REASON CODES
WITH ACTIONS AND DESCRIPTIONS

JANUARY 2025

The following is an alphabetical list of Reason codes in PayServ, along with the Actions where they may be used.

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

REASON	ACTIONS	SHORT DESCRIPTION	LONG DESCRIPTION
130	PAY POS XFR	Incr HR 130.4	Identifies employees receiving an increased minimum salary based on Section 130.4 of the Civil Service Law.
131	PAY POS XFR	Incr HR 131.1a	Identifies employees receiving additional compensation based on Section 131.1a of the Civil Service Law.
211	LOA PLA	Med Sep Lv	CUNY Medical Separation LV 211
3MO	CCH HIR POS REH XFR	Three Mo	A temporary appointment not expected to exceed three months.
373	PAY	Jud Law 37.3	In accordance with Judiciary Law Section 37.3, this Reason code is used to report the pay change associated with UCS employees who receive a promotion or a promotion recalculation, where the resulting salary is between the 1st and 2nd Longevity Steps and the employee is due a 2nd Longevity of the current grade after four (4) years.
379	PAY	Jud Law 37.9	In accordance with Judiciary Law Section 37.9, this Reason code is used to report the pay change associated with UCS 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.
42B	CCH HIR POS REH XFR	Rule 4.2B	Appoint an individual who was tested under the provisions of Rule 4.2b.
526	CCH POS REH XFR	Tr S52.6	Administrative transfer of an employee in accordance with Section 52.6 of the Civil Service Law.
641	CCH HIR POS REH XFR	S64.1C	Pending Preferred List

REASON	ACTIONS	SHORT DESCRIPTION	LONG DESCRIPTION
6MO	CCH HIR POS REH XFR	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.
701	CCH POS REH XFR	Tr Reg	Regular transfer of an employee in accordance with Section 70.1 of the Civil Service Law.
704	CCH HIR POS REH XFR	Tr S70.4	Transfer an employee in accordance with Section 70.4 of the Civil Service Law.
713	PAY REH RFD RFL	Return from Disability	Reinstate an employee from an ordinary or occupational disability termination.
ABL	POS	Abolished Position	Abolished Position
ACA	DTA	ACANewHire	Affordable Care Act – New Hire
ACU	CCH HIR POS REH XFR	Appt CU	An appointment to the CUNY Professional Staff.
ACV	DTA	Emp Active	Use to identify employees who should be excluded from the automatic system termination process.
ADR	POS	Appoint Downward Reallocation	Appoint Downward Reallocation
ADV	POS XFR	Mndtry Adv	Mandatory advance
AIC	PAY	Auto Incr	Auto Incr
AJT	CCH HIR POS REH XFR	Adjunct	Payment for part-time employment for PSC employees in CUNY. Can be used for either hourly or contract.
APS	CCH HIR POS REH XFR	Appt SS	Appointment for a SUNY summer session or academic year employee who is: a) newly appointed; or b) current employee working summer session in another unit of SUNY.

REASON	ACTIONS	SHORT DESCRIPTION	LONG DESCRIPTION
APT	CCH HIR POS REH XFR	Appoint	Appoint to a position in the labor, exempt or non-competitive class or to unclassified service.
ASA	CCH DTA HIR LOA PAY PLA POS REH RFL TER	Administrative Settlement	Used for all Job Data Actions (Pay, Position, Data Change, Leave of Absence, Return from Leave, Hire, Rehire, Termination, etc.) which are pursuant to the terms of an Administrative Settlement Agreement.
ASE	CCH HIR POS REH XFR	Appt Sess	Appointment of a session employee.
ASF	PAY POS XFR	Add Sal Fac	Additional Salary Factor
ASP	CCH POS REH XFR	Assign SP	Assignment of a member of the State Police.
ASU	CCH HIR POS REH XFR	Appt SU	Appointment to the Unclassified Service
AWD	CCH DTA HIR LOA PAY PLA POS REH RFL TER	Award	Used for all Job Data Actions (Pay, Position, Data Change, Leave of Absence, Return from Leave, Hire, Rehire, Termination, etc.) which are pursuant to the terms of an Award.
BC6	PAY	BCI 6 Year Step	Used for employees eligible to receive the increase to the New salary step for six (6) or more years of service in BU62.
BDA	DTA PAY POS XFR	Budget Director's Approval	Budget Director's Approval

