



ACTION REASON CODE TABLE - FOR BOULDER CAMPUS CLASSIFIED STAFF

ACTION CODE	ACTION DESCRIPTION	REASON CODE	REASON DESCRIPTION	SHORT DESCRIPTION	APPROVAL REQUIRED	FOR CLASSIFIED	NOTES ON USE
ADL	Additional Job	AAA	Administrative/AY or FY	Admn AY/FY	Yes	No	Not used for classified staff
ADL	Additional Job	AAS	Administrative Summer	Admin Sum	Yes	No	Not used for classified staff
ADL	Additional Job	ADL	Additional Job	Add Job	Yes	Yes	Use only for simultaneous multiple appointments
ADL	Additional Job	AJC	Conditional	Condition	Yes	Yes	Consult with Employment Services
ADL	Additional Job	DIC	Summer Research	Summ Res	Yes	No	Not used for classified staff
ADL	Additional Job	RET	Retiree	Retiree	Yes	Yes	Use when appointing a retiree to a paid position; must have active retiree benefits on "0" record
ADL	Additional Job	SUM	Summer Teaching	Sum Teach	Yes	No	Not used for classified staff
ADL	Additional Job	TBE	Tenured-Budgeted Elsewhere	TBE	Yes	No	Not used for classified staff
DEM	Demotion	TSR	Trial Service Reversion	Trial Serv	Yes	Yes	Consult with Employment Services
DEM	Demotion	USP	Unsatisfactory Performance	Unsat Perf	Yes	Yes	Must have completed disciplinary action process; consult with Labor Relations
DEM	Demotion	VOL	Voluntary Demotion	Vol Demot	Yes	Yes	Appointment of a current classified employee to a LOWER job class level; requires signed letter from employee; consult with Employment Services
DTA	Data Change	AAS	Administrative Summer	Admin Sum	Yes	No	Not used for classified staff
DTA	Data Change	APT	Change Appointment End Date	End Date	Yes	Yes	Typically used only for temporary appointments
DTA	Data Change	BUS	Fix Business Title-PBS Only	Title	No	Yes	PBS use only
DTA	Data Change	CDP	Correction-Department	Cor-Dept	Yes	Yes	
DTA	Data Change	CER	Correction-Certification Date	Certify	Yes	Yes	Requires completed satisfactory performance evaluation; consult with Employment Services
DTA	Data Change	CEX	Correction-Expected Return Dt	Return Dt	Yes	Yes	Enter date employee is expected to return from LOA
DTA	Data Change	CJC	Correction-Job Code	Cor-Job Cd	Yes	Yes	UIS, PBS or HR use only
DTA	Data Change	CJD	Correction-Job Code Entry Date	Job Code	Yes	Yes	HR use only
DTA	Data Change	CLS	Correction-Length of Service	LOS	Yes	Yes	HR use only
DTA	Data Change	CSL	Correction-Service/Emp Date	Serv/Emp	Yes	Yes	PBS or HR use only
DTA	Data Change	CSN	Correction - Seniority Date	Seniority	Yes	Yes	HR use only
DTA	Data Change	CSP	Correction-Save Pay End Date	Save Pay	Yes	Yes	HR use only
DTA	Data Change	DIC	Summer Research	Sum Resear	Yes	No	Not used for classified staff
DTA	Data Change	EMC	Correct Empl Class - PBS	EmplClass	Yes	Yes	PBS use only
DTA	Data Change	FPT	Cor FT/PT Status - PBS Only	FT/PT	Yes	Yes	PBS use only
DTA	Data Change	FSU	FICA Status Update	FICA	No	Yes	PBS use only
DTA	Data Change	FTE	Synch FTE - PBS Only	FTE	Yes	Yes	PBS use only
DTA	Data Change	LTU	Local Tax Update	Local Tax	No	Yes	
DTA	Data Change	OFF	Change Officer Code	Officer	Yes	No	Not used for classified staff
DTA	Data Change	PBS	Benefits Change by PBS	PBS Ben	No	Yes	PBS use only
DTA	Data Change	PCT	Change Percent/Std Hours	Perc/Hours	Yes	Yes	Must also manually correct associated pay rate to match new percent of time
DTA	Data Change	RAP	Reappointment	Reappoint	Yes	Yes	Reappointment of current eligible employee to a previously certified higher level job class following retention rights or demotional process; consult with Employment Services
DTA	Data Change	RPT	Synch Reports To - PBS Only	Reports To	Yes	Yes	PBS use only
DTA	Data Change	RTS	Synch Reg/Temp Status - PBS	Reg/Temp	Yes	Yes	PBS use only
DTA	Data Change	SAL	Fix Sal Plan/Grade	Sal Plan	Yes	Yes	PBS or HR use only
DTA	Data Change	SIS	Change Empl Class for Student	SIS	No	No	Not used for classified staff
