ACTION CODES WITH REASONS AND DESCRIPTIONS

JANUARY 2025

You can use the hyperlinks in the chart below to go directly to a specific Action code:

Action	Description	Action	Description	Action	Description
CCH	Concurrent Hire	PAY	Pay Rate Change	RFD	Return from Disability
DTA	Data Change	<u>PLA</u>	Paid Leave of	RFL	Return from Leave
			Absence		
<u>HIR</u>	Hire	POS	Position Change	<u>STO</u>	Short Term Disability
LOA	Leave of Absence	<u>REH</u>	Rehire	<u>TER</u>	Termination
<u>LTO</u>	Long Term Disability	<u>RET</u>	Retirement	<u>XFR</u>	Transfer

NOTE: The information in this document is being provided for informational purposes only.

Action: CCH - Concurrent Hire (back to top)

Reasons	Short Description	Long Description	Status
3МО	Three Mo	A temporary appointment not expected to exceed three months.	Α
42B	Rule 4.2B	Appoint an individual who was tested under the provisions of Rule 4.2B.	Α
526	Tr S52.6	Transfer an employee in accordance with S52.6 of the Civil Service Law.	Α
641	S64.1C	Pending Preferred List in accordance with S64.1C of the Civil Service Law.	Α
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.	A
701	Tr Reg	Transfer an employee in accordance with S70.1 of the CS Law.	А
704	Tr S70.4	Transfer an employee in accordance with S70.4 of the CS Law.	Α
ACU	Appt CU	An appointment to the CUNY Professional Staff.	Α
AJT	Adjunct	Payment for part-time employment for PSC employees in CUNY. Can be used for either hourly or contract.	Α
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.	A
APT	Appoint	Appoint to a position in the labor, exempt or non- competitive class or to unclassified service.	Α
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.	A
ASE	Appt Sess	Appointment of a session employee.	Α
ASP	Assign SP	Assignment of member of the State Police.	Α
ASU	Appt SU	Appointment to the SUNY Unclassified service.	Α
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.	A

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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 A RER Rerost Report an appointment of an individual to a Competitive, A			by Civil Service Commission action.	
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 A RER Rerost Report an appointment of an individual to a Competitive, A	RDR	Rein Dir	Reinstatement by direction of Court Order, Civil Service	Α
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 A RER Rerost Report an appointment of an individual to a Competitive, A			Commission, or other administrative action after disciplinary	
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 A RER Rerost Report an appointment of an individual to a Competitive, A			removal.	
REC Rec Recreational seasonal appointments in Parks & Rec agencies and Department of Environmental Conservation. REI Rein Use varies with type of reinstatements. Judicial/Commissions A RER Rerost Report an appointment of an individual to a Competitive, A	RDY	Redeploy	Appoint an individual from a redeployment list (a	Α
REC Rec Recreational seasonal appointments in Parks & Rec agencies and Department of Environmental Conservation. REI Rein Use varies with type of reinstatements. Judicial/Commissions A RER Rerost Report an appointment of an individual to a Competitive, A		. ,	reemployment list of names of persons displaced by the	
REC Rec Recreational seasonal appointments in Parks & Rec agencies and Department of Environmental Conservation. REI Rein Use varies with type of reinstatements. Judicial/Commissions A RER Rerost Report an appointment of an individual to a Competitive, A				
agencies and Department of Environmental Conservation. REI Rein Use varies with type of reinstatements. Judicial/Commissions A RER Rerost Report an appointment of an individual to a Competitive, A	REC	Rec		Α
REI Rein Use varies with type of reinstatements. Judicial/Commissions A RER Rerost Report an appointment of an individual to a Competitive, A				
RER Rerost Report an appointment of an individual to a Competitive, A	REI	Rein		Α
	RER	Rerost	Report an appointment of an individual to a Competitive.	Α

Reasons	Short Description	Long Description	Status
		reemployment roster certified by the Department of Civil	
		Service.	
RNL	Reasgn Lay	Lateral movement in the same title and grade within an	Α
		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	Α
		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.	
RRS	Rein Res	Reinstatement within one year after resignation from State	Α
		service or after a voluntary demotion to former title and	
		grade.	
RSP	Rein Susp	Reinstatement from a disciplinary suspension.	Α
RST	Rein Supt	Reinstate Superintendent. For State Police only.	Α
SDT	Student	Used to appoint a student to College Work Study payroll.	Α
SEA	Seasonal	Appoint from a seasonal reemployment list to a Competitive	Α
		class position classified as seasonal.	
SMA	Sum Appt	Use this code for: a) Current 10M or CAL employees	Α
		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.	Α
SWN	Sworn In	Use this code for: a) placement of a Justice on the payroll	Α
		who has been elected or appointed by the Governor; b)	
		placement of a Justice on Court of Appeals payroll; c)	
		transfer of a Justice from district to department or vice	
		versa.	
SXM	Six Mo	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
		Refer to code 6MO.	
TMO	Three Mo	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
		Refer to code 3MO.	
TRA	Tr S52.6	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	l
		Refer to code 526.	
TRF	Tr Functn	The placement of an employee on the payroll as a result of	Α
		a Section 70.2 Transfer of Function from another agency.	
TRL	Tr List	An appointment made from a transfer list.	Α
TRR	Tr Reg	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
		Refer to code 701.	
TRY	Plcmt Rost	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
		Refer to code PLR.	
UPM	Unit Prom	Promotion from a unit promotion list.	Α
VDM	V Demote	Voluntary demotion.	Α

Action: **DTA** – Data Change

Reasons	Short Description	Long Description	Status
ACA	ACANewHire	Affordable Care Act – New Hire	Α

Reasons	Short Description	Long Description	Status
ACV	Emp Active	Use to identify employees who should be excluded	Α
		from the automatic system termination process.	
ADV	Mndtry Adv	INACTIVE - FOR INFORMATIONAL PURPOSES	I
		ONLY.	
ASA	Admin Sett	To be used for all Job Data Actions (Pay, Position,	Α
		DTA, LOA, RFL, Hire, Rehre, Termination, etc) which	
		are pursuant to the terms of an Administrative	
		Settlement Agreement.	
AVD	Anniv Date	INACTIVE - FOR INFORMATIONAL PURPOSES	l
		ONLY.	
AWD	Award	To be used for all Job Data Actions (Pay, Position,	Α
		DTA, LOA, RFL, Hire, Rehre, Termination, etc) which	
		are pursuant to the terms of an Award.	
BDA	BDA	Used for Job Action Requests of Transfer, Pay,	Α
		Position or Data Change that require Budget Director's	
		Approval (BDA).	
CBF	Chg Bn Flg	Used to change the benefit flag assigned to an	Α
		employee.	
CEI	Cor Emplid	Correct an Emplid	Α
CFI	Chg FICA	Change an employee's FICA Status.	Α
CIC	Chg IncCd/or AnnDt/or FIS	Change an Increment Code, Anniv Date, or FIS	Α
	Sal	Salary.	
COR	Cor Hist	For employees whose Job Data or Additional Pay	Α
		history is incorrect.	
COU	Court Order	To be used for all Job Data Actions (Pay, Position,	Α
		DTA, LOA, RFL, Hire, Rehre, Termination, etc) which	
		are pursuant to the terms of a Court Order.	
CPB	Chg Pay Basis Code	INACTIVE - FOR INFORMATIONAL PURPOSES	l
		ONLY.	
CPF	Chg PT FT	Change part-time to full-time.	Α
CPG	Change Pay Group	Change an employee's pay group assignment on Job	Α
		Data.	
CPI	Chg Full/Part Ind	INACTIVE - FOR INFORMATIONAL PURPOSES	I
		ONLY.	
CPT	Chg Pct	Change full-time to part-time, or to change the percent	Α
		of part-time.	
CRS	Cor/Chg Status	Used to change or correct the status of an employee.	Α
CSH	Chg Standard Hours	Change the standard number of hours shown on Job	Α
		Data for an employee.	
CTL	Chg Tax Location	Used to change a tax location.	Α
CWS	Change Work Schedule	Change the work schedule for an employee.	Α
EJP	End Judicial Long Pay	To process salary and/or increment code adjustments	Α
		due to the reintroduction of the CSEA Longevity Steps.	
FIS	Fixed Inc Salary	INACTIVE - FOR INFORMATIONAL PURPOSES	I
		ONLY.	
ILS	Initial Longevity Lump Sum	An indicator to denote an employee who received the	Α
		April 2010 CSEA Longevity Payment.	
IWH	Increases Withheld	To identify employees who did not receive an April	Α
	THOICEGO VIIIIIICIG	2009 performance advance, longevity payment, or	'7
		salary increase due to the Governor's request.	
JBI	Maintain Primary Job	A system-generated code to change/maintain the	Α
	Processing	Primary Job indicator for an employee in Job Data.	'`
		1ary too marcator for an employee in too bata.	<u></u>