REASON	ACTIONS	SHORT DESCRIPTION	LONG DESCRIPTION
BEN	HIR REH	Benefic	Placement of a Beneficiary on a pension payroll following the death of the pensioner.
CAN	TER	Cancel Apt	Cancel an appointment for an employee with no prior State service already reported: a) before the beginning of employment; b) on disqualification after appointment; or c) when the employee does not report for work.
CAR	PAY	CUNY Adj R	CUNY Adjusted Raise
CAT	TER	Can Trans	Use this code to remove an employee who is being restored to his or her former position in another agency: a) before beginning of promotion, transfer or appointment; b) on disqualification after promotion, transfer or appointment; or c) when the employee does not report for work.
CBF	DTA	Chg Benefit Flag	Used to change the benefit flag assigned to an employee.
CBI	RET TER	Court Buyout Incentive	UCS: Identifies Unified Court System employees who separated or retired under the Courts Buyout Incentive Payment FY 2009-10.
CBU	PAY POS	Chg Bargaining Unit	Used when reporting a salary change due to a bargaining unit change.
CCA	PAY	Chg Contract Amount	Change contract amount for an Adjunct.
CCL	LOA	Child Cr Lv	Place an employee on a child care leave without pay.
CDL	PLA	SUNY Chancellors Designated LV	Pursuant to Article 35.3(e) of the 2016-2022 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.
CEI	DTA	Cor Emplid	Correct Emplid
CFD	POS REH XFR	Certified	Certified for employment – continue a retired or incapacitated Justice on the payroll.
CFI	DTA	Chg FICA Status	Change an employee's FICA Status.
CFS	PAY	Cor Fy Sal	Correct fiscal year salary: a) to report the new salary (either decrease or increase) if agency disagrees with salary; b) to report the increased salary not computed automatically by OSC.
CHL	POS	Change Line	Line item change.
CIB	PAY	CUNY Increase to Incumbent Dat	For movement from suppressed rate to the incumbency rate after the appropriate time period.
CIC	DTA	IC ADt FIS	Chg IncCd/or AnnDt/or FIS Sal

REASON	ACTIONS	SHORT DESCRIPTION	LONG DESCRIPTION
CIH	PAY	CUNY Increase Hiring Rate	Employees with prior creditable service who are hired above the suppressed minimum.
CJC	PAY POS	Chg Jurisdictional Class	To report a change or correction in Jurisdictional Class.
CLH	PAY	CUNY Level Increased Hiring Rate	For appointment to level other than level 1 of that title.
CLV	PAY	CUNY Change in Level	Advancement to a higher level in the same title .
CMI	PAY	CUNY Merit Increase	Merit increase to base salary for managerial and non-managerial employees
CMP	HIR PAY POS REH RFL XFR	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.
CMX	TER	Com Expire	Removal of employee due to expiration of Commission leave.
COB	PAY POS	Chg Obl	Change in obligation other than beginning of academic year.
COR	DTA	Cor Hist	For employees whose Job Data or Additional Pay history is incorrect.
COU	CCH DTA HIR LOA PAY PLA POS REH RFL TER	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.
CPF	DTA	Chg PT FT	Change part-time to full-time.
CPG	DTA	Chg Pa Grp	Change Pay Group
CPP	PLA	CUNY Paid Parental Leave	Used to place an eligible CUNY employee on a Paid Parental Leave on or after 3/21/09.
CPT	DTA	Chg Pct	Change full-time to part-time, or to change the percent of part-time.
CRE	HIR REH	Cumu Retire Employment FRA	Cumu Retire Employment FRA
CRN	CCH HIR POS REH	Cover In	Appoint as the result of an action taken by the Civil Service Commission conferring permanent status on employees without examination, generally in connection with the jurisdictional reclassification of a position to the Competitive class.
CRP	PAY	RecIncPay	Recurring Increment Payment