DTA	Data Change	STC	Status Change	Stat Chg	Yes	Yes	
DTA	Data Change	SUM	Summer Teaching	Sum Teach	Yes	No	Not used for classified staff
DTA	Data Change	TBE	Tenured-Budgeted Elsewhere	TBE	Yes	No	Not used for classified staff
DTA	Data Change	TER	Reappointment - Terminal Appt	Terminal	Yes	No	Not used for classified staff
HIR	Hire	HIR	New Hire	Hire	Yes	Yes	Use for initial employment with university; requires additional PRB row
HIR	Hire	PRB	Probation	Probation	Yes	Yes	Use for initial employment with university with a 12 month probationary period
HIR	Hire	PRO	Promotion from State Agency	Promotion	Yes	Yes	Use for initial employment with university; transfer of current state employee from another state agency to a HIGHER position; employee must be on a referral list; typically requires trial service row
HIR	Hire	RET	Retiree	Retiree	Yes	Yes	Use only for non-University of Colorado PERA retirees
HIR	Hire	RMP	Reemployment	Reemplmt	Yes	Yes	Use for initial employment with university; Reemployment of eligible employee to an open position following separation due to layoff; consult with Employment Services
HIR	Hire	SUB	Substitution	Substitut.	Yes	Yes	Consult with Employment Services
HIR	Hire	TEM	Temporary Employee	Temp EE	Yes	Yes	Use for initial employment with university; use when hiring employee to a 6-month Temporary Aide position
HIR	Hire	XFR	Transfer from State Agency	St Transfr	Yes	Yes	Use for initial employment with university; verify employee's transfer eligibility with Employment Services; do not enter probation/trial service row
LOA	Leave without Pay	ADM	Administrative	Admin	Yes	Yes	
LOA	Leave without Pay	EDU	Education	Education	Yes	Yes	
LOA	Leave without Pay	FEL	Fellowship	Fellowship	Yes	No	Not used for classified staff
LOA	Leave without Pay	FML	Family and Medical Leave Act	FMLA	Yes	Yes	Consult with Labor Relations
LOA	Leave without Pay	HEA	Health Reasons	Health	Yes	Yes	Use when sick leave is exhausted and FMLA does not apply; consult with Labor Relations
LOA	Leave without Pay	LTD	Long Term Disability	Long-Term	Yes	Yes	Consult with Labor Relations
LOA	Leave without Pay	MIL	Military Service	Military	Yes	Yes	
LOA	Leave without Pay	OJI	On the Job Injury	On Job Inj	Yes	Yes	Consult with University Risk Management and Labor Relations

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LOA	Leave without Pay	OTH	Other-Personal Reasons	Other	Yes	Yes	Use for an unpaid leave of absence not covered in another category
LOA	Leave without Pay	SAB	Sabbatical	Sabbatical	Yes	No	Not used for classified staff
LOA	Leave without Pay	STD	Short Term Disability	STD	Yes	Yes	Consult with Labor Relations
LOA	Leave without Pay	SWP	Seasonal Without Pay	Seasonal	Yes	Yes	FTE must reflect seasonal appointment
LOA	Leave without Pay	UAA	Unauthorized Absence	Unauthoriz	Yes	Yes	Consult with Labor Relations
PAY	Pay Rate Change	ANN	Anniversary Increase	Anniv Incr	Yes	Yes	Used to reflect state 5% anniversary increases in use prior to 7/1/02
PAY	Pay Rate Change	ATB	Across-The-Board	Across Brd	Yes	No	Not used for classified staff
PAY	Pay Rate Change	BAA	Begin DPD Acting/Add Respon	BegDPDAct	Yes	Yes	Requires signed employee agreement form; consult with Employment Services
PAY	Pay Rate Change	BCS	Begin DPD Critical Skills	BegDPDCrit	Yes	Yes	Requires signed employee agreement form; consult with Employment Services
PAY	Pay Rate Change	BLP	Begin DPD Lt Project	BegDPTProj	Yes	Yes	Requires signed employee agreement form; consult with Employment Services
PAY	Pay Rate Change	BMC	Begin DPD Match Pay/Comp Adj	Comp Adj	Yes	Yes	Requires signed employee agreement form; consult with Employment Services
PAY	Pay Rate Change	BMP	Begin DPD Match Pay/Count Off	Match	Yes	Yes	Requires signed employee agreement form; consult with Employment Services