Reasons	Short Description	Long Description	Status
JSA	Judicial Settlement	To be used for all Job Data Actions (Pay, Position, DTA, LOA, RFL, Hire, Rehre, Termination, etc) which are pursuant to the terms of a Judicial Settlement Agreement.	A
NSG	NS to Grade	Movement of an employee from an ungraded non- statutory position to a graded position.	Α
ODL	Occ Dis Leave	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
PJR	Parity Job Rate	To identify employees who did not receive the July 2015 M/C Parity Increase or received a partial Parity Increase.	A
PSA	Pre-Adjudicatory Settlement	To be used for all Job Data Actions (Pay, Position, DTA, LOA, RFL, Hire, Rehre, Termination, etc) which are pursuant to the terms of a Pre-Adjudicatory Settlement Agreement.	A
PWH	Perf Withheld	Performance advance withheld.	Α
RCM	Rein Comm	Permanently appoint an individual who has been reinstated by Civil Service Commission action.	Α
RUS	Resc Unsat	Rescind unsatisfactory performance rating.	Α
SVD	Service Date	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
UCS	UCS List Appt	To be used to identify whether a change in an Employee's Appointment Code resulted from a List Appointment	A
USP	Unsat Perf	Unsatisfactory performance rating.	Α
VLR	Vol Reduct	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
VRW	Vol Reduct	Voluntary Reduction in work schedule.	Α
WCR	WC Cor Hist	For use by agencies when requesting changes to employees' Workers' Compensation leave rows on Job Data.	A
WWP	WC Works Part-time	Worker's Compensation for part-time employees.	А

Action: HIR - Hire (back to top)

Reasons	Short Description	Long Description	Status
3МО	Three Mo	A temporary appointment not expected to exceed three months.	Α
42B	Rule 4.2B	Appoint an individual who was tested under the provisions of Rule 4.2B.	A
641	S64.1C	Pend Preferred List.	Α
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.	A
704	Tr S 70.4	Transfer an employee in accordance with Section 70.4 of the Civil Service Law.	Α

Reasons	Short Description	Long Description	Status
ACT	Appt Cont	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
ACU	Appt CU	An appointment to the CUNY Professional Staff.	А
AJT	Adjunct	Payment for part-time employment for PSC employees in CUNY. Can be used for either hourly or contracts.	А
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.	A
APT	Appoint	Appoint to a position in the labor, exempt or non-competitive class or to unclassified service.	Α
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.	A
ASE	Appt Sess	Appoint Session – appointment of a session employee.	Α
ASU	Appt SU	Appointment to the SUNY Unclassified service.	Α
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.	А
СМР	Composite	A supporting code entered by the Salary Determination Unit (SDU) when the salary is composed of two or more salaries for an employee holding two or more titles/grades.	А
CNV	Conversion	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
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.	А
CRE	Cumu Retire	Cumu Retire Employment FRA	Α
CRN	Cover In	Appoint as a 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.	A
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 Comp Rate Code. For agency 08020 use only.	A
CVS	Canvass	An appointment pending canvass of a current or anticipated eligible list.	Α
DSG	Designated	Designation of a Justice by the Governor.	Α
ELL	Elect Leg	Placement of elected legislator on payroll.	Α
ELT	Elected	Placement of elected official on payroll.	Α
EXS	Extra Service	Extra Service paid at an hourly rate set by the budget.	A
FLW	Fellowship	Appointment under a fellowship award at the graduate level at full or partial pay.	A

Reasons	Short Description	Long Description	Status
10.4		Handford Lab Data a stage (Day Davition DTA	Δ.
JSA	Judicial Settlement	Used for all Job Data actions (Pay, Position, DTA, LOA, RFL, Hire, Rehire, Termination, etc.) which are	Α
		pursuant to the terms of a Judicial Settlement	
		Agreement.	
LTM	Legislative Transfer	Appointment for county employees that support the	Α
	Medicaid	Medicaid program.	
MIL	Mil	Appointment from Special Military List.	Α
MWH	Minimum Wage Hourly	Use when paying the minimum wage increase to	Α
		hourly employees.	
MWS	Minimum Wage Salary	Use when paying the minimum wage to salaried	Α
		employees.	
NAD	New Award	New Award	
NCA	Ncacq	Appoint an individual who is part of the acquisition of a	Α
		private institution under Section 45 of the Civil Service	
		Law to a non-competitive position.	
NCO	Rule 4.2B	INACTIVE - FOR INFORMATIONAL PURPOSES	I
		ONLY.	
NCP	Ncp	Appoint via non-competitive promotion under Section	Α
		52.7 of the Civil Service Law.	
NCQ	Tr S70.4	INACTIVE - FOR INFORMATIONAL PURPOSES	I
		ONLY.	
NRE	NH Cumu Retire	NH Cumu Retire Employment FRA	Α
	Employment FRA		
OCM	Oc	Appoint from an open competitive eligible list.	Α
ocs	Occasional	Appoint to an hourly position on a part-time,	Α
		occasional basis.	
PEX	Pend Exam	A provisional appointment to a title when: a) there are	Α
		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	Α
		jurisdictional class of the position.	
PJT	Project	Appoint to a position that is a Special Study or Project	Α
		under Section 64.3 of the Civil Service Law.	
POR	Pend Oral	Appoint an individual on an eligible list with temporary	Α
550		status pending the results of an oral test.	
PPC	Pend PC	An appointment pending position classification.	A
PPH	Pend Phys	A temporary appointment pending a physical	Α
DD1	221.12	examination.	
PPL	S64.1C	INACTIVE - FOR INFORMATIONAL PURPOSES	ı
DDE		ONLY.	Δ
PRE	Pend Recl	Appoint an individual to a position that is being	Α
DCA	Dec Adiusticates	reclassified.	Λ
PSA	Pre-Adjudicatory	Used for all Job Data actions (Pay, Position, DTA,	Α
	Settlement	LOA, RFL, Hire, Rehire, Termination, etc.) which are	
		pursuant to the terms of a Pre-Adjudicatory Settlement	
DCM	Poin Comm	Agreement.	Λ
RCM	Rein Comm	Permanently appoint an individual who has been	Α
REC	Poo	reinstated by Civil Service Commission action.	Α
REC	Rec	Recreational seasonal appointments in Park & Rec agencies and Department of Environmental	А
		Conservation.	
		Conservation.	

Reasons	Short Description	Long Description	Status
SDT	Student	Used to appoint a student to College Work Study payroll.	Α
SEA	Seasonal	Appoint from a seasonal reemployment list to a competitive class position classified as seasonal.	Α
SMA	Sum Appt	Use this Reason 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.	Α
SWN	Sworn In	 a) Placement of a Justice on the payroll who has been elected, or appointed by the Governor; b) Placement of a Justice on Court of Appeals payroll; c) Transfer of a Justice from district to department or vice versa. 	A
SXM	Six Mo	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
TMO	Three Mo	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I

Action: LOA – Leave of Absence

Reasons	Short Description	Long Description	Status
211	CUNY Medical Separation Lv 211	Used to place a CUNY employee on Medical Separation Leave. Per Article 21A of PSC-CUNY contract.	A
ACT	Appt Cont	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
ADV	Mndtry Adv	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
AIC	Auto Incr	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
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.	A
ASF	Ad Sal Fac	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
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.	Α
CCL	Child Care Lv	Place an employee on a child care leave without pay.	А
CFS	Cor Fy Sal	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
CNV	Conversion	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
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.	A

