

ACT DESC	Reason Desc	Comment	ACT	REAS
Add Person of Interest	COBRA Participant	Used by employee benefits when a non city employee is enrolled in Cobra. Usually a record is created for them.	POI	003
Additional Job	Addl Job Emer Appt w-benefits	Emergency Appointment for a benefitted employee	ADL	25B
Additional Job	Addl Job Emergency Appt	Emergency appointment to a non benefitted employee	ADL	A25
Additional Job	ADDL JOB EXEMPT BY CSC	Exempt appointment by City Service Commission (CSC), current employee. May be benefitted or non-benefitted. Empl Class = Exempt	ADL	A22
Additional Job	Addl Job Exempt By Statute	Exempt appointment by State Statute. May be benefitted or non-benefitted. Empl Class = Exempt	ADL	A21
Additional Job	Addl Job Temp Election Inspect	To be used when a secondary job must be created for Election (Chief) Inspectors.	ADL	ELE
Additional Job	Addl Temporary Appt w-benefits	To give a secondary job record a temporary appointment and give it benefits.	ADL	TAB
Additional Job	Cancel Discharge	Used to reactivate secondary jobs when a discharge or termination during probation has been cancelled/revoked.	ADL	BX2
Additional Job	NORMAL CERT-PROM ELIG LIST	Employee appointed off a promotional eligible list from a promotional examination (note: this is extremely infrequent)	ADL	A5
Additional Job	Provisional Appt To Addl Job	Provisional appointment, may or may not have a pay raise. Provisional appointment cannot exceed 14 days from date eligible list created.	ADL	A23
Additional Job	Reinstmnt after Resignation	Used to reactivate secondary jobs when a resigned from service employee returns to work and this job record is needed. Record #0 (primary job) would have Rehire entered on it.	ADL	REI
Additional Job	Restore Job as Secondary	Multiple certified titles. Might need to restore a certified title, or give an appointment to a title with multiple footnotes.	ADL	A15
Additional Job	Temporary Appt To Added Job	Temporary appointment for a non-benefitted employee	ADL	A24
Additional Job	Title Change	Lateral transfer to a title in the same or equivalent pay range/grade - no change in pay.	ADL	A14
Address Change	NON CITY RESIDENT	Used when a current employee moves out of the city of Milwaukee. Effective date is date of address effective date	ADR	NCR
Address Change	NON CITY RESIDENT @ HIR/REH	Used when a new hire or rehire is a non city of Milwaukee resident. Effective date is date of address effective date	ADR	NRH
Address Change	RESIDENCY ESTABLISHED	A nonresident moves in to the city of Milwaukee. Effective date is date of address effective date	ADR	CRE
Continue	Continue Emergency Appt	Employee's regular appointment is restored, pay progression given, then Emergency appointment is restored via continue action/reason. Official procedure explained in pay progression payroll instructions.	CON	CEA
Continue	Continue Provisional Appt	Employee's regular appointment is restored, pay progression given, then Provisional appointment is restored via continue action/reason. Official procedure explained in pay progression payroll instructions.	CON	CPA

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Continue	Continue Temporary Appt	Employee's regular appointment is restored, pay progression given, then Temporary appointment is restored via continue action/reason. Official procedure explained in pay progression payroll instructions.	CON	CTA
Data Change	Add Position Code	Add a Position ID Number to an employee record that does not have one	DTA	POS
Data Change	Adjust Anniversary Date (FAD)	Update Frozen Anniversary Date field. Sworn staff in Fire and Police departments. Indicates when vacation is earned.	DTA	FAD
Data Change	Adjust Service Date (BSD)	Update the Benefits Service Date (BSD) field when an employee has unpaid time. This date drives vacation accrual. When the BSD is updated a general comment is required of the old date, the new date and the UPT taken away.	DTA	ALV
Data Change	Any Other Correction-JOB DATA	This combo is only used when NO OTHER Data Change reason is available. If you use it, you must document in general comments a detailed comment why it was used as it's not self explanatory what was changed.	DTA	Z9
Data Change	Bargaining Unit Correction	Bargaining unit is incorrect on a record, effective date of this correction row should be same date as incorrect row 1 effective sequence higher.	DTA	BUC