PAY	Pay Rate Change	BRE	Begin DPD Referral Award	Referral	Yes	Yes	Requires signed employee agreement form; consult with Employment Services
PAY	Pay Rate Change	BSB	Begin DPD Sign Bonus	Sign Bonus	Yes	Yes	Requires signed employee agreement form; consult with Employment Services
PAY	Pay Rate Change	CAR	Career Merit	Career Mer	Yes	No	Not used for classified staff
PAY	Pay Rate Change	CNV	Currency Conversion	Curr Conv	Yes	No	Not used for classified staff
PAY	Pay Rate Change	COR	Correct Pay Rate- Comment Req'd	Pay Rate	Yes	Yes	Comment required for approval
PAY	Pay Rate Change	CRG	Contract Pay Adjustment	Contract	Yes	No	Not used for classified staff
PAY	Pay Rate Change	DEC	Decrease in Pay	Decrease	Yes	Yes	Typically requires signed letter from employee; consult with Employment Services
PAY	Pay Rate Change	DEM	Demotion	Demotion	Yes	Yes	Requires signed letter from employee if voluntary or completion of disciplinary process if involuntary; consult with Employment Services or Labor Relations
PAY	Pay Rate Change	DPR	DPD - Delayed Promotional	DPD - DPR	Yes	Yes	Requires signed employee agreement form; consult with Employment Services
PAY	Pay Rate Change	EPD	End Discretionary Pay Diff	End DPD	Yes	Yes	Use when ending a temporary discretionary pay differential - must manually return comp rate back to previous level
PAY	Pay Rate Change	EQU	Equity	Equity	Yes	No	Use the appropriate DPD action reason instead
PAY	Pay Rate Change	ESP	Enter Save Pay	Enter Save	Yes	Yes	HR use only
PAY	Pay Rate Change	INC	Incentive Pay - Temporary	Incentive	Yes	No	Use the appropriate DPD action reason instead
PAY	Pay Rate Change	LSP	Leave Save Pay	Leave Save	Yes	Yes	HR use only
PAY	Pay Rate Change	MAT	Matching Pay	Match Pay	Yes	No	Use the appropriate DPD action reason instead
PAY	Pay Rate Change	ME1	BldrSal Upload-Base Salary-PBS	Bldr Base	Yes	Yes	PBS use only
PAY	Pay Rate Change	ME2	BldrSal Upload 2 - PBS	Bldr2	Yes	Yes	PBS use only
PAY	Pay Rate Change	MER	Merit - Base Building	Merit	Yes	No	Use the appropriate DPD action reason instead
PAY	Pay Rate Change	MIN	Minimum Wage Adjustment	Min Wage	Yes	Yes	PBS or HR use only
PAY	Pay Rate Change	MKA	Market Adjustment	Market	Yes	Yes	HR use only
PAY	Pay Rate Change	NEH	DPD - New Hire	DPD - NEH	Yes	Yes	Requires signed employee agreement form; consult with Employment Services
PAY	Pay Rate Change	OTH	Other - Comment Required	Other	Yes	Yes	Comment required for approval
PAY	Pay Rate Change	OVR	Overload Teaching	Overload	Yes	No	Not used for classified staff
PAY	Pay Rate Change	PAD	Disciplinary Action	Disc Actio	Yes	Yes	Must have completed disciplinary action process; consult with Labor Relations
PAY	Pay Rate Change	PCE	Course Specific	Course	Yes	No	Not used for classified staff
PAY	Pay Rate Change	PPB	Performance Pay-Base Building	PPB	Yes	Yes	PBS or HR use only
PAY	Pay Rate Change	PRF	Performance Award	Performanc	Yes	No	Not used for classified staff
PAY	Pay Rate Change	PRL	Limited Term Project	Limited	Yes	No	Not used for classified staff
PAY	Pay Rate Change	PRO	Promotion	Promotion	Yes	Yes	Must enter associated actions for promotion and trial service status
PAY	Pay Rate Change	REC	Job Reclassification	Job Reclas	Yes	Yes	Must have corresponding position data approved; enter trial service status also
PAY	Pay Rate Change	RES	Permanent Change in Responsib	Respon	Yes	No	Not used for classified staff
PAY	Pay Rate Change	SRE	Summer Research	Sum Res	Yes	No	Not used for classified staff
PAY	Pay Rate Change	SSI	Salary Survey Increase	Survey Inc	Yes	Yes	PBS or HR use only
PAY	Pay Rate Change	STR	Structural	Structural	Yes	No	Not used for classified staff
PAY	Pay Rate Change	XFR	Transfer	Transfer	Yes	Yes	Must have associated action of transfer; do not enter probation/trial service row