Reasons	Short Description	Long Description	Status
CRS	Cor Status	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
CRT	Chg Rate	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
CSL	Cor Sal	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
EDL	Ed Lv	Place an employee on education leave without pay.	Α
FML	Fam Med Lv	Place an employee on a leave of absence without pay for family obligations or family/personal illness.	Α
IHR	Incr HR	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
INC	Increment	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
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.	A
L27	LEG 27 th Statutory Pause	LEG 27 th Statutory Pause	Α
LGC	Long Comp	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	Ι
LGP	Long Pay	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
LIT	DCR Lv Int	A discretionary leave of absence without pay to accept another State appointment.	Α
LOT	DCR Lv Out	A discretionary leave of absence without pay for an employee going outside of State service.	Α
MLL	Mil Lv	Place an employee on Military leave without pay.	Α
MLS	Mil Stip	Used to report an employee's eligibility to receive military stipend payments.	Α
MLV	Mandat Lv	Place an employee on a leave internal (other than probationary leave) that is required by law, rule or negotiated agreement.	А
MTS	Military Training Stipend	Training leave at reduced pay for Military Leave unrelated to the events of September 11, 2001.	Α
OMT	Omit	Removal of exception hourly employees when no payment is due for the period.	Α
OPD	Occ Pay Dif	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
ORL	Leave S72	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
PAV	Perf Adv	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
PBL	Prob Lv	Place an employee on probationary leave without pay.	Α
PFL	Paid Family Leave	Used to identify employees who have received approval to use the NY Paid Family Leave benefit.	А
PMR	Prom Recal	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
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.	A

Reasons	Short Description	Long Description	Status
RAL	Reallocatn	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
RPD	Rpd	Remove an employee from the payroll pending a determination of what action will be taken.	Α
RUS	Resc Unsat	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	Ι
S72	Ordinary Disability Leave	Ordinary disability leave without pay for non- occupational injury or disease.	Α
SBL	Sab Lv	Sabbatical leave without pay or with less than full pay.	Α
SDC	Sal Decr	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	Ι
SIC	Sal Incr	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
SKL	Sick Lv	Place an employee on sick leave without pay.	Α
SUP	Suspension	Place an employee on disciplinary suspension without pay.	Α
USP	Unsat Perf	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
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.	Α
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.	А
WSP	WC Sup	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I

Action: LTO – Long Term Disability

(back to top)

Reasons	Short Description	Long Description	Status
LTO	Long T Dis	Place a permanent or contingent permanent employee	Α
		on long-term disability.	
WCL	Worker's Comp IPP	Use for Management Confidential employees enrolled in the IPP program who have Worker's Comp disabilities and must be placed on Short or Long-Term	А
		Disability per Civil Service Attendance and Leave Manual, Policy Bulletin 94-02.	

Action: **PAY** - Pay Rate Change

Reasons	Short Description	Long Description	Status
130	Incr HR 130.4	Identifies employees receiving an increased minimum salary based on Section 130.4 of the Civil Service Law.	Α
131	Incr HR 131.1a	Identifies employees receiving additional compensation based on Section 131.1a of the Civil Service Law.	А
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	А

Reasons	Short Description	Long Description	Status
		the 1st and 2nd Longevity Steps and the employee is	
		due a 2 nd Longevity of the current grade after four (4)	
		years.	_
379	Jud Law 37.9	Used to report the pay change associated with	Α
		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.	
713	Rein Dis	Reinstate an employee from ordinary or occupational	Α
		disability termination.	
ADV	Mndtry Adv	INACTIVE - FOR INFORMATIONAL PURPOSES	
	•	ONLY.	
AIC	Auto Incr	Auto Incr	Α
APT	Appoint	INACTIVE - FOR INFORMATIONAL PURPOSES	I
	_	ONLY.	
ASA	Administrative Settlement	Used for all Job Data actions (Pay, Position, DTA,	Α
		LOA, RFL, Hire, Rehire, Termination, etc.) which are	
		pursuant to the terms of an Administrative Settlement	
ASF	Additional Salary Factor	Agreement. Used to pay additional salary factors, such as LOC,	Α
ASF	Additional Salary Factor	SHIFT, GEO, INC	A
AWD	Award	Used for all Job Data actions (Pay, Position, DTA,	Α
/(1/2	/ Ward	LOA, RFL, Hire, Rehire, Termination, etc.) which are	, ,
		pursuant to the terms of an Award.	
BC6	BCI 6 Year Step	Used for employees eligible to receive the increase to	Α
	·	the New salary step for six (6) or more years of	
		service in BU62	
BDA	Budget Director's Approval	Used for Job Action Requests of Transfer, Pay,	Α
		Position or Data Change that require Budget Director's	
		Approval (BDA).	
CAR	CUNY Adjusted Raise	To pay retroactive salary increases for CUNY	Α
CAIN	CONT Adjusted Naise	employees represented by the Professional Staff	^
		Congress.	
CBU	Chg Bargaining Unit	Used when reporting a salary change due to a	Α
		bargaining unit change.	
CCA	Chg Contract Amount	Change contract amount for an Adjunct.	Α
CFS	Cor Fy Sal	Correct fiscal year salary: a) to report the new salary	Α
		(either decrease or increase) if agency disagrees with	
		salary; b) to report the increased salary not computed	
CIB	CUNY Increase to	automatically by OSC. For movement from suppressed rate to the	Α
CID	Incumbent Dat	incumbency rate after the appropriate time period.	Α.
CIH	CUNY Increase Hiring Rate	Employees with prior creditable service who are hired	Α
	23111 morease rining reace	above the suppressed minimum.	/ \
CJC	Chg Jurisdictional Class	To report a change or correction in Jurisdictional	Α
	3	Class.	
CLH	CUNY Level Increased	For appointment to level other than level 1 of that title.	Α
	Hiring Ra		
CLV	CUNY Change in Level	Advancement to a higher level in the same title.	Α

Reasons	Short Description	Long Description	Status
CMI	CUNY Merit Increase	Merit increase to base salary for managerial and non- managerial employees.	Α
CMP	Composite	A supporting code entered by the Salary Determination Unit (SDU) when the salary is composed of two or more salaries for an employee holding two or more titles/grades.	A
СОВ	Chg Obl	Change in obligation other than beginning of academic year.	А
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.	A
CRP	RecIncPay	Recurring Increment Payment	Α
CRT	Chg Rate	Change in rate for hourly and daily employees.	Α
CSD	Court Salary Deferral	For BU 86 and 88 only. Chapter 276 of the Laws of 2008 reduces the salary of employees exceeding \$115,000.	A
CSI	CUNY Service Increment	Change in service category (i.e. 10 years, 10, 15, 20 or 25 years).	А
CSL	Cor Sal	Correct the salary of an employee.	Α
CSR	CUNY Suppressed Hiring Rate	New hire suppressed rate year 1 or movement to year 2.	Α
CST	CUNY Step Increase	Movement to higher step on step pay plan (1, 18 months, 2, 3, 4, 5 years) at either incumbent rate or suppressed rate.	А
ECD	End Court Deferral	For BU 86 and 88 only. Effective 3/29/12, the basic annual salary of employees in BU 86 and 88 affected by the Court Salary Deferral must be restored and an adjustment paid retroactive to the effective date of the increase.	A
EJP	End Judicial Long Pay	To process salary and/or increment code adjustments due to the reintroduction of the CSEA Longevity Steps.	А
FAC	Factor Adjustment	System generated to report factor change.	Α
IHR	Dual Incr HR	Identifies employees who are receiving additional compensation based on both Section 130.4 and Section 131.1a of the Civil Service Law.	A
INC	Increment	Used to pay increments.	Α
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.	A
LGC	Longevity Compensation	Code used to report Longevity for State Police.	Α
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.	A
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.	A
LIH	Level Increased Hiring Rate	Increased Hiring Rate specific to SUNY.	А

Reasons	Short Description	Long Description	Status
MCA	Man Con 2003 Perf Rest	Code used to automatically restore 2003 Management	Α
	Auto	Confidential Performance Advances.	
MCM	Man Con 2003 Perf Rest	Code used to manually restore 2003 Management	Α
	Manual	Confidential Performance Advances.	
MSC	Military Stipend Change	Military Stipend Change	Α
MST	Merit Step Payment	Merit Step Payment	Α
MWH	Minimum Wage Hourly	Use when paying the Division of the Budget (DOB)	Α
		approved minimum wage increase to hourly	
		employees.	
MWS	Minimum Wage Salary	Use to pay an annual salaried employee the annual	Α
		equivalent of the Division of the Budget (DOB)	
		approved minimum wage. <u>.</u>	
NCT	New Contract	Used to report a new contract for Adjuncts.	Α
NEW	New Employee Salary	Used when reporting a salary for a new employee.	Α
NSG	NS to Grade	Movement of an employee from an ungraded non-	Α
		statutory position to a graded position.	
OPD	Occupational Pay	INACTIVE - FOR INFORMATIONAL PURPOSES	
	Differential	ONLY.	
PAV	Perf Adv	Performance advance payment.	Α
PJR	Parity Job Rate	To identify employees who did not receive the July	Α
		2015 M/C Parity Increase or received a partial Parity	
		increase.	
PMR	Prom Recal	Employees promoted to a higher grade before	Α
		receiving their next performance advance in the lower	
		grade, and who have 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.	Α
PSA	Pre-Adjudicatory	Used for all Job Data actions (Pay, Position, DTA,	Α
	Settlement	LOA, RFL, Hire, Rehire, Termination, etc.) which are	
		pursuant to the terms of a Pre-Adjudicatory Settlement	
		Agreement.	
PSP	Preshift Program	Pay Preshift Program	Α
PWH	Perf Withheld	Performance advance withheld.	Α
R54	Rein R5.4	Reinstate an employee under the provisions of Rule	Α
		5.4.	
RAL	Reallocatn	Reallocation of allocated position to another salary	Α
		grade.	
RBD	Rein Board	Reinstatement by Board.	Α
RCL	Reclass	Reclassification of position to different title and	Α
		(sometimes) different grade. The incumbent remains	
		in the same position.	
RCM	Rein Comm	Permanently appoint an individual who has been	Α
		reinstated by Civil Service Commission action.	
RCP	Remove Composite	Used to move someone out of a Composite salary.	Α
RDR	Rein Dir	Reinstatement by direction of Court Order, Civil	Α
		Service Commission or other administrative action	
		after disciplinary removal.	
RER	Rerost	Report an appointment of an individual to a	Α
		competitive, non-competitive or labor class position	

