentive | Identifies employees who retire under the "55/25 No Penalty" Retirement Incentive. | RET |
| NTR | No Penalty NYSUT Retire Incent | Chapter 45 of the Laws of 2010 authorizes a retirement incentive program for employees represented by the New York State United Teachers employee organization. As a result, it is necessary to identify employees who retire under this incentive. | RET |

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

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

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

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| RDL | Rei Dis Lv | Reinstatement to the payroll from Worker's Compensation Disability Leave without pay for accidents July 1, 1992 or later. | RFL |
| RDR | Rein Dir | Reinstatement by direction of Court Order, Civil Service Commission or other administrative action after disciplinary removal. | CCH PAY POS REH XFR |
| RDY | Redeploy | Appoint an individual from a redeployment list (a reemployment list of names of persons displaced by the State's contracting out for services). | CCH POS REH XFR |
| REA | Reassign | Separation as a result of lateral movement within an appointing authority (including lateral movement from one agency payroll to another within the same | TER |
| REC | Rec | Recreational seasonal appointments in Parks & Rec agencies and Department of Environmental Conservation. | CCH HIR POS REH XFR |
| REE | Re Emp | Re-employment of a retired State employee. | REH |
| REI | Rein | Use varies with type of reinstatements. Judicial/Commissions | CCH |
| REI | Rein | Use varies with type of reinstatements. Judicial/Commissions | POS |
| REM | Remove | Removal from pension payroll. | TER |
| RER | Rerost | Report an appointment of an individual to a competitive, non-competitive or labor class position from a reemployment roster certified by the Department of Civil Service. | CCH PAY POS REH XFR |
| RES | Rest | Restoration to payroll after removal pending determination (RPD) or restore a permanent 10-month Institution Teacher to the payroll on September 1 | RFL |

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

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

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

**REASON CODES
WITH DESCRIPTIONS AND ACTIONS**

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

**REASON CODES
WITH DESCRIPTIONS AND ACTIONS**

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