Data Change	Benefit Program Correction	Benefit Program is incorrect on a record, effective date of this correction row should be same date as incorrect row 1 effective sequence higher.	DTA	BPC
Data Change	Cancel Promotion	Data change row only to show promotion was cancelled. You must put an appointment row on top to put them back to previous title. This row alone will not change the benefits to previous title.	DTA	AX1
Data Change	Change Crew ID only	Use if Crew ID only needs to be updated. No other entry was made such as a transfer or title change entry that would require a Crew ID Change. However this field can just be updated on the current row in "Current Job" without inserting a new row. Confirm with DER Pay Services first.	DTA	CRU
Data Change	Change FICA Class	If a FICA status change or correction is needed on the payroll tab, insert a new row to show the change.	DTA	FCA
Data Change	CHANGE PENSION BENEFIT	Inserted at direction of Employee Benefits. Used when employee changes pension plans to trigger the benefits process.	DTA	PEN
Data Change	CHANGE SUPERVISOR ID ONLY	When a job record has a supervisor ID on it and it's invalid, this row is inserted with proper effective date of the change to update the supervisor ID.	DTA	SPV

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Data Change	CHANGE TO FULL TIME/FULL BEN	3 Uses: Seasonal employee becomes regular/benefitted, less than 40 hour per week changes to 40 hours per week, or temporary non-benefitted employee is given a regular benefitted appointment 40.0 hour appt- this row is needed to trigger benefits (this will require multiple entries - contact DER Pay Services)	DTA	S0
Data Change	CHANGE TO NO BENEFITS	2 Uses: Change an employee to less than 20 hours per week, or a benefitted employee becomes non benefitted (You might need to use this in combination with an appointment row for a different title if applicable. Contact DER Pay Services for assistance if needed)	DTA	S9
Data Change	Change to Primary Job	Update secondary job record to primary. Remember to go to Maintain Flags page	DTA	PRI
Data Change	CHANGE TO SEASONAL	An employee takes an appointment designated as Seasonal. Currently only specific titles in DPW.	DTA	S3
Data Change	Change to Secondary Job	Update primary job record to secondary	DTA	SEC
Data Change	Chg to Benefit w 30dy wait	Employee goes from a non benefits position to benefits position, effective date = date going into benefitted title (sequence # higher than appointment row). Usually going from temporary to regular or less than half time to anything higher.	DTA	SW
Data Change	CHG TO LIMITED BENEFITS (1/2)	An employee changes their schedule to exactly 20.0 hours per week.	DTA	S1
Data Change	CHG TO PROPORTIONAL BENEFITS	An employee changes their schedule to "more than half time", 21 to 39 hours per week.	DTA	S2
Data Change	Contract		DTA	CNT
Data Change	Correct/Update FLSA Status	Update FLSA status on job record	DTA	FLS
Data Change	Data Correction-Job Code	Job code was entered incorrectly and needs to be updated.	DTA	Z99
Data Change	Data Correction-Step Code	Update Step Date/Salary Anniversary Date, or step # (Sworn staff)	DTA	ZZ9
Data Change	EXTEND LEAVE OF ABSENCE	This is a placeholder simply notating that a LOA has been extending.	DTA	C10
Data Change	Full/Part Field Correction	Full/Part field is incorrect and needs to be changed, not to be used when they have a status change.	DTA	FPC
Data Change	Regular/Temp Field Correction	Regular/Temporary field value is incorrect and needs to be changed, not to be used when they have a regular/temporary employment status change.	DTA	RTC
Data Change	Rmv Pos# MED LOA Exceed30D	Remove position number from employees record when their medical LOA exceeds 30 days, usually to free up the position number for use. PTO and protected leave must be exhausted.	DTA	RPM
Data Change	RmvPos# ACTIVE Payrll Sts Only	Remove position number from an employee record with an Active payroll status. If used add a general comment why the employee has a general comment.	DTA	RPA

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Data Change	RmvPos# Benfit Sts=Suspended	Remove position number from an employee record that has a suspended benefits status (found on benefit program participation page in job data)	DTA	RPS
Data Change	RmvPos# LOA Exceed 30D NON med	Remove position number from an employee record when their non medical LOA exceeds 30 days, usually to free up the position number for use	DTA	RPN
Data Change	Trigger Benefits	Used at the directive of Employee Benefits.	DTA	ZTB