Reasons	Short Description	Long Description	Status
		from a reemployment roster certified by the	
		Department of Civil Service.	
RFD	Rein Dis	INACTIVE - FOR INFORMATIONAL PURPOSES	- 1
		ONLY.	
RHS	Rehire Salary	Used when rehiring someone to the payroll after a	Α
		termination/DOB action.	
RMT	Rescind Merit Step	Rescind Merit Step	Α
RRR	Rein Error	Reinstatement of permanent competitive employee	Α
		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.	
RSP	Rein Susp	Reinstatement from a disciplinary suspension.	Α
RST	Rein Supt	Reinstate Superintendent. State Police only.	Α
RSU	Reclass SU	Reclassification of a SUNY position.	Α
RTS	Return SU	Return of SUNY employee for Fall term without	Α
		change in title and grade.	
RUS	Resc Unsat	Rescind unsatisfactory performance rating.	Α
RWH	Raise Withheld	Used to withhold a raise for an employee per	Α
		Agency/DOB action.	
SAC	Mass Salary Increase	Used to indicate a general salary increase.	Α
SDC	Sal Decr	Salary decrease.	Α
SIC	Sal Incr	Salary increase.	Α
SVI	Service In	Service increment.	Α
SVP	Service Pay	Used to pay a trainee performance advance in CSEA	Α
		only.	
TSC	Title Sttr	Title structure change.	Α
USP	Unsat Perf	Unsatisfactory performance rating.	Α

Action: **PLA** – Paid Leave of Absence

Reasons	Short Description	Long Description	Status
19F	FEPSLA PD LV 100%	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	i
19P	FEPSLA PD LV PARTIAL	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	
211	CUNY Medical Separation Lv 211	Used to place a CUNY employee on Medical Separation Leave. Per Article 21A of PSC-CUNY contract.	A
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.	A

Reasons	Short Description	Long Description	Status
AWD	Award	Used for all Job Data actions (Pay, Position, DTA,	Α
		LOA, RFL, Hire, Rehire, Termination, etc.) which are	
ODI		pursuant to the terms of an Award.	Δ.
CDL	SUNY Chancellors	Pursuant to Article 35.3(e) of the 2016-2022	Α
	Designated Lv	agreement between the State of New York 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,	Α
		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 CUNY employee on a Paid	Α
		Parental Leave on or after 3/21/09.	
EDF	Ed Lv Ful	Place an employee on educational leave with full pay.	Α
EDL	Ed Lv	Place an employee on educational leave (without pay	Α
		or with less than full pay).	
EDW	Ed Lv Less Than 100%	INACTIVE - FOR INFORMATIONAL PURPOSES	
25**	Pay	ONLY.	
FLW	Fellowship	Appointment under a fellowship award at the graduate	Α
		level at full or partial pay.	
FMC	EFMLA PD LV COVID 19	INACTIVE - FOR INFORMATIONAL PURPOSES	I
		ONLY.	-
JSA	Judicial Settlement	Used for all Job Data actions (Pay, Position, DTA,	Α
		LOA, RFL, Hire, Rehire, Termination, etc.) which are	
		pursuant to the terms of a Judicial Settlement	
MLS	Mil Stip	Agreement. Military Stipend	۸
ODL	Occ Dis Lv	INACTIVE - FOR INFORMATIONAL PURPOSES	A
OBL	Occ Dis Ev	ONLY.	•
OGF	Org Lv Ful	Employee organization leave with full pay.	Α
PPF	Paid Parental Full	To indicate a leave granted to unrepresented	Α
		Executive Branch State employees to bond with a	
		newly born, adopted, or fostered child.	
PSA	Pre-Adjudicatory	Used for all Job Data actions (Pay, Position, DTA,	Α
	Settlement	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.	Α
OBL		Cabbandar loave without pay or with loss than rail pay.	, ,
SKL	Sick Lv	Place an employee on sick leave with less than full	Α
		pay.	
SLF	Sick Lv Ful	Sick leave with full pay.	Α
SLL	Sab Lv Ful	Sabbatical leave with full pay.	Α
SLL	Sab Ev Fui	Sabbalical leave will full pay.	_ ^
SLW	Sick Lv Less Than 100%	INACTIVE - FOR INFORMATIONAL PURPOSES	
	Pay	ONLY.	
SPF	Susp Ful	Place an employee on suspension with full pay.	Α

Reasons	Short Description	Long Description	Status
SWC	Sick Lv Pa w/Workers	Sick leave with pay for an employee also with	Α
	Comp	Worker's Compensation.	
WCF	Workers Comp Leave Full	Used on Job Data to return an employee from Paid	Α
	·	Leave of Absence/Worker's Comp Leave Full.	

Action: POS – Position Change

Reasons	Short Description	Long Description	Status
130	Incr HR 130.4	Identifies employees receiving an increased minimum salary based on Section 130.4 of the Civil Service Law.	Α
131	Incr HR 131.1a	Identifies employees receiving additional compensation based on Section 131.1a of the Civil Service Law.	Α
3МО	Three Mo	A temporary appointment not expected to exceed three months.	Α
42B	Rule 4.2B	Appoint an individual who was tested under the provisions of Rule 4.2B.	Α
526	Tr S52.6	Transfer an employee in accordance with S52.6 of the CS Law.	Α
641	S64.1C	Pend Preferred List.	Α
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.	A
701	Tr Reg	Transfer an employee in accordance with S70.1 of the CS Law.	Α
704	Tr S70.4	Transfer S70.4	Α
ABL	Abolished Position	Abolished Position	Α
ACU	Appt CU	An appointment to the CUNY Professional Staff.	Α
ADR	Appoint Downward Reallocation	Appoint Downward Reallocation	Α
ADV	Mndtry Adv	Mandatory advance	Α
AJT	Adjunct	Payment for part-time employment for PSC employees in CUNY. Can be used for either hourly or contracts.	Α
ANY	Add NYS Position	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	1
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.	A
APT	Appoint	Appoint to a position in the labor, exempt or non-competitive class or to unclassified service.	Α
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.	A
ASE	Appt Sess	Appointment of a session employee.	Α
ASF	Additional Salary Factor	Additional salary factor.	Α
ASP	Assign SP	Assignment of a member of the State Police.	Α
ASU	Appt SU	Appointment to the SUNY Unclassified service.	Α
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.	A