PLA	Leave with Pay	ADM	Administrative	Admin	Yes	Yes	Must enter paid leaves of 20 consecutive working days or more
PLA	Leave with Pay	EDU	Educational	Educationl	Yes	Yes	Must enter paid leaves of 20 consecutive working days or more
PLA	Leave with Pay	FEL	Fellowship	Fellowship	Yes	No	Not used for classified staff
PLA	Leave with Pay	FML	Family Medical Leave	FMLA	Yes	Yes	Must make appropriate entries in time collection for leave usage
PLA	Leave with Pay	HEA	Health	Health	Yes	Yes	Must make appropriate entries in time collection for leave usage; do not use for FMLA covered leave
PLA	Leave with Pay	MIL	Military Service	Military	Yes	Yes	Must enter paid leaves of 20 consecutive working days or more
PLA	Leave with Pay	OTH	Other	Other	Yes	Yes	Comment required for approval; consult with Labor Relations
PLA	Leave with Pay	SAB	Sabbatical	Sabbatical	Yes	No	Not used for classified staff
POI	Add Person of Interest	OTP	Other Payee	Oth Payee	Yes	Yes	
POS	Position Change	ACT	Reactivate Position	Reactivate	Yes	Yes	Requires updated PDQ and Employment Services approval
POS	Position Change	BCK	Background Check	Background	Yes	Yes	
POS	Position Change	CLP	Class Placement	ClassPlace	Yes	Yes	HR use only
POS	Position Change	CON	System Study - Conversion	System	Yes	Yes	PBS or HR use only
POS	Position Change	COR	Enter N Code	N Code	Yes	Yes	Use to allow entry of overtime hours in time collection for eligible positions in job classes that have the potential to be either overtime exempt or non-exempt depending on job duties
POS	Position Change	CST	Change in Proposed Costs	Costs	Yes	No	Not used for classified staff

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POS	Position Change	DES	Change in Pos Title or Desc	Title/Desc	Yes	Yes	Used when updating the working title or other descriptive information; if changing the official position job code and title, use the JRC code
POS	Position Change	FLS	Change FLSA Status	FLSA	Yes	Yes	FLSA status is designed by Employment Services
POS	Position Change	FTE	Change FTE	Change FTE	Yes	Yes	
POS	Position Change	GRP	Change Pay Group	Pay Group	Yes	Yes	Use to change between monthly and biweekly pay groups; regular classified positions can NOT be paid biweekly
POS	Position Change	HDC	Change Maximum Headcount	Max Head	Yes	Yes	Used for short-term overlap of two employees in one position when training a new hire before a terminating employee leaves; ongoing job share situations require creation of two positions
POS	Position Change	HPA	HIPAA	HIPAA	No	Yes	
POS	Position Change	HZM	Hazardous Materials	Haz Mat	No	Yes	
POS	Position Change	INA	Position Inactivated	Inactivate	Yes	Yes	Notify Employment Services of reason for position abolishment
POS	Position Change	JCC	Job Code Change	Job Code	Yes	No	Not used for classified staff - use JRC action instead
POS	Position Change	JRC	Job Re-Classification	Re-Class	Yes	Yes	Requires review and approval of PDQ by Employment Services
POS	Position Change	LOC	Location Change	Loc Change	Yes	Yes	
POS	Position Change	NES	Summer Position	Summer	Yes	No	Not used for classified staff
POS	Position Change	NEW	New Position	New Posn	Yes	Yes	Requires review and approval of PDQ by Employment Services for regular positions
POS	Position Change	PCT	Change Percent Time/Std Hours	%/Hours	Yes	Yes	Must also manually correct associated pay rate to match new percent of time
POS	Position Change	REC	Recruitment	Recruit	Yes	Yes	All other position entries must be approved before a recruitment row will be approved; consult with Employment Services
POS	Position Change	RPT	Change in Reports To	Reports To	No	Yes	
POS	Position Change	RTP	Change Regular Temp Status	Reg Temp	Yes	Yes	Note that all regular positions require review and approval of PDQ by Employment Services; changing a position's status from reg to temp and vice versa is not recommended