REASON	ACTIONS	SHORT DESCRIPTION	LONG DESCRIPTION
CRS	DTA	Cor/CHG Status	Used to change or correct the status of an employee.
CRT	PAY	Chg Rate	Change in rate for hourly and daily employees.
CSH	DTA	Chg Standard Hours	Change the standard number of hours shown on Job Data for an employee.
CSI	PAY	CUNY Service Increment	Change in service category (i.e. 10 years, 10, 15, 20 or 25 years).
CSL	PAY POS	Cor Sal	Correct the salary of an employee.
CSM	CCH HIR REH	CS Merit	Merit award payment based on the Civil Service Commission Employee 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.**
CSP	CCH REH	Cancel Sep	Cancellation of any removal type transaction reported in error.
CSR	PAY	CUNY Suppressed Hiring Rate	New hire suppressed rate year 1 or movement to year 2.
CSS	CCH	CS Summer	Report a current 10-month employee on the payroll with a Comp Rate Code of CAL who is being appointed to summer service in a different agency.
CST	PAY	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.
CTL	DTA	Chg Tax Location	Used to change a tax location.
CVS	CCH HIR POS REH XFR	Canvass	An appointment pending canvass of a current or anticipated eligible list.
CWS	DTA	Chg Work Schedule	Change the work schedule for an employee.
DCU	CCH POS XFR	Dem CU	Demotion of a CUNY Professional Staff employee to a lower salary and title.
DEA	TER	Deceased	Report the death of an employee.
DMT	CCH POS XFR	Demote	Demotion of an employee in title and grade as a result of disciplinary action.
DPD	CCH POS XFR	Displ Dir	Movement of an employee from a higher permanent title to the next lower-level title in direct line in lieu of layoff.
DPM	TER	Disp Rem	Remove an employee from a position as the result of a disciplinary action.

REASON	ACTIONS	SHORT DESCRIPTION	LONG DESCRIPTION
DPR	CCH POS XFR	Displ Ret	Movement of an employee from a higher permanent title to last lower-level title previously held which is not in direct line in lieu of layoff.
DPT	CCH POS REH XFR	Dept	Appointment from a Departmental Promotion Eligible List.
DSG	CCH HIR POS REH XFR	Designated	Designation of a Justice by the Governor.
DSU	CCH POS XFR	Dem SU	Demotion of a SUNY administrative staff employee to a lower salary and title.
EDF	PLA	Ed Lv Ful	Place an employee on educational leave with full pay.
EDL	LOA PLA	Ed Lv	Place an employee on education leave without pay.
EJP	DTA PAY	End Judicial Long Pay	To process salary and/or increment code adjustments due to the reintroduction of the CSEA Longevity Steps.
ELL	CCH HIR POS REH XFR	Elect Leg	Placement of elected legislator on payroll.
ELT	CCH HIR POS REH XFR	Elected	Placement of elected official on payroll.
EXS	CCH HIR REH	Extra Service	Extra Service paid at an hourly rate set by the budget.
FAC	PAY	Factor Adjustment	System generated to report factor change.
FLW	CCH HIR PLA POS REH XFR	Fellowship	Appointment under a fellowship award at the graduate level at full or partial pay.
FML	LOA	Fam Med Lv	Place an employee on a leave of absence without pay for family obligations or family/personal illness.

REASON	ACTIONS	SHORT DESCRIPTION	LONG DESCRIPTION
GPM	CCH POS REH XFR	Gen Prom	A promotion from a general list.
IDP	CCH POS REH XFR	IDP	Appoint from an Interdepartmental Promotion Eligible List.
IHR	PAY POS XFR	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.
ILS	DTA	InitialLLS	An indicator to denote an employee who received the April 2010 CSEA Longevity Payment.
INC	PAY	Increment	Used to pay increments.
IWH	DTA	Incr Wthld	To identify employees who did not receive an April 2009 performance advance, longevity payment, or salary increase due to the Governor's request.
JBI	DTA	PrimJob	A system-generated code to change/maintain the Primary Job indicator for an employee in Job Data.
JSA	CCH DTA HIR LOA PAY PLA POS REH RFL TER	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.
L27	LOA	LEG27Pause	LEG 27th Statutory Pause
LAD	TER	Layoff Dir	Remove an individual with permanent status who has been displaced by an employee who was bumped as the result of a reduction in force (RIF).
LAF	TER	Layoff	Remove an individual with permanent status from a position as a result of a reduction in force (RIF).
LAR	TER	Layoff Ret	Remove an individual with permanent status who has been displaced by an employee who has retreated as the result of a reduction in force (RIF).
LGC	PAY	Longevity Compensation	Code used to report Longevity for State Police.
LGI	PAY	Longevity Increment	Used by CUNY to add the non-pensionable longevity increment for certain CUNY employees to now be included as part of the base salary as pensionable.
LGP	PAY	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.
LIH	PAY POS	Level Increased Hiring Rate	Increased Hiring Rate specific to SUNY.
LIT	LOA	Dcr Lv Int	A discretionary leave of absence without pay to accept another State appointment.