Reasons	Short Description	Long Description	Status
BDA	Budget Director's	Used for Job Action Requests of Transfer, Pay, Position	Α
	Approval	or Data Change that require Budget Director's Approval (BDA).	
CBU	Chg Bargaining Unit	Used when reporting a salary change due to a bargaining unit change.	Α
CFD	Certified	Certified for employment – continue a retired or incapacitated Justice on the payroll.	Α
CHL	Change Line	Line item change.	Α
CJC	Chg Jurisdictional Class	To report a change or correction in Jurisdictional Class.	Α
CMP	Composite	A supporting code entered by the Salary Determination Unit (SDU) when the salary is composed of two or more salaries for an employee holding two or more titles/grades.	A
CNV	Conversion	Conversion	Α
СОВ	Chg Obl	Change in Obligation other than beginning of academic year.	Α
COR	Cor History	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
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.	А
CPF	Chg PT FT	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	ļ
CPT	Chg Pct	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	ļ
CRN	Cover In	Appoint as a 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.	А
CSC	Civil Service Comm Action	Civil Service Commission Action.	Α
CSL	Cor Sal	Correct the salary of an employee.	Α
CVS	Canvass	An appointment pending canvass of a current or anticipated eligible list.	Α
DCU	Dem CU	Demotion of a CUNY Professional Staff employee to a lower salary and title.	Α
DMT	Demote	Demotion of an employee in title and grade as a result of a disciplinary action.	Α
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.	Α
DPR	Displ Ret	Movement of an employee from a higher permanent title to the next lower-level title previously held which is not in direct line, in lieu of layoff.	A
DPT	Dept	Appoint from a Departmental Promotion Eligible List.	Α
DSG	Designated	Designation of a Justice by the Governor.	Α
DSU	Dem SU	Demotion of a SUNY administrative staff employee to a lower salary and title.	Α
ELL	Elect Leg	Placement of an elected legislator on the payroll.	Α
ELT	Elected	Placement of an elected official on the payroll.	Α
EXT	Position Extension	Position extension.	Α
FLW	Fellowship	Appointment under a fellowship award at the graduate level at full or partial pay.	Α
GPM	Gen Prom	A promotion from a general list.	Α
GSI	General Salary Increase	General Salary Increase.	Α

Reasons	Short Description	Long Description	Status
IDP	ldp	Appointment from an Interdepartmental Promotion Eligible List.	Α
IHR	Dual Increase HR	Identifies employees who are receiving additional compensation based on both Section 130.4 and Section 131.1a of the Civil Service Law.	Α
INA	Inactivation	Inactivation of a position.	Α
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.	А
LIH	Level Increased Hiring Rate	Increased hiring rate specific to SUNY.	Α
LOC	Location Change	Change the location of a position.	Α
LTM	Legislative Transfer Medicaid	Appointment for county employees that support the Medicaid program.	Α
MIL	Mil	Appointment from Special Military List.	Α
MLS	Mil Stip	Military Stipend	Α
MOV	Movement	Movement of a position from one Position Location Code to another.	Α
MWH	Minimum Wage Hourly	Use when paying the minimum wage increase to hourly employees.	Α
MWS	Minimum Wage Salary	Use when paying minimum wage.	Α
NCA	Ncacq	Appoint an individual who is part of the acquisition of a private institution under Section 45 of the Civil Service Law to a non-competitive position.	A
NCO	Rule 4.2B	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	
NCP	Ncp	Appoint via non-competitive promotion under Section 52.7 of the Civil Service Law.	Α
NCQ	Tr S70.4	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	
NEG	Negotiating Unit Change	Negotiating Unit Change	Α
NEW	New Position	New Position	Α
NSA	Compensation Adjustment	Compensation Adjustment	А
OCM	Oc	Appoint from an open competitive eligible list.	Α
ocs	Occasional	Appoint to an hourly position on a part-time occasional basis.	Α
PBT	Prob Term	Termination of an employee due to an unsuccessful probation period (employee return to former position).	Α
PCU	Prom CU	Promotion of a CUNY Professional Staff employee to a higher-level position.	Α
PEX	Pend Exam	A provisional appointment to a title when: a) there are fewer than three acceptors on the list; or b) there is no appropriate or viable eligible list.	Α
PJC	Pend JC	Appoint pending a determination concerning the jurisdictional class of the position.	Α
PJT	Project	Appoint to a position that is a Special Study or Project under Section 64.3 of the Civil Service Law.	Α
POR	Pend Oral	Appoint an individual on an eligible list with temporary status pending the results of an oral test.	Α
PPC	Pend PC	An appointment pending position classification.	Α
PPH	Pend Phys	A temporary appointment pending a physical examination.	Α
PPL	S64.1C	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	

Reasons	Short Description	Long Description	Status
PRE	Pend Recl	Appoint an individual to a position that is being reclassified.	А
PRF	Pref	An appointment from a Preferred List.	Α
PRM	Prom	Promote an employee in the State Police.	Α
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.	A
PSU	Prom SU	Promotion of a SUNY Professional Staff employee to a higher-level position.	А
R54	Rein R5.4	Reinstate an employee under the provisions of Rule 5.4.	Α
RAL	Reallocatn	Reallocation of an allocated position to another salary grade.	А
RBD	Rein Board	Reinstatement by Board.	Α
RCL	Reclass	Reclassification of a position to a different title and (sometimes) different grade. The incumbent remains in the same position.	A
RCM	Rein Comm	Permanently appoint an individual who has been reinstated by Civil Service Commission action.	Α
RCS	Reclass SP	Reclass SP	Α
RDR	Rein Dir	Reinstatement by direction of a Court Order, Civil Service Commission or other administrative action after disciplinary removal.	A
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).	A
REC	Rec	Recreational seasonal appointments in Parks & Rec agencies and Department of Environmental Conservation.	A
REI	Rein	Use varies with type of reinstatements. Judicial/Commissions	Α
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.	A
RLV	Rein Leave	Reinstatement from any type of leave of absence.	Α
RNI	Reasgn In	Reassign In	Α
RNL	Reasgn Lay	Lateral movement in the same title and grade within an appointing authority (in one payroll agency or across payroll agencies) to avoid layoff prior to an abolition of position taking place.	A
RNY	Remove NYS Position	Remove NYS Position.	Α
RRR	Rein Error	Reinstatement of a permanent competitive employee because of a) cancellation of erroneous promotion, demotion, transfer or appointment; b) disqualification by Civil Service after promotion, transfer or appointment; or c) failure to report for work in the other agency.	A
RRS	Rein Res	Reinstatement within one year after resignation from State service or after a voluntary demotion to a former title and grade.	A
RSP	Rein Susp	Reinstatement from a disciplinary suspension.	Α
RST	Rein Supt	Reinstate Superintendent. State Police only.	Α

Reasons	Short Description	Long Description	Status
RSU	Reclass SU	Reclassification of a SUNY position.	Α
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; or	A
		 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.	A
SPR	Annual React Seasonal Pos	Annual reactivation of a seasonal position.	Α
SWN	Sworn In	 a) Placement of a Justice on the payroll who has been elected, or appointed by the Governor; b) Placement of a Justice on Court of Appeals payroll; c) Transfer of a Justice from district to department or vice versa. 	A
SXM	Six Mo	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	
TMO	Three Mo	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
TNC	Title Name Change	Title name change.	Α
TPR	Semi-annual React Temp Pos	Semi-annual reactivation of a temporary position.	Α
TRA	Tr S52.6	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	
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.	A
TRL	Tr List	An appointment made from a Transfer List.	Α
TRP	Semi-annual React Temp Pos	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
TRR	Tr Reg	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
TSC	Title Sttr	Title structure change.	Α
TSR	Ttl St Ral	Title structure reallocation.	Α
UPM	Unit Prom	Promotion from a Unit promotion list.	Α
VDM	V Demote	Voluntary demotion.	Α
Z01	Abolished Position	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS	Α
Z02	Bargaining Unit Change	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS	Α
Z03	Earmark Position	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS	Α
Z04	Extend Date of Temp Position	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS & OSC USE ONLY	Α
Z05	Inactivate Position	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS & OSC USE ONLY	Α
Z06	Pos Mov (Funding/Pool ID Chg)	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS & OSC USE ONLY	Α
Z07	New Position	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS & OSC USE ONLY	Α
Z08	Reallocation of Position	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS & OSC USE ONLY	Α
Z09	Reclassification of Position	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS & OSC USE ONLY	А

Reasons	Short Description	Long Description	Status
Z10	Title Structure Change	FOR AGENCIES WHO CONTROL THEIR OWN	Α
		POSITIONS & OSC USE ONLY	
Z11	Update of Position Data	FOR OSC POSITION UNIT USE ONLY	Α
Z12	Agency Update of	FOR AGENCIES WHO CONTROL THEIR OWN	Α
	Position Data	POSITIONS & OSC USE ONLY	
Z13	Update Trainee Position	FOR AGENCIES WHO CONTROL THEIR OWN	Α
		POSITIONS & OSC USE ONLY	
Z14	Transfer of Function	FOR AGENCIES WHO CONTROL THEIR OWN	Α
		POSITIONS & OSC USE ONLY	

Action: REH – Rehire (back to top)