Data Change	Union Code Correction	Union Code is incorrect on a record, effective date of this correction row should be same date as incorrect row 1 effective sequence higher.	DTA	ZUN
Data Change	Update Department ID	Department ID entered is either incorrect and needs to be updated or it has changed for budgetary purposes. If an employee transfers use the Transfer action/reasons.	DTA	DPT
Data Change	Update Position ID Info	Incorrect position number is on an employee record and must be updated	DTA	UPI
Demotion	INVOLUNTARY DEMOTION	Involuntary demotion as described in the salary ordinance	DEM	A39
Demotion	VOLUNTARY DEMOTION TO JOB	Voluntary demotion as described in the salary ordinance	DEM	A38
Earnings Distribution Change	CHANGE HOLIDAY SCHEDULE	Holiday schedule on payroll tab of job data needs to be updated	JED	HOL
Earnings Distribution Change	CHANGE JOB EARNINGS DISTRIBUTN	The earnings distribution setup needs to be changed on the Earnings Distribution page, typically this is a change in account code distribution	JED	EDC
Earnings Distribution Change	CHANGE TO EXCEPTION HOURLY PAY	An hourly employee is changing to exception hourly pay. If an employee receive's a new appointment to a FLSA exempt title and changes from hourly to exception pay a new row must be inserted with this action/reason to show the change.	JED	EH
Earnings Distribution Change	CHANGE TO HOURLY PAY	An exception hourly employee is changing to hourly pay. All FLSA Nonexempt employee's must be hourly. If an employee receive's a new appointment and is subsequently changed to hourly a new row changing them from exception to hourly pay must be inserted with this action/reason.	JED	HRL
Earnings Distribution Change	CORRCT JOB EARN DIST VALU EROR	The earnings distribution setup is incorrect and needs to be updated on the Earnings Distribution page - any type of change on this page	JED	CED
Extension	CSC EXTENDED RESDNCE HRDSHP WV	Extension of CSC approved residence hardship waiver. Record using effective date the waiver was approved. Add a general comment indicating the meeting date it was approved at and the length of approval.	XTN	EHW
Hire	COURT ORDERED SETTLEMENT- ONLY	For when a settlement is made and payroll taxes must be taken. We need to put the person on payroll for 1 day to process the payment.	HIR	COS
Hire	Election Inspec-Temp Exmpt App	Hire of an Election Inspector or Chief Inspector. Used by Election Commission only.	HIR	ELE

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Hire	Emergency Appt	Hire in an emergency capacity. This would NOT be a benefitted appointment (Regular/Temp field = Temporary, Empl Class = Emergency)	HIR	A25
Hire	FIXED TERM APPT, NORMAL CERT	Hire of a fixed term appointment such as an intern or Management Trainee	HIR	FXD
Hire	Hire Exempt By CSC Action	Hire to an Exempt by City Service Commission (CSC) position; may be benefitted or non-benefitted. Empl Class = Exempt	HIR	A22
Hire	Hire Exempt By FPC Action	Hire to an Exempt by Fire and Police Commission (FPC) position; may be benefitted or non-benefitted. This is only applicable in Fire and Police departments. Empl Class = Exempt	HIR	EFP
Hire	Hire Exempt By Statute	Hire to an Exempt by State Statute position; may be benefitted or non-benefitted. Empl Class = Exempt	HIR	A21
Hire	HIRE ONTO SYSTEM FOR RETRO PAY	Sworn staff - when necessary to return an employee to process a contractual payment. Rarely used.	HIR	X41
Hire	Provisional Appt	Hire of a new employee to the city service in a provisional capacity. This would NOT be a benefitted appointment (Regular/Temp field = Temporary, Empl Class = Provisional)	HIR	A23
Hire	Regular Appt, Normal Cert	Hire to the City Service on a regular appointment from an Eligible List. This is a benefitted appointment (Regular/Temp field = Regular, Empl Class = Regular (for general city))	HIR	A1
Hire	Temporary Appt	Hire of a new employee to the city service in a temporary capacity. This would NOT be a benefitted appointment (Regular/Temp field = Temporary, Empl Class = Temporary)	HIR	A24
Job Reclassification	Exempt By CSC	Exempt by CSC position was reclassified (for any reason). Use this to record the Job Reclassification certification on the employee's record.	JRC	A22
Job Reclassification	Exempt By FPC	Exempt by FPC position was reclassified (for any reason). Use this to record the Job Reclassification certification on the employee's record.	JRC	EFP