REASON	ACTIONS	SHORT DESCRIPTION	LONG DESCRIPTION
LOC	POS	Location Change	Change the location of a position.
LOT	LOA	Dcr Lv Out	A discretionary leave of absence without pay for an employee going outside of State service.
LTM	CCH HIR POS REH XFR	Legislative Transfer Medicaid	Appointment for county employees that support the Medicaid program.
LTO	LTO	Long T Dis	Place a permanent or contingent permanent employee on long-term disability.
LTT	TER	List Term	Remove an employee who is being displaced due to the establishment of an eligible list.
MCM	PAY	Man Con 2003 Perf Rest Manual	Code used to manually restore 2003 Management Confidential Performance Advances.
MIL	HIR POS REH XFR	Mil	Appointment from Special Military List.
MLL	LOA	Mil Lv	Place an employee on Military leave without pay.
MLS	LOA PLA POS	Mil Stip	Used to report an employee's eligibility to receive military stipend payments.
MLV	LOA	Mandat Lv	Place an employee on a leave internal (other than probationary leave) that is required by law, rule or negotiated agreement.
MTS	LOA	Military Training Stipend	Training leave at reduced pay for Military Leave unrelated to the events of September 11, 2001.
MWH	CCH HIR PAY POS REH XFR	Minimum Wage Hourly	Use when paying the Division of the Budget (DOB) approved minimum wage increase to hourly employees.
MWS	CCH HIR PAY POS REH XFR	Minimum Wage Salary	Use to pay an annual salaried employee the annual equivalent of the Division of the Budget (DOB) approved minimum wage.
NAD	HIR	New Award	New Award
NCA	CCH HIR POS	Ncacq	Appoint an individual who is part of the acquisition of a private institution under Section 45 of the CS Law to a Non-Competitive position.

REASON	ACTIONS	SHORT DESCRIPTION	LONG DESCRIPTION
	REH XFR		
NCP	CCH HIR POS REH XFR	Ncp	Appoint via Non-Competitive promotion under Section 52.7 of the CS Law.
NCT	PAY	New Contract	Used to report a new contract for Adjuncts.
NEG	POS	Neg Unit	Negotiating Unit Change
NEW	PAY	New Employees Salary	Used when reporting a salary for a new employee.
NEW	POS	New Pos	New Position
NPR	RET	No Penalty Retirement Incentive	Identifies employees who retire under the "55/25 No Penalty" Retirement Incentive.
NRE	HIR REH	NH Cumu Retire Employment FRA	NH Cumu Retire Employment FRA
NSA	POS	Comp Adj	Compensation Adjustment
NTR	RET	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.
OCM	CCH HIR POS REH XFR	Oc	Appoint from an Open Competitive Eligible List.
OCS	CCH HIR POS REH XFR	Occasional	Appoint to an hourly position on a part-time, occasional basis.
OGF	PLA	Org Lv Ful	Employee organization leave with full pay.
OMT	LOA	Omit	Removal of exception hourly employees when no payment is due for the period.
PAV	PAY	Perf Adv	Performance advance payment.
PBL	LOA	Prob Lv	Place an employee on probationary leave without pay.
PBT	POS TER XFR	Prob Term	Termination of an employee due to an unsuccessful probation period (employee return to former position).
PCU	CCH POS REH	Prom CU	Promotion of a CUNY Professional Staff employee to a higher-level position.