Reasons	Short Description	Long Description	Status
3МО	Three Mo	A temporary appointment not expected to exceed three months.	Α
42B	Rule 4.2B	Appoint an individual who was tested under the provisions of Rule 4.2B.	Α
526	Tr S52.6	Transfer an employee in accordance with S52.6 of the CS Law.	Α
641	S64.1C	Pend Preferred List	Α
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.	А
701	Tr Reg	Transfer an employee in accordance with S70.1 of the CS Law.	Α
704	Tr S70.4	Transfer S70.4	Α
713	Return from Disability	Reinstate employee from ordinary or occupational disability termination.	Α
ACU	Appt CU	An appointment to the CUNY Professional Staff.	Α
AJT	Adjunct	Payment for part-time employment for PSC employees in CUNY. Can be used for either hourly or contracts.	A
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.	A
APT	Appoint	Appoint to a position in the labor, exempt, or non-competitive class or to unclassified service.	A
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.	A
ASE	Appt Sess	Appointment of a session employee.	Α
ASP	Assign SP	Assignment of member of the State Police.	Α
ASU	Appt SU	Appointment to the SUNY Unclassified service.	Α
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.	A

Reasons	Short Description	Long Description	Status
CFD	Certified	Certified for employment – continue a retired or	Α
		incapacitated Justice on the payroll.	
CMP	Composite	A supporting code entered by the Salary	Α
		Determination Unit (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,	Α
		LOA, RFL, Hire, Rehire, Termination, etc.) which are	
		pursuant to the terms of a Court Order.	_
CRE	Cumu Retire Employment FRA	Cumu Retire Employment FRA	Α
CRN	Cover In	Appoint as a result of an action taken by the Civil	Α
		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	Α
		Commission Employee's Suggestion Program. This	
		award is open to all current and former New York	
		State employees regardless of negotiating unit or	
		Comp Rate Code. For agency 08020 only.	
CSP	Cancel Sep	Cancellation of any removal type transaction reported	Α
0) (0		in error.	
CVS	Canvass	An appointment pending canvass of a current or anticipated eligible list.	Α
DPT	Dept	Appoint from a Departmental Promotion Eligible List.	Α
DSG	Designated	Designation of a Justice by the Governor.	Α
ELL	Elect Leg	Placement of elected legislator on the payroll.	Α
ELT	Elected	Placement of elected official on the payroll.	Α
EXS	Extra Service	Extra Service paid at an hourly rate set by the budget.	Α
FLW	Fellowship	Appointment under a fellowship award at the graduate	Α
	•	level at full or partial pay.	
GPM	Gen Prom	A promotion from a general list.	Α
IDP	IDP	Appoint from an Interdepartmental Promotion Eligible	Α
		List.	
JSA	Judicial Settlement	Used for all Job Data actions (Pay, Position, DTA,	Α
30/1		LOA, RFL, Hire, Rehire, Termination, etc.) which are	'`
		pursuant to the terms of a Judicial Settlement	
		Agreement.	
LTM	Legislative Transfer	Appointment for county employees that support the	Α
	Medicaid	Medicaid program.	
MIL	Mil	Appointment from Special Military List.	Α
MWH	Minimum Wage Hourly	Use when paying the minimum wage increase to hourly employees.	Α
MWS	Minimum Wage Salary	Use when paying minimum wage.	Α
NCA	Ncacq	Appoint an individual who is part of the acquisition of a	Α
		private institution under Section 45 of the Civil Service	
		Law to a non-competitive position.	
NCO	Rule 4.2B	INACTIVE - FOR INFORMATIONAL PURPOSES	I
		ONLY.	

Reasons	Short Description	Long Description	Status
NCP	Ncp	Appoint via non-competitive promotion under Section	Α
		52.7 of the Civil Service Law.	
NCQ	Tr S70.4	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	l
NRE	NH Cumu Retire Employment FRA	NH Cumu Retire Employment FRA	Α
OCM	Oc	Appoint from an open competitive eligible list.	Α
ocs	Occasional	Appoint to an hourly position on a part-time, occasional basis.	Α
PCU	Prom CU	Promotion of a CUNY Professional Staff employee to a higher-level position.	Α
PEX	Pend Exam	A provisional appointment to a title when: a) there are fewer than three acceptors on the list; or b) there is no appropriate or viable eligible list.	А
PJC	Pend JC	Appoint pending a determination concerning the jurisdictional class of the position.	А
PJT	Project	Appoint to a position that is a Special Study or Project under Section 64.3 of the Civil Service Law.	А
POR	Pend Oral	Appoint an individual on an eligible list with temporary status pending the results of an oral test.	А
PPC	Pend PC	An appointment pending position classification.	Α
PPH	Pend Phys	A temporary appointment pending a physical examination.	А
PPL	S64.1C	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
PRE	Pend Recl	Appoint an individual to a position that is being reclassified.	Α
PRF	Pref	An appointment from a Preferred list.	Α
PRM	Prom	Promote an employee in the State Police	А
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.	A
PSU	Prom SU	Promotion of a SUNY Professional Staff employee to a higher-level position.	Α
R54	Rein R5.4	Reinstate an employee under the provisions of Rule 5.4.	А
RBD	Rein Board	Reinstatement by Board.	Α
RCM	Rein Comm	Permanently appoint an individual who has been reinstated by Civil Service Commission action.	Α
RDR	Rein Dir	Reinstate by direction of Court Order, Civil Service Commission, or other administrative action after disciplinary removal.	A
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.)	A

Reasons	Short Description	Long Description	Status
REC	Rec	Recreational seasonal appointments in Parks & Rec	Α
		agencies and Department of Environmental	
		Conservation.	
REE	Re Emp	Re-employment of a retired State employee.	Α
RER	Rerost	Report an appointment of an individual to a	Α
		competitive, non-competitive, or labor class position	
		from a re-employment roster certified by the	
		Department of Civil Service.	
RNI	Reasgn In	Lateral movement in the same title and grade for	Α
		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	Α
		uniform service; or b) the Superintendent (after	
		termination) to a uniform position previously held.	
RRR	Rein Error	Reinstatement of permanent competitive employee	Α
		because of a) cancellation of erroneous promotion,	
		demotion, transfer or appointment; b) disqualification	
		by Civil Service after promotion, transfer or	
		appointment; or c) failure to report for work in the other	
550		agency.	
RRS	Rein Res	Reinstatement within one year after resignation from	Α
		State service or after a voluntary demotion to a former	
DOT	Dain Court	title and grade.	Δ.
RST	Rein Supt	Reinstate Superintendent. State Police only.	A
RTN	Return	Use this code to return the following permanent 10M	Α
		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; or	
		b) Employees who worked summer service in the	
		same agency.	
RTS	Return SU	Return of a SUNY employee for Fall term without	Α
	Treatm 55	change in title and grade.	, ,
SDT	Student	Used to appoint a student to a College Work Study	Α
		payroll.	
SEA	Seasonal	Appoint from a seasonal re-employment list to a	Α
		competitive class position classified as seasonal.	
SMA	Sum Appt	Use this code for: a) current 10M or CAL employees	Α
		coming from another agency; or 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 Senate and Assembly Members.	Α
SWN	Sworn In	a) Placement of a Justice on the payroll who has	Α
		been elected, or appointed by the Governor;	
		b) Placement of a Justice on the Court of Appeals	
		payroll;	
		c) Transfer of a Justice from district to department or	
0)/14	City Ma	vice versa.	
SXM	Six Mo	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
TMO	Three Mo	INACTIVE - FOR INFORMATIONAL PURPOSES	I
TIVIO	THICE WID	ONLY.	'
		OHLI.	

Reasons	Short Description	Long Description	Status
TRF	Transfer of Function	The placement of an employee on the payroll as a	Α
		result of a Section 70.2 Transfer of Function from	
		another agency.	
TRL	Tr List	An appointment made from a Transfer list.	Α
TRR	Tr Reg	INACTIVE - FOR INFORMATIONAL PURPOSES	
		ONLY.	

Action: RET – Retirement (back to top)

Reasons	Short Description	Long Description	Status
СВІ	Court Buyout Incentive	Identifies Unified Court System employees who separated or retired under the Courts Buyout Incentive Payment FY 2009-10.	A
NPR	No Penalty Retirement Incentive	Identifies employees who retire under the "55/25 No Penalty" Retirement Incentive.	Α
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.	A
RET	Retired	Remove an employee who has retired.	Α
TRI	Targeted Retirement Incentive	Identifies employees who retire under the Targeted Retirement Incentive.	Α
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.	A

Action: RFD — Return from Disability

(back to top)

Reasons	Short Description	Long Description	Status
713	Return from Disability	Reinstate an employee from an ordinary or	Α
		occupational disability termination.	
RFD	Rein Dis	INACTIVE - FOR INFORMATIONAL PURPOSES	
		ONLY.	