Job Reclassification	Exempt By Statutue	Exempt by State Statute position was reclassified (for any reason). Use this to record the Job Reclassification certification on the employee's record.	JRC	A21
Job Reclassification	Labor Market Study	Labor Market Study that may result in changes to a rate, title, and/or pay range. Only employees below the minimum of the new pay range/footnoted rate will receive an increase in pay. This is not a promotion and employees will not serve a new Probationary Period. The Salary Anniversary Date should not change. (Previous title Pay Restructure)	JRC	PRE

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Job Reclassification	Promotion after Reallocation	Job study resulting in a reallocation upward into a different pay range with an increase in pay (promotion). The title will not have changed. Employees will receive a new Salary Anniversary Date and Probationary Period; unless dictated by CSC not to serve. (Previous Reallocation Salary Change)	JRC	D4
Job Reclassification	Promotion After Reclasse	Job study resulting in a reclassification upward into a different pay range with an increase in pay (promotion). The title will have changed. Employees will receive a new Salary Anniversary Date and Probationary Period; unless dictated by CSC not to serve.	JRC	A9
Job Reclassification	Reallocation Downgrade	Job study resulting in a reallocation downward into a lower pay range. The title will not have changed. (Prev Realloc to Sal Aft Reclasse)	JRC	RSA
Job Reclassification	Reclassification Downgrade	Job study resulting in a reclassification downward into a lower pay range. The title will have changed	JRC	JRC
Job Reclassification	Salary Correction - Footnote	Job study resulting in updating the footnote of a job title that has a task rate, assignment pay, certification pay, etc. This would be an additional FOTPCT, FOTBIW, FOTHR (footnote) on the compensation record and would be used to update either the primary or secondary job records when applicable.	JRC	PFC
Job Reclassification	TITLE CHANGE	Job Study resulting in a Title Change only. No change in rate or pay range. This is not a promotion and employees will not serve a new Probationary Period. The Salary Anniversary Date and Grade Date should not change.	JRC	A14
Layoff	Nonseasonal Layoff	Position allocation is decreased and employee is laid off from work, unless a new position is found employee would stay laid off for 2 years and then must be separated from service	LOF	C8
Layoff	School Xing Guard-Seasonal LO	School Crossing guard seasonal layoff	LOF	C19
Layoff	Seasonal Layoff	Layoff for the season, however expectation is employment will continue in the next few months. Seasonal position such as City Laborer, or Bridge Operator	LOF	C7
Layoff	Voluntary Nonseasonal Layoff	Position allocation is decreased and employee is laid off from work (If employee chooses to be laid off over another, choose this option), unless a new position is found employee would stay laid off for 2 years and then must be separated from service.	LOF	C9
Layoff	Voluntary Seasonal Layoff	Laid off for the season - employee chooses to be voluntarily laid off sooner than their anticipated layoff date	LOF	C18
Leave of Absence	DEPP ENROLLMENT	LOA for DEPP enrollment (unpaid). Will initiate Cobra Letter	LOA	DEP
Leave of Absence	Exempt LOA Medical <30 Days	Exempt from CSC employee Medical LOA (no Sick Leave balance) less than 30 days	LOA	EML
Leave of Absence	Exempt LOA Medical >30 Days	Exempt from CSC employee Medical LOA (no Sick Leave balance) greater than 30 days	LOA	EMG

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Leave of Absence	LOA > 30 days-Other Reasons	Personal LOA, greater than 30 days. Will initiate Cobra letter	LOA	C5
Leave of Absence	LOA<31 days-ILL,w/Sick Lv Bal	EE on Medical leave but has not exhausted SL balance. Will not get 6 month employee share health insurance and will have to pay cobra rate for insurance.	LOA	C4A
Leave of Absence	LOA<31 days-Other Reasons	Personal LOA, less than 31 days. Does NOT terminate benefits	LOA	C5S
Leave of Absence	LOA<31days-ILL,INJ-NO SICK LV	Medical LOA - no sick (probably no PTO balance), less than 30 days. Does NOT termate benefits.	LOA	C4<
Leave of Absence	LOA>30 days-ILL,w/Sick Lv Bal	EE on Medical leave but has not exhausted SL balance. Will not get 6 month employee share health insurance and will have to pay cobra rate for insurance.	LOA	C4B