POS	Position Change	TPE	Change Employee Type	Empl Type	Yes	Yes	
POS	Position Change	TSR	Trial Service Reversion	Trial Serv	Yes	Yes	Consult with Employment Services
POS	Position Change	TTL	Faculty Promotion	Fac Pro	Yes	No	Not used for classified staff
POS	Position Change	XFR	Transfer	Transfer	Yes	Yes	Use when transferring a position and its funding from one department to another
PRB	Probation	PRB	Probation	Probation	Yes	Yes	Documents 12 month initial probationary period for new hires to classified system; use along with a new hire action reason
PRB	Probation	TRS	Trial Service	Trial Srvc	Yes	Yes	Documents 6 month trial service probationary period for classified employees upon promotion
PRC	Completion of Probation	CER	Certified	Certified	Yes	Yes	Documents the end of the probation/trial service period; employee is certified in state system
PRC	Promotion	PRC	Conditional	Conditiona	Yes	Yes	Consult with Employment Services
PRO	Promotion	PRO	Promotion	Promotion	Yes	Yes	Transfer of current state employee into a different position at a HIGHER level; employee must have been on a referral list; typically requires trial service row
REC	Recall from Suspension/Layoff	REC	Recall from Suspension/Layoff	Recall	Yes	No	Not used for classified staff
REH	Rehire	AAA	Administrative/AY or FY	AAA	Yes	No	Not used for classified staff
REH	Rehire	ADL	Additional Job	ADL	Yes	Yes	Use only for simultaneous multiple appointments
REH	Rehire	DEM	Demotion from State Agency	Demotion	Yes	Yes	Transfer of current classified employee from another state agency to a position at a LOWER level
REH	Rehire	DIC	Summer Research	Sum Res	Yes	No	Not used for classified staff
REH	Rehire	PRO	Promotion from State Agency	Promotion	Yes	Yes	Transfer of current state employee from another state agency to a HIGHER position; employee must be on a referral list; typically requires trial service row
REH	Rehire	RAP	Reappointment	Reappt	Yes	Yes	Reappointment of current eligible employee to a previously certified higher level job class following retention rights or demotional process; consult with Employment Services
REH	Rehire	REH	Rehire	Rehire	Yes	Yes	Use to rehire a previous university employee; employee must be on a referral list or eligible for reinstatement
REH	Rehire	REI	Reinstatement	Reinstmt	Yes	Yes	Use to rehire a previous university employee who is eligible for reinstatement and is being hired into a position at the same pay level or lower than the one he/she was previously certified; consult with Employment Services
REH	Rehire	RET	Retiree	Retiree	Yes	Yes	Use when appointing a retiree to a paid position
REH	Rehire	RMP	Reemployment	Reemplmt	Yes	Yes	Reemployment of eligible employee to an open position following separation due to layoff; consult with Employment Services
REH	Rehire	SUB	Substitution	Substitut.	Yes	Yes	Consult with Employment Services
REH	Rehire	SUM	Summer Teaching	Sum Teach	Yes	No	Not used for classified staff
REH	Rehire	TBE	Tenured-Budgeted Elsewhere	TBE	Yes	No	Not used for classified staff
REH	Rehire	TEM	Temporary Employee	Temporary	Yes	Yes	Use when hiring a previous university employee to a 6-month Temporary Aide position
REH	Rehire	XFR	Transfer from State Agency	Transfer	Yes	Yes	Use to rehire previous university employee; verify employee's transfer eligibility with Employment Services; do not enter probation/trial service row
RFL	Return from Leave	RFL	Return From Leave	Retrn Lv	Yes	Yes	
RWB	Return from Work Break	RWB	Return from Short Work Break	RWB	Yes	Yes	
SUS	Suspension	DAC	Disciplinary Action	Discipline	Yes	Yes	Must have completed disciplinary action process; consult with Labor Relations