Action: **RFL** – Return from Leave

Reasons	Short Description	Long Description	Status
713	Return from Disability	Reinstate an employee from an ordinary or	Α
		occupational disability	
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.	A
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.	A

Reasons	Short Description	Long Description	Status
CMP	Composite	Composite	Α
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.	A
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.	A
MLS	Mil Stip	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
PFL	Paid Family Leave	Used to identify employees who have received approval to use the NY Paid Family Leave benefit	Α
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.	А
R21	CUNY Medical Sep Rein Lv 211	Return from CUNY Medical Separation Leave.	Α
RCF	Return from Workers Comp Full	Return from Worker's Comp Leave Full. (To be used to return an employee from PLA/WCF	Α
RCV	Rein Lv COVID 19	Agencies must use this Reason Code for all Return from Leave transactions related to COVID-19 Paid Leave Reason Codes.	A
RDL	Rei Dis Lv	Reinstatement to the payroll from Worker's Compensation Disability Leave without pay for accidents occurring July 1, 1992 or later.	A
RES	Rest	Restoration to payroll after removal pending determination (RPD) or restore a permanent 10-month Institution Teacher to the payroll on September 1.	A
RFD	Rein Dis	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	_
RLV	Rein Lv	Reinstate from any type of leave of absence.	Α
RPS	Rein WC 60% Sup	Reinstatement of Worker's Compensation 60% Supplemental Pay.	A
RSP	Rein Susp	Reinstatement from a disciplinary suspension.	Α
RWC	Rtn from WC Paid Sick Lv- SWC	Used on Job Data to return an employee from Leave/Worker's Comp Sick Leave (PLA/SWC).	Α
RWS	Rei WC Sup	Reinstatement to regular pay status from supplemental pay status effective April 1, 1986 or later.	Α
WWP	WC Works Part Time	Worker's Compensation for part-time employees.	Α

Action: STO – Short Term Disability

Reasons	Short Description	Long Description	Status
STO	Shrt T Dis	Place an employee on short-term disability leave.	Α
WCL	Worker's Comp IPP	Use for Management Confidential employees enrolled in the IPP program who have Worker's Comp disabilities and must be placed on Short or Long-Term Disability per Civil Service Attendance and Leave Manual, Policy Bulletin 94-02.	A

Reasons	Short Description	Long Description	Status
ACT	Appt Cont	INACTIVE - FOR INFORMATIONAL PURPOSES	I
		ONLY.	
ADV	Mndtry Adv	INACTIVE - FOR INFORMATIONAL PURPOSES	I
		ONLY.	
AIC	Auto Incr	INACTIVE - FOR INFORMATIONAL PURPOSES	I
		ONLY.	
ASA	Administrative Settlement	Used for all Job Data actions (Pay, Position, DTA,	Α
		LOA, RFL, Hire, Rehire, Termination, etc.) which are	
		pursuant to the terms of an Administrative Settlement	
		Agreement.	
ASF	Ad Sal Fac	INACTIVE - FOR INFORMATIONAL PURPOSES	I
A1A/D		ONLY.	Δ.
AWD	Award	Used for all Job Data actions (Pay, Position, DTA,	Α
		LOA, RFL, Hire, Rehire, Termination, etc.) which are	
		pursuant to the terms of an Award.	
CAN	Cancel Apt	Cancel an appointment for an ampleyee with no prior	Α
CAN	Cancer 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.	
		IOI WOIK.	
CAT	Can Trans	Use this code to remove an employee who is being	Α
0711		restored to their 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	Α
		separated or retired under the Court's Buyout	
		Incentive Payment FY 2009-10.	
CFS	Cor Fy Sal	INACTIVE - FOR INFORMATIONAL PURPOSES	I
_		ONLY.	
CMX	Com Expire	Removal of employee due to expiration of	Α
2) " (Commission leave.	
CNV	Conversion	INACTIVE - FOR INFORMATIONAL PURPOSES	I
0011	Count Ond	ONLY.	
COU	Court Order	Used for all Job Data actions (Pay, Position, DTA,	
		LOA, RFL, Hire, Rehire, Termination, etc.) which are	
CRS	Cor Status	pursuant to the terms of a Court Order. INACTIVE - FOR INFORMATIONAL PURPOSES	1
CNS	Coi Status	ONLY.	ı
CRT	Chg Rate	INACTIVE - FOR INFORMATIONAL PURPOSES	ı
OIT	Ong Nate	ONLY.	,
CSL	Cor Sal	INACTIVE - FOR INFORMATIONAL PURPOSES	ı
002		ONLY.	
DEA	Deceased	Report the death of an employee.	Α
	1	1 : F	

Reasons	Short Description	Long Description	Status
DEC	Deceased	INACTIVE - FOR INFORMATIONAL PURPOSES	I
		ONLY.	
DPM	Discip Rem	Remove an employee from a position as the result of	Α
		a disciplinary action.	
IHR	Incr HR	INACTIVE - FOR INFORMATIONAL PURPOSES	
INIO	I	ONLY.	
INC	Increment	INACTIVE - FOR INFORMATIONAL PURPOSES	l
JSA	Judicial Settlement	ONLY. Used for all Job Data actions (Pay, Position, DTA,	Α
JSA	Judiciai Settiement	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	Α
		been displaced by an employee who was bumped as	
		the result of a reduction in force (RIF).	
LAF	Layoff	Remove an individual with permanent status from a	Α
		position as a result of a reduction in force (RIF).	
LAR	Layoff Ret	Remove an individual with permanent status who has	Α
		been displaced by an employee who has retreated as	
1.00		the result of a reduction in force (RIF).	
LGC	Long Comp	INACTIVE - FOR INFORMATIONAL PURPOSES	l
LGP	Long Pay	ONLY. INACTIVE - FOR INFORMATIONAL PURPOSES	ı
LGF	Long Fay	ONLY.	l
LTT	List Term	Remove an employee who is being displaced due to	Α
		the establishment of an eligible list.	
ODT	Term S71	INACTIVE - FOR INFORMATIONAL PURPOSES	I
		ONLY.	
OPD	Occ Pay Dif	INACTIVE - FOR INFORMATIONAL PURPOSES	I
		ONLY.	
ORD	Ord Dis Term	INACTIVE - FOR INFORMATIONAL PURPOSES	l
PAV	Perf Adv	ONLY. INACTIVE - FOR INFORMATIONAL PURPOSES	ı
PAV	Peli Adv	ONLY.	l
PBT	Prob Term	Termination of an employee due to an unsuccessful	Α
	105 10111	probation period (employee return to former position).	, ,
PMR	Prom Recal	INACTIVE - FOR INFORMATIONAL PURPOSES	
		ONLY.	
PSA	Pre-Adjudicatory	Used for all Job Data actions (Pay, Position, DTA,	Α
	Settlement	LOA, RFL, Hire, Rehire, Termination, etc.) which are	
		pursuant to the terms of a Pre-Adjudicatory Settlement	
D	D 4 !! 4	Agreement.	
RAJ	Rem Adjnct	Removal of adjunct prior to expiration date originally	Α
RAL	Reallocatn	reported. INACTIVE - FOR INFORMATIONAL PURPOSES	
IVAL	1 Canocall	ONLY.	
REA	Reassign	Separation as a result of lateral movement within an	Α
		appointing authority.	
REM	Remove	Remove	Α

Reasons	Short Description	Long Description	Status
RFR	Refuse Reassignment	To report the separation of a permanent employee	Α
		who refuses horizontal reassignment due to the	
		abolishment of positions.	
RFT	Rif Term	To report the separation of a non-permanent	Α
		employee due to a reduction in workforce.	
ROT	Reasgn Out	Remove an employee who is being assigned to a	Α
		position in a new agency with an agency group that is	
		one appointing authority with no change in title or	
		status.	
RPT	Reemp Term	Remove a non-permanent employee due to the	Α
		certification of a reemployment list.	
RSI	Resign Int	Resignation to accept other State employment when	Α
		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	Α
		resignation.	
RSX	Resign Ext	Resignation from State service, or failure to return	Α
		from leave outside State service.	
RTI	Ret Incumb	Remove a contingent permanent employee as the	Α
		result of the return of a permanent incumbent.	
RUS	Resc Unsat	INACTIVE - FOR INFORMATIONAL PURPOSES	
		ONLY.	
S71	Occ Dis Tm	Termination for occupational disability.	Α
S73	Ord Dis Tm	Termination for ordinary disability.	Α
SDC	Sal Decr	INACTIVE - FOR INFORMATIONAL PURPOSES	
		ONLY.	
SEN	Sess End	Automatic computer posting for Senate and Assembly	Α
		employees.	
SIC	Sal Incr	INACTIVE - FOR INFORMATIONAL PURPOSES	I
		ONLY.	
STE	System Terminated Entry	Used when OSC terminates groups of employees	Α
		based on specific criteria (such as State Fair	
		employees).	
TER	Term	Termination of non-permanent employee including	Α
		seasonal, labor class employee, or a Justice who	
		loses the election.	
TML	Term Lv	Remove an encumbering leave.	Α
TMR	Temp Rel	a) To remove 10-month employees working	Α
		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	Α
	<u> </u>	employment season.	
UAB	Unauth Abs	Termination for unauthorized absence, or failure to	Α
	<u> </u>	return from leave.	
USP	Unsat Perf	INACTIVE - FOR INFORMATIONAL PURPOSES	
	1,,,,	ONLY.	_
VSP	Volunteer Severance	Identifies Executive Branch M/C, CSEA or PEF	Α
	Program	employees who separated or retired under the	

Reasons	Short Description	Long Description	Status
		Executive Voluntary Severance Program Payments	
		FY 2009-10.	