Leave of Absence	LOA>30days-ILL,INJ-NO SICK LV	Medical LOA - no sick balance, greater than 30 days. Will initiate Cobra benefits.	LOA	C4>
Leave of Absence	LOA-Education	Educational LOA. Follow chapter 350 regulations. Employee only entitled to 1 LOA per employment. Atleast 5 years of service for 1 month, and at least 10 years of service for 2 months	LOA	C3
Paid Leave of Absence	FURLOUGH	Use when an employee is placed on furlough. Keeps benefits active & pension credit, will not generate a cobra letter. Employee benefits will mail out a letter for them to pay the employee share.	PLA	FRL
Paid Leave of Absence	Mil Lv - Act Duty < 31 days	Use this when employee on UPT Military for full pay period; entire 2 weeks of a single pay period. Or 2 complete full pay periods. Any more than that move up to the > 30 days code, if not full pay periods and less than 30 days, enter in city time. Follow unpaid military pay instructions on the comptroller's payroll administration website. This will continue benefits but not pay.	PLA	C17
Paid Leave of Absence	Mil Lv - Act Duty > 30 days	Unpaid Military leave greater than 30 days. Continues benefits, but not pay.	PLA	C16
Pay Rate Change	Annual Increment	Sworn staff contractual step increase	PAY	D1
Pay Rate Change	Annual Merit Increase/Decrease	Group A & B pay progression, and City Attorney yearly merit increase	PAY	D2
Pay Rate Change	CL Annual Merit Increase	Title in a career ladder that receives a merit increase due to yearly assessment	PAY	CLM
Pay Rate Change	CL Criteria Achvmnt Adjustment	Title in a career ladder that receives another achievement in the career ladder such as an increase in pay for a certification or license achieved. Also use for loss of a certification or achievement.	PAY	CLA
Pay Rate Change	Internal Equity Adjustment	Special rate letter from DER and Finance and Personnel. Also document in General Comments	PAY	IEQ

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Pay Rate Change	MATRIX ACHIEVEMENT ADJ	When a Matrix placement is adjusted because an achievement (Ex. Certification Pay) is earned or lost. This is done by adjusting the FOTPCT. Payroll clerk should document the reason via a DETAILED comment in General Comments. Created 4/13/2020.	PAY	MAA
Pay Rate Change	MATRIX PLACEMENT	Created 11/22/19. An employee is placed into a matrix, pay rate changes based on matrix scoring. Title must have a matrix in place.	PAY	MP
Pay Rate Change	Nonresident Policy Adj PP13 19	6/20/19 One time adjustment of nonresidents by their nonresident differential into the new pp#13 2019 uniform 3% nonresident policy.	PAY	NRD
Pay Rate Change	Ordinal Change Adjustment	This is a correction to the rate for to the "Ordinal Salary Change" row.	PAY	D3A
Pay Rate Change	Ordinal Salary Change	DER Pay Services uses this for multiple reasons not limited to entering across the board increases due to contractual settlements in sworn staff or as per directed by the Mayor/Common Council for an accross the board increase to General City wages.	PAY	D3
Pay Rate Change	PD ASSOC DEG STEP ACHVMNT	Sworn Police Staff Only - Employee moves in to Associate Degree level steps	PAY	ASC
Pay Rate Change	PD BCHLRS DEG STEP ACHVMNT	Sworn Police Staff Only - Employee moves in to Bachelors Degree level steps	PAY	BCH
Pay Rate Change	PD MASTERS DEG STEP ACHVMNT	Sworn Police Staff Only - Employee moves in to Masters Degree level steps	PAY	MST
Pay Rate Change	Pension Offset Adjustment	A "Tweener" employee who earns the second half of their pension offset adjustment. DER Pay Services will enter this	PAY	POA
Pay Rate Change	Residence Pay Reduction	A non city of Milwaukee resident, this is the non-resident pay reduction row. Hires and Rehires are effective the date they are hired, and Moves outes are effective the pay period following they moved out.	PAY	RPR
Pay Rate Change	Residnce PayRedct-Sig/Frm Refs	If a city employee refuses to sigh a residence statement form, regardless of residence status, their pay is reduced	PAY	RPD
Pay Rate Change	Residncy Estblishd-Pay Incrsed	A city employee who is a nonresident that moves in to Milwaukee. This is to increase their pay to their resident rate. It's effective the pay period following when they became a resident.	PAY	RPI
Pay Rate Change	Rmv Footnote	An employee is no longer eligible for pay that is additional to the base rate per a footnote in the salary ordinance such as no longer doing an assignment or an expiration of a certification. This applies to FOTBIW, FOTPCT, FOTHR in the pay components area of the Compensation tab in job data.	PAY	D3X