REASON	ACTIONS	SHORT DESCRIPTION	LONG DESCRIPTION
	XFR		
PEX	CCH HIR POS REH XFR	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.
PFL	LOA RFL	Paid Family Leave	Used to identify employees who have received approval to use the NY Paid Family Leave benefit.
PJC	CCH HIR POS REH XFR	Pend JC	Appointment pending a determination concerning the jurisdictional class of the position.
PJT	CCH HIR POS REH XFR	Project	Appoint to a position that is a Special Study or Project under S64.3 of the CS Law.
PLR	CCH XFR	Plcmt Rost	Appoint an individual from a Placement Roster.
PMR	PAY	Prom Recal	Employees promoted to a higher grade before 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.
POR	CCH HIR POS REH XFR	Pend Oral	Appoint an individual on an eligible list with temporary status pending the results of an oral test.
PPC	CCH HIR POS REH XFR	Pend PC	An appointment pending position classification.
PPF	PLA	Paid Parental Full	To indicate a leave granted to unrepresented Executive Branch State employees to bond with a newly born, adopted, or fostered child.
PPH	CCH HIR POS REH XFR	Pend Phys	A temporary appointment pending a physical examination.

REASON	ACTIONS	SHORT DESCRIPTION	LONG DESCRIPTION
PRE	CCH HIR POS REH XFR	Pend Recl	Appoint an individual to a position that is being reclassified.
PRF	CCH PAY POS REH XFR	Pref	An appointment from a Preferred List.
PRM	CCH POS REH XFR	Prom	Promote an employee in the State Police.
PSA	CCH DTA HIR LOA PAY PLA POS REH RFL TER	Pre-Adjudicatory Settlement	Used for all Job Data actions (Pay, Position, DTA, LOA, RFL, Hire, Rehire, Termination, etc.) which are pursuant to the terms of a Pre-Adjudicatory Settlement Agreement.
PSU	CCH POS REH XFR	Prom SU	Promotion of a SUNY Professional Staff employee to a higher-level position.
R21	RFL	CUNY Medical Sep Rein Lv 211	Return from CUNY Medical Separation Leave.
R54	CCH PAY POS REH XFR	Rein R5.4	Reinstate an employee under the provisions of Rule 5.4.
RAJ	TER	Rem Adjnct	Removal of adjunct prior to expiration date originally reported.
RAL	PAY POS	Reallocatn	Reallocation of allocated position to another salary grade.
RBD	CCH PAY POS REH	Rein Board	Reinstatement by Board.

REASON	ACTIONS	SHORT DESCRIPTION	LONG DESCRIPTION
	XFR		
RCF	RFL	Return from Workers Comp Full	Return from Worker's Comp Leave Full. (To be used to return an employee from PLA/WCF.
RCL	PAY POS	Reclass	Reclassification of position to different title and (sometimes) different grade. The incumbent remains in the same position.
RCM	CCH DTA HIR PAY POS REH XFR	Rein Comm	Permanently appoint an individual who has been reinstated by Civil Service Commission action.
RCP	PAY	Remove Composite	Used to move someone out of a Composite salary.
RCS	POS	Reclass SP	Reclass SP
RCV	RFL	Rein Lv COVID 19	Agencies must use this Reason Code for all Return from Leave transactions related to COVID-19 Paid Leave Reason Codes.
RDL	RFL	Rei Dis Lv	Reinstatement to the payroll from Worker's Compensation Disability Leave without pay for accidents occurring July 1, 1992 or later.
RDR	CCH PAY POS REH XFR	Rein Dir	Reinstatement by direction of Court Order, Civil Service Commission or other administrative action after disciplinary removal.
RDY	CCH POS REH XFR	Redeploy	Appoint an individual from a redeployment list (a reemployment list of names of persons displaced by the State's contracting out for services).
REA	TER	Reassign	Separation as a result of lateral movement within an appointing authority.
REC	CCH HIR POS REH XFR	Rec	Recreational seasonal appointments in Parks & Rec agencies and Department of Environmental Conservation.
REE	REH	Re Emp	Re-employment of a retired State employee.
REI	CCH POS	Rein	Use varies with type of reinstatements. Judicial/Commissions
REM	TER	Remove	Remove
RER	CCH PAY POS	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.