SUS	Suspension	SFE	Failure to Evaluate	Evaluate	Yes	Yes	Consult with Labor Relations prior to using this action reason
SWB	Short Work Break	SWB	Short Work Break	Shrt Work	Yes	Yes	
TER	Termination	CAU	Terminated with Cause	Cause	Yes	Yes	Consult with Labor Relations and Legal Counsel prior to using this action reason
TER	Termination	DEA	Death	Death	Yes	Yes	
TER	Termination	DRT	Disability Retirement	Dis Ret	Yes	Yes	
TER	Termination	ELI	Elimination of Position	Elim Posn	Yes	Yes	Regular classified positions can not be eliminated without advanced consultation with Employment Services
TER	Termination	END	End of Appointment	End Appt	No	No	Typically used only for temporary appointments
TER	Termination	EOL	Exhaustion of Leave	Exhaust Lv	Yes	Yes	Consult with Labor Relations prior to using this action reason
TER	Termination	JOB	Job Abandonment	Job Aband	Yes	Yes	Consult with Labor Relations prior to using this action reason
TER	Termination	LAY	Layoff	Layoff	Yes	Yes	Consult with Employment Services prior to using this action reason
TER	Termination	MIS	Misstatement on Application	Misstatemt	Yes	Yes	Consult with Employment Services
TER	Termination	OTH	Other - Comment Required	Other	Yes	Yes	Comment required for approval; consult with Labor Relations
TER	Termination	PBS	PBS Term - PBS Use Only	PBS Term	No	Yes	PBS use only

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TER	Termination	PRB	Probationary Rejection	Prob Rejct	Yes	Yes	Consult with Employment Services and/or Labor Relations
TER	Termination	RES	Resignation	Resignatn	No	Yes	
TER	Termination	RTR	Retirement	Retirement	No	Yes	
TER	Termination	SS#	Social Security # Invalid-PBS	SS#Bad	No	Yes	PBS use only
TER	Termination	XFR	Transfer to State Agency	Xfr State	Yes	Yes	Do not use for internal transfers within the CU system
XFR	Transfer	DEM	Demotion	Demotion	Yes	Yes	Appointment of current classified employee to a different position at a LOWER level; requires signed letter from employee unless disciplinary
XFR	Transfer	LAT	Lateral	Lateral	Yes	Yes	Transfer of an employee to a different position at the same pay level as previous position
XFR	Transfer	LAY	Layoff	Layoff	Yes	Yes	Consult with Employment Services prior to using this action reason
XFR	Transfer	PRO	Promotion	Promotion	Yes	Yes	Transfer of current state employee into a different position at a HIGHER level; employee must have been on a referral list; typically requires trial service row
XFR	Transfer	ROR	Reorganization	Reorg	Yes	Yes	Consult with Employment Services
XFR	Transfer	TBE	Tenured-Budgeted Elsewhere	TBE	Yes	No	Not used for classified staff
XFR	Transfer	TCL	To Classified Staff	Class Stf	Yes	Yes	Use when transferring a current non-classified university employee into a classified position; employee must be on a referral list or eligible for reinstatement; contact Employment Services regarding leave accrual rate
XFR	Transfer	TFC	To Faculty	Faculty	Yes	Yes	Use when transferring a current classified employee to a faculty position
XFR	Transfer	TPE	To Professional Exempt	Prof Exemp	Yes	Yes	Use when transferring a current classified employee to an exempt professional position
XFR	Transfer	TSR	Trial Service Reversion	Trial Serv	Yes	Yes	Consult with Employment Services
XFR	Transfer	TST	To Student	Student	Yes	Yes	Use when transferring a current classified employee to a student position
XFR	Transfer	TTP	Temporary to Permanent	Tem/Perm	Yes	Yes	Use when hiring a current temporary employee into a regular position; employee must be on a referral list
XFR	Transfer	XFR	Transfer	Transfer	Yes	Yes	Use when transferring a current classified employee to a different position with the same job classification; do not enter probation/trial service row
XFR	Transfer	XIN	Transfer Interim	Translntrm	Yes	No	Not used for classified staff