Pay Rate Change	Salary Correction	A rate on a row needs to be corrected after a payroll period has been processed, we use a Salary Correction row on top the incorrect row.	PAY	D7

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Pay Rate Change	Salary Correction - Footnote	Similar to "Pay Rate Change - Salary Correction", however updating or correcting a footnote per provisions in SO of PG. Non related to Career Ladder. Also used when Certification Pay is added to a record based on a footnote in the SO.	PAY	PFC
Pay Rate Change	Salary Increment Per Footnote	Employee is eligible for a footnote per the salary ordinance that is NOT related to a career ladder title. For example probationary increment or assignment pay.	PAY	D3Q
Pay Rate Change	Special Appointmnt Rate Letter	Special rate letter from DER and Finance and Personnel, use when the special appointment rate letter is provided after the appointment has begun and you need to update the salary retroactive to the start of the appointment. Also document in General Comments	PAY	SAR
Pay Rate Change	Title Change/Transfer With 3%	Special rate letter from DER and Finance and Personnel, use when the special appointment rate letter is provided after the appointment has begun and you need to update the salary retroactive to the start of the appointment. Also document in General Comments	PAY	TR3
Pay Rate Note	CSC APPRVD RESDNCE HARDSHP WVR	City Service Commission approved a hardship waiver for an employee who moved out of the City of Milwaukee. We document this using this code the date it was approved but do not reduce pay as long as the waiver is in effect.	PRN	CAH
Pay Rate Note	FPC APPRVD RESDNCE HARDSHP WVR	Fire and Police Commission approved a hardship waiver for an employee who moved out of the City of Milwaukee. We document this using this code the date it was approved but do not reduce pay as long as the waiver is in effect.	PRN	FAH
Pay Rate Note	RESDNCE HARDSHP WAVER EXPIRED	Residency hardship waiver has expired. If employee did not move back in to Milwaukee, their pay is reduced the following pay period after the waiver is expired. Use the Pay Rate Change entry in addition.	PRN	HWE
Position Change	Appointment to Police Officer	Current city employee appointed to Police Officer	POS	A29
Position Change	Cancel Demotion	Placeholder to show the demotion was cancelled. Enter this first and then enter an appointment row on top to either restore title, promote, title change, etc.	POS	BX9
Position Change	Election Inspec-Temp Exmpt App	Current employee appointment to Election Inspector or Chief Inspector	POS	ELE
Position Change	EMERGENCY APPOINT-- PRIMARY JOB	Emergency appointment - limited to 10 days	POS	A25
Position Change	Exempt By CSC-Curr Empl	Exempt appointment by City Service Commission (CSC), current employee. May be benefitted or non-benefitted. Empl Class = Exempt	POS	A22
Position Change	Exempt By FPC - Curr Empl	Current employee appointed to an Exempt by FPC appointment.	POS	EFP

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Position Change	Exempt By Statute-Curr Empl	Exempt appointment by State Statute, current employee. May be benefitted or non-benefitted. Empl Class = Exempt	POS	A21
Position Change	Exempt Temp Appt-CSC	Exempt appointment by City Service Commission (CSC) in a Temporary capacity, current employee	POS	XTA
Position Change	Exp Of Emergency Appt	Expiration of Emergency appointment, non separation from service	POS	X98
Position Change	Exp Of Exempt Appt	Expiration of Exempt appointment, non separation from service.	POS	G5
Position Change	Exp Of Exempt Temporary Appt	Expiration of Exempt temporary appointment, non separation from service. A new appointment row would go on top of this row.	POS	XTE
Position Change	Exp Of Fixed Term Appt-Curr EE	Expiration of a Fixed Term appointment, non separation from service. A new appointment row would go on top of this row dated the first Sunday of the next pay period.	POS	EFX
Position Change	Exp Of Provisional	Expiration of Provisional appointment, non separation from service. A new appointment row would go on top of this row.	POS	G6
Position Change	Exp Of Temp Appt	Expiration of temporary appointment, non separation from service. A new appointment row would go on top of this row.	POS	G7