Action: XFR – Transfer (back to top)

Reasons	Short Description	Long Description	Status
130	Incr HR 130.4	Identifies employees receiving an increased minimum salary based on Section 130.4 of the Civil Service Law.	А
131	Incr HR 131.1a	Identifies employees receiving additional compensation based on Section 131.1a of the Civil Service Law.	А
3МО	Three Mo	A temporary appointment not expected to exceed three months.	Α
42B	Rule 4.2B	Appoint an individual who was tested under the provisions of Rule 4.2B.	А
526	Tr S52.6	Transfer an employee in accordance with S52.6 of the CS Law.	Α
641	S64.1C	Pend Preferred List.	Α
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.	A
701	Tr Reg	Transfer an employee in accordance with S70.1 of the CS Law.	Α
704	Tr S70.4	Transfer S70.4	Α
ACU	Appt CU	An appointment to the Professional staff.	Α
ADV	Mndtry Adv	Mandatory advance.	Α
AJT	Adjunct	Payment for part-time employment for PSC employees in CUNY. Can be used for either hourly or contracts.	Α
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.	Α
APT	Appoint	Appoint to a position in the labor, exempt or non-competitive class or to unclassified service.	Α
ASE	Appt Sess	Appointment of a session employee.	Α
ASF	Additional Salary Factor	Additional Salary Factor.	Α
ASP	Assign SP	Assignment of a member of the State Police.	Α
ASU	Appt SU	Appointment to the SUNY Unclassified service.	Α
BDA	Budget Director's Approval	Used for Job Action Requests of Transfer, Pay, Position or Data Change that require Budget Director's Approval (BDA).	A
CFD	Certified	Certified for employment – continue a retired or incapacitated Justice on the payroll.	Α
CMP	Composite	A supporting code entered by the Salary Determination Unit (SDU) when the salary is composed of two or more salaries for an employee holding two or more titles/grades.	A

Reasons	Short Description	Long Description	Status
CVS	Canvass	An appointment pending canvass of a current or	Α
		anticipated eligible list.	
DCU	Dem CU	Demotion of a CUNY Professional Staff employee to a	Α
		lower salary and title.	
DMT	Demote	Demotion of an employee in title and grade as a result	Α
		of disciplinary action.	
DPD	Displ Dir	Movement of an employee from a higher permanent	Α
		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	Α
		title to last lower-level title previously held which is not	
		in direct line, in lieu of layoff.	<u> </u>
DPT	Dept	Appointment from a Departmental Promotion Eligible	Α
		List.	
DSG	Designated	Designation of a Justice by the Governor.	Α
DSU	Dem SU	Demotion of a SUNY administrative staff employee to a	Α
		lower salary and title.	
ELL	Elect Leg	Placement of an elected legislator on the payroll.	Α
ELT	Elected	Placement of an elected official on the payroll.	Α
FLW	Fellowship	Appointment under a fellowship award at the graduate	Α
		level at full or partial pay.	
GPM	Gen Prom	A promotion from a general list.	Α
IDP	IDP	Appoint from an Interdepartmental Promotion Eligible	Α
		List.	
IHR	Dual Incr HR	Identifies employees who are receiving additional	Α
		compensation based on both Section 130.4 and	
	 	Section 131.1a of the Civil Service Law.	
LTM	Legislative Transfer	Appointment for county employees that support the	Α
	Medicaid	Medicaid program.	
MIL	Mil	Appointment from Special Military List.	Α
MWH	Minimum Wage Hourly	Use when paying the minimum wage increase to hourly	Α
1.00	1	employees.	
MWS	Minimum Wage Salary	Use when paying the minimum wage.	A
NCA	Ncacq	Appoint an individual who is part of the acquisition of a	Α
		private institution under Section 45 of the Civil Service	
NOO	Dula 4 0D	Law to a non-competitive position.	
NCO	Rule 4.2B	INACTIVE - FOR INFORMATIONAL PURPOSES	l
NCD	Non	ONLY.	Λ
NCP	Ncp	Appoint via non-competitive promotion under Section 52.7 of the Civil Service Law.	Α
NCQ	Tr S70.4	INACTIVE - FOR INFORMATIONAL PURPOSES	ı
INCQ	11 570.4	ONLY.	l
NSG	NS to Grade		Α
NSG	NS to Grade	Appointment of a person from an NS (non-statutory ungraded) position to a graded position.	A .
OCM	Oc	Appoint from an open competitive eligible list.	Δ
OCN	Occasional	Appoint from an open competitive engine list. Appoint to an hourly position on a part-time, occasional	A
003	Cocasional	basis.	
PBT	Prob Term	Termination of an employee due to an unsuccessful	Α
ГВІ	TOD TEITH	probation period (employee returns to former position).	
PCU	Prom CU	Promotion of a CUNY Professional Staff employee to a	Α
		higher-level position.	/3
<u> </u>		ingitor rever position.	t .

PEX Pend Exam A provisional appointment to a 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 Section 64.3 of the Civil Service Law. PLR Plomt Rost Appointment of an individual from a Placement Roster. A Poor 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. A temporary appointment pending a physical examination. PPL S64.1C INACTIVE - FOR INFORMATIONAL PURPOSES INACTIVE - FOR INFORMATIONAL PURPOSES ONLY. PRE Pend Recl Appoint an individual to a position that is being reclassified. PRF Pref An appointment from a Preferred List. A Promote an employee in the State Police. A Promote an employee in the State Police. A Promote of a SUNY Professional Staff employee to a higher-level position. R54 Rein R5.4 Reinstate an employee under the provisions of Rule 5.4. RBD Rein Board Reinstate an employee under the provisions of Rule 5.4. RBD Rein Board Reinstatement by Board. Reinstate an employment an individual who has been reinstated by Civil Service Commission action. RDR Rein Dir Reinstatement by Board. A Service Commission action. RDR 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 Recrectational seasonal appointments in Parks & Rec agencies and Department of Environmental Conservation. RER Rerost Report an appointment from an propertive or an abolition of position that is a position of position attending place. RNI Reasgn Lay Lateral movement in the same title and grade for movements within a payroll agency or between payroll agencies within the same appointing unthority (in one payroll agency or actiously held. RRR Rein Error Reinstatem	Reasons	Short Description	Long Description	Status
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Reasons	Short Description	Long Description	Status
		demotion, transfer or appointment; b) disqualification by Civil Service after promotion, transfer or appointment; or 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.	A
RSP	Rein Susp	Reinstatement from a disciplinary suspension.	Α
RST	Rein Supt	Reinstate Superintendent. State Police only.	Α
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; or b) Employees who worked summer service in the same agency.	A
SEA	Seasonal	Appoint from a seasonal reemployment list to a competitive class position classified as seasonal.	А
SMA	Sum Appt	Use this Reason 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.	А
SWN	Sworn In	 d) Placement of a Justice on the payroll who has been elected, or appointed by the Governor; e) Placement of a Justice on Court of Appeals payroll; f) Transfer of a Justice from district to department or vice versa. 	A
SXM	Six Mo	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
TMO	Three Mo	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
TRA	Tr S52.6	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
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.	А
TRL	Tr List	An appointment made from a Transfer List.	Α
TRR	Tr Reg	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	l
TRY	Plcmt Rost	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
UPM	Unit Prom	Promotion from a Unit promotion list.	Α
VDM	V Demote	Voluntary demotion.	Α