REASON	ACTIONS	SHORT DESCRIPTION	LONG DESCRIPTION
	REH XFR		
RES	RFL	Rest	Restoration to payroll after removal pending determination (RPD) or restore a permanent 10-month Institution Teacher to the payroll on September 1.
RET	RET	Retired	Remove an employee who has retired.
RFR	TER	Refuse Reassignment	To report the separation of a permanent employee who refuses horizontal reassignment due to the abolishment of positions.
RFT	TER	Rif Term	To report the separation of a non-permanent employee due to a reduction in workforce.
RHS	PAY	Rehire Salary	Used when rehiring someone to the payroll after a termination/DOB action.
RLV	POS RFL XFR	Rein Leave	Reinstatement from any type of leave of absence.
RNI	POS REH XFR	Reasgn In	Lateral movement in the same title and grade for movements within a payroll agency or between payroll agencies within the same appointing authority.
RNL	CCH POS XFR	Reasgn Lay	Lateral movement in the same title and grade within an appointment authority (in one payroll agency or across payroll agencies) to avoid layoff prior to an abolition of position taking place.
RNS	REH XFR	Reasgn SP	Reassignment of a) members from BCI back to uniform service; or b) the Superintendent (after termination) to a uniform position previously held.
RNY	POS	Remove NYS Position	Remove NYS Position.
ROT	TER	Reasgn Out	Remove an employee who is being assigned to a position in a new agency with an agency group that is one appointing authority with no change in title or status.
RPD	LOA	Rpd	Remove pending determination
RPS	RFL	Rein WC 60% Sup	Reinstatement of Worker's Compensation 60% Supplemental Pay.
RPT	TER	Reemp Term	Remove a non-permanent employee due to the certification of a reemployment list.
RRR	CCH PAY POS REH XFR	Rein Error	Reinstatement of permanent Competitive employee because of: a) cancellation of erroneous promotion, demotion, transfer or appointment; b) disqualification by Civil Service after promotion, transfer, or appointment; c) failure to report for work in the other agency.

REASON	ACTIONS	SHORT DESCRIPTION	LONG DESCRIPTION
RRS	CCH POS REH XFR	Rein Res	Reinstatement of permanent competitive employee because of: a) cancellation of erroneous promotion, demotion, transfer or appointment; b) disqualification by Civil Service after promotion, transfer, or appointment; c) failure to report for work in the other agency.
RSI	TER	Resign Int	Resignation to accept other State employment when no probationary leave is being granted, or a case where the probationary period has been waived.
RSN	TER	Resign	Remove an employee from a position due to resignation.
RSP	CCH PAY POS RFL XFR	Rein Susp	Reinstatement from a disciplinary suspension.
RST	CCH PAY POS REH XFR	Rein Supt	Reinstate Superintendent. State Police only.
RSU	PAY POS	Reclass SU	Reclassification of a SUNY position.
RSX	TER	Resign Ext	Resignation from State service, or failure to return from leave outside State service.
RTI	TER	Ret Incumb	Remove a contingent permanent employee as the result of the return of a permanent incumbent.
RTN	POS REH XFR	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.
RTS	PAY REH	Return SU	Return of SUNY employee for Fall term without change in title and grade.
RUS	DTA PAY	Resc Unsat	Rescind unsatisfactory performance rating.
RWC	RFL	RTN from WC Paid Sick Lv – SWC	Used on Job Data to return an employee from Leave/Worker's Comp Sick Leave (PLA/SWC).
RWH	PAY	Raise Withheld	Used to withhold a raise for an employee per Agency/DOB action.
RWS	RFL	Rei WC Sup	Reinstatement to regular pay status from supplemental pay status effective April 1, 1986 or later.