Position Change	Exp Of Temp Election Inspector	Expiration of Exempt temporary Election Inspector or Chief Inspector appointment, non separation from service. A new appointment row would go on top of this row.	POS	ETE
Position Change	FIXD TERM, NORML CERT, CUR EMP	Fixed term appointment such as an intern or Management Trainee	POS	FXD
Position Change	Layoff from Title	Created 9/16/19. Use when a position is eliminated and an employee is laid off to another title.	POS	LOT
Position Change	LOA For Other City Job	If a civil service status employee takes a leave from their current position for an exempt title or per provision on the CSC rules, enter this reason as a placeholder. Does not inactivate their status.	POS	G2
Position Change	Normal Cert Of Current Empl	Nonbenefitted employee is hired off an "Original Exam" eligible list	POS	A1
Position Change	PROVISIONAL APPOINTMENT	Current employee placed on a provisional appointment (benefitted or non)	POS	A23
Position Change	REIN After Resign/Dem	Reinstate employee to a position previously held. Reinstatement was approved by DER/CSC/FPC	POS	A32
Position Change	Rein after Seniority Bump	Possible 3 or more uses: Seasonal layoff and then being retored back to original title (bump back up). Nonseasonal layoff and you bump someone out of a lower position you have rights to (use this to place into lower position because was bumped in to it). Nonseasonal layoff position that was eliminated was returned to budget within 2 years of elimination (use this to place employee back in to title).	POS	X37

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Position Change	Rein to Civil Service Title	Reinstatement was requested and granted by DER/CSC of an actively employed person of the city. Reinstating to a title previously held. Situations for use may vary.	POS	X35
Position Change	Reinstatement aft Termination	Reinstate current employee that was terminated (Terminated during probation or discharged from a previous title) but not separated from service. They were allowed to go back to a previous title via reinstatement (previous title held that passed probation in).	POS	X38
Position Change	Resignation For Other City Job	Employee takes a new appointment within the city service and must resign their prior title first. This row is entered prior to the new appointment row. Typically it's the 2nd Saturday of a pay period.	POS	G1
Position Change	Restore Title	Regularly appointed employee on Temporary/Emergency/Provisional and went back to regular title.	POS	A15
Position Change	Return From LOA	Employee previously took LOA for other city job per civil service rules and is now returning to the position they took the LOA from (civil service title).	POS	RFL
Position Change	Seniority Bump From This Job	Title the employee bumps down from. This means they are being laid off from this title.	POS	G4
Position Change	TEMPORARY APPOINTMENT	Currently appointed employee takes a temporary appointment. This could be a regular employee or a temporary.	POS	A24
Position Change	Term During Probation	Employee terminated during probation (not separated from service), allowed to be reinstated to prior title held.	POS	B1
Position Change	Title Change	Lateral transfer to a title in the same or equivalent pay range/grade - no change in pay - UNLESS new title has higher minimum recruitment rate than current rate	POS	A14
Promotion	Normal Cert-Prom Elig List	Promotional Exam held and an eligible list is created - this is very rare	PRO	A5
Promotion	Original Exam - Normal Cert	Current benefited employee hired off an original eligible list promoted to a higher level position	PRO	A1
Promotion	Promotion After Underfill	Employee satisfied an underfill requirement and is promoted. Rule 4, section 6 (IV-6)	PRO	A16
Promotion	Promotion Without Exam	Employee promoted to a higher grade/range in salary ordinance without exam. No eligible list or underfill. Rule 4, section 9 (IV-9)	PRO	A11
Promotion	Selective Cert-Prom Elig List	Use when someone is promoted via the selective certification process off an eligible list. Certification should say this, departmental HR would be aware of it.	PRO	A7
Recall from Suspension/Layoff	Addl Job Temp Election Inspec	Reactivate job record - appointment to Election Inspector or Chief Inspector	REC	ELE
Recall from Suspension/Layoff	Cancel Suspension	Employee's suspension was cancelled. Date would be the same as the suspension	REC	CX2
Recall from Suspension/Layoff	Emergency Appointment	Reactivating a record for use to give an emergency appointment.	REC	X7
Recall from Suspension/Layoff	Provisional Appointment	Reactivating a record for use to give a provisional appointment.	REC	A23

ACT DESC	Reason Desc	Comment	ACT	REAS
Recall from Suspension/Layoff	Reduce Suspension And Return	When suspension issued was reduced. Such as held in abeyance if attends EAP sessions. Or, case went to CSC for appeal and was given a reduced suspension. When this happens the suspension is reduced and should be recorded this way; the employee ends up serving a reduced suspension.	REC	X3R
Recall from Suspension/Layoff	Reinstatement After Layoff	Reinstatement after a layoff on a "Layoff" record	REC	X31
Recall from Suspension/Layoff	Reinstatement After Suspension	When an employee returns from being suspended from work. Record on the date the employee returns to work per suspension form.	REC	X5R
Recall from Suspension/Layoff	Restore Title	Reactivating a title for use that they are certified in. Would remain the same title it was while record was suspended.	REC	X9
Recall from Suspension/Layoff	Return From AWOL	Record on the date an AWOL employee returned to work.	REC	X40
Recall from Suspension/Layoff	Temporary Appointment	Reactivating a title for use to give a temporary appointment. Would remain the same title it was while record was suspended.	REC	X6
Recall from Suspension/Layoff	Title Change	Fire to switch sworn staff between 8 and 24 hour titles for training, etc.	REC	X10
Recall from Suspension/Layoff	Voluntary Demotion To Job	Reactivate a record and demote - voluntary demotion as described in the salary ordinance. DPW may use this to reactivate the "0" record and demote an employee.	REC	A38
Rehire	CANCEL DISCHARGE	Discharge was cancelled, most likely overturned by a commission, and employee was rehired to the city.	REH	BX2
Rehire	Cancel Expiration of Lv of Abs	Various reasons. Legal action may over turn the LOA separation, or the city may choose to cancel the expiration of LOA.	REH	BX8
Rehire	CANCEL RESIGNATION	Various reasons, for example. Employee voluntarily separates from service and then are returned to service to continue or persue alternate separation methods.	REH	BX3
Rehire	CANCEL RETIREMENT	Use if an employee Retires, then within 30 days of retirement decides to cancel their retirement and return to work. Once employee receive's their first pension check this is no longer an option and cannot cancel their retirement.	REH	BX1
Rehire	Election Inspec-Temp Exmpt App	Appointment to Election Inspector or Chief Inspector	REH	ELE
Rehire	EMERGENCY APPOINTMENT	Rehire of an employee to the city service in an emergency capacity. This would NOT be a benefitted appointment (Regular/Temp field = Temporary)	REH	A25
Rehire	EXEMPT BY CSC ACTION	Rehire to an Exempt by City Service Commission (CSC) position; may be benefitted or non-benefitted. Empl Class = Exempt	REH	A22
Rehire	Exempt By FPC Action	Rehired employee to an Exempt by Fire and Police Commission (FPC) position; may be benefitted or non-benefitted. This is only applicable in Fire and Police departments. Empl Class = Exempt	REH	EFP

ACT DESC	Reason Desc	Comment	ACT	REAS
Rehire	EXEMPT BY STATE STATUTE	Rehire to an Exempt by State Statute position; may be benefitted or non-benefitted. Empl Class = Exempt	REH	A21
Rehire	ORIGINAL EXAM-NORMAL CERT	Rehire to the City Service on a regular appointment from an Eligible List	REH	A1
Rehire	PROVISIONAL OF FORMER EMPLOYEE	Rehire of an employee to the city service in a provisional appointment. This would NOT be a benefitted appointment (Regular / Temp field = Temporary)	REH	A23
Rehire	Reappoint W/O Exam Fixed Term	Rehiring a Fixed Term employee to a fixed term position previously held such a Library Circulation Aide. They are not coming off of a new eligible list.	REH	RFX
Rehire	REH FIXED TERM, NORMAL CERT	Fixed term appointment, appointed from an eligible list, such as an Intern or Management Trainee	REH	FXD
Rehire	Rehire after Disability Retire	Rehire an employee after Disability Retirement	REH	X12
Rehire	Rehire After Normal retirement	Rehire after normal retirement - mainly used for MPD Police Services titles.	REH	X11
Rehire	REHIRE FORMER EMPL FOR RETRO	Reactivate a record for a settlement payment when being on payroll is required. Use with guidance.	REH	X41
Rehire	Reinstate After Disch/Term	Discharge overturned and employee is reinstated to city service. Enter this on the date they were returned to work (or effective date of Termination - follow