**HRAF Action Codes and Reason Codes**

DEM – Demotion  
DTA – Data Change  
HIR – Hire  
JED – Earnings Distribution Change  
LOA – Leave of Absence  
PAY – Pay Rate Change  
PLA – Paid Leave of Absence  
POS – Position Change  
PRO – Promotion  
REH – Rehire  
RET – Retirement  
RFL – Return from Leave  
TER – Termination  
XFR – Transfer

**HRAF Reason Codes by Action Code Type**

**DEMOTION**  
IVA – involuntary demotion – administrative/organizational decision  
VAD – voluntary demotion – administrative/organizational decision  
VOL – voluntary demotion – employee decision

**DATA CHANGE**  
CDP – correction – department  
CJC – correction – job code  
COD – correction – other data  
CPG – correction – paygroup  
CPR – correction – pay rate  
CRA – change to regular status via admin decision  
CRD – change to review date  
CRG – change to regular status  
DEA – death – RETIREES ONLY  
FAC – change GME to Faculty  
LOC – location change  
PTF – change Post-Doc to Faculty  
STC – status change  
URD – update review data (performance rating and review date)  
USI – update supervisor ID

**HIRE**  
ADM – new hire via admin decision  
HRE – new hire via open recruitment  
SRC – new hire via search  
TMP – temporary assignment

**JOB EARNINGS DISTRIBUTION**
CID – change in job earnings (labor account) distribution

**LEAVE OF ABSENCE – UNPAID**
ADM – administrative leave
DSJ – medical/job –related leave
DSN – medical non job related leave
EDU – educational leave
FML – family and medical leave act leave
MIL – military service leave
NTT – Non-Teaching Time (for use with adjunct faculty only)
PAR – faculty parental leave
PER – personal leave
PRO – professional leave
PRS – prestigious leave
SEA – seasonal leave

**PAID LEAVE OF ABSENCE**
ADM – administrative leave
DSJ – medical/job –related leave
DSN – medical non job related leave
EDU – educational leave
FML – family and medical leave act leave
MIL – military service leave
PAR – faculty parental leave
PER – personal leave
PRO – professional leave
PRS – prestigious leave
SEA – seasonal leave
SAB – sabbatical leave

**POS – POSITION CHANGE**
JRC – job reclassification
REO – reorganization
TTL – title change

**PRO–PROMOTION**
ADM – administrative decision
FAC – faculty promotion
MGT – management decision
REC – open recruitment

**REH – REHIRE**
ADM – administrative decision
REH – rehire
RET – rehire retiree

**RET – RETIREMENT**
RET – retirement
RRR – rehired retiree re-retiring

RFL – RETURN FROM LEAVE
RFL – return from leave

PAY
ADJ – adjustment
AMW – adjustment to minimum wage
BRM – below range minimum
EOP – end out of class pay
MER – merit
MKT – market adjustment
OCP – out of class pay
REC – job reclassification

TER – TERMINATION
(Please refer to “Changing Employee – Termination of Employment” for additional termination reasons)

Involuntary Terminations
ABS – absences or tardiness
CON – misconduct
FAL – falsification of records
INA – inability
INS – insubordination
JOB – job abandonment
POL – policy violation
RDE – reduction in force – eliminated job
RDF – reduction in force – lack of funding
RDR – reduction in force – reorganization
REF – refused transfer
RID – resignation in lieu of dismissal
UNS – unsatisfactory performance

Voluntary Terminations
ADV – better opportunities for advancement
BEN – better benefits
CAR – changing careers/professions
CNT – end of contract (or grant funding)
DEA – death
DEV – lack of training/development opportunities
FAM – family reasons
HRS – better working hours
LOC – better location/transportation
LVE – unable to return from leave
MCJ – multiple concurrent job end
PAY – better pay
REL – relocation
TMP – end of temporary employment
TYP – job did not meet expectations
WCS – worker's compensation settlement
WKR – dissatisfied with work relationships
WOR – better working conditions (physical environment, dept. rules/procedures)
WPR – work permit expired
XFR – organizational transfer

**XFR – TRANSFER**
LAD – lateral transfer/admin decision
LXF – lateral transfer
ROR – reorganization