REASON	ACTIONS	SHORT DESCRIPTION	LONG DESCRIPTION
S71	TER	Occ Dis Tm	Termination for occupational disability.
S72	LOA	Ordinary Disability Leave	Ordinary disability leave without pay for non-occupational injury or disease.
S73	TER	Ord Dis Tm	Termination for ordinary disability.
SAC	PAY	Mass Salary Increase	Used to indicate a general salary increase.
SBL	LOA PLA	Sab Lv	Sabbatical leave without pay or with less than full pay
SDC	PAY	Sal Decr	Salary decrease.
SDT	CCH HIR REH	Student	Used to appoint a student to College Work Study payroll.
SEA	CCH HIR POS REH XFR	Seasonal	Appoint from a seasonal reemployment list to a Competitive class position classified as seasonal.
SEN	TER	Sess End	Automatic computer posting for Senate and Assembly employees.
SIC	PAY	Sal Incr	Salary increase.
SKL	LOA PLA	Sick Lv	Place an employee on sick leave without pay.
SLF	PLA	Sick Lv Ful	Sick leave with full pay.
SLL	PLA	Sab Lv Ful	Sabbatical leave with full pay.
SMA	CCH HIR REH XFR	Sum Appt	Use this code for: a) Current 10M or CAL employees coming from another agency; b) a new appointment for the summer with the employee committed to a regular position in September in the same agency.
SPA	CCH REH	Spec Allow	Lieu allowances for the Senate and Assembly Members.
SPF	PLA	Susp Ful	Place an employee on suspension with full pay.
SPR	POS	Ann Re Sea	Annual Reactivation of Seasonal Position
STE	TER	System Terminated Entry	Used when OSC terminates groups of employees based on specific criteria (such as State Fair employees).
STO	STO	Shrt T Dis	Place an employee on short-term disability leave.
SUP	LOA	Suspension	Place an employee on disciplinary suspension without pay.
SVI	PAY	Service Increment	Service increment.

REASON	ACTIONS	SHORT DESCRIPTION	LONG DESCRIPTION
SVP	PAY	Service Pay	Used to pay a trainee performance advance in CSEA only.
SWC	PLA	Sick Lv Pa w/Workers Comp	Sick leave with pay for an employee also with Worker's Compensation.
SWN	CCH HIR POS REH XFR	Sworn In	Use this code for: 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.
TER	TER	Term	Termination of non-permanent employee including seasonal, labor class employee, or a Justice who loses the election.
TML	TER	Term Lv	Remove an encumbering leave.
TMR	TER	Temp Rel	a) To remove 10-month employees working summer service in the regular agency, and payments for summer service are to be discontinued. b) To remove a college year employee receiving 21 payments (CYP) from pay status during a "time off" period.
TMS	TER	Term Seas	Termination of a seasonal employee at the end of the employment season.
TPR	POS	Semi-annua	Semi-annual reactivation of temporary position
TRF	CCH POS REH XFR	Tr Functn	The placement of an employee on the payroll as a result of a Section 70.2 Transfer of Function from another agency
TRI	RET	Targeted Retirement Incentive	Identifies employees who retire under the Targeted Retirement Incentive.
TRL	CCH POS REH XFR	Tr List	An appointment made from a Transfer List.
TSC	PAY POS	Title Sttr	Title structure change.
TSR	POS	Ttl St Ral	Title structure reallocation.
UAB	TER	Unauth Abs	Termination for unauthorized absence, or failure to return from leave.
UPM	CCH POS XFR	Unit Prom	Promotion from a Unit promotion list.
USP	DTA PAY	Unsat Perf	Unsatisfactory performance rating.
VDM	CCH POS XFR	V Demote	Voluntary demotion.

REASON	ACTIONS	SHORT DESCRIPTION	LONG DESCRIPTION
VRW	DTA	Vol Reduct	Voluntary Reduction in work schedule.
VSP	RET TER	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.
WCF	PLA	Workers Comp Leave Full	Used on Job Data to return an employee from Paid Leave of Absence/Worker's Comp Leave Full.
WCL	LTO STO	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.
WDL	LOA	WC Dis Lv	Place an employee on Worker's Compensation **disability leave benefit** when the date of injury is on or after July 1, 1992.
WPS	LOA	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.
WWP	DTA RFL	WC Works Part Time	Worker's Compensation for part-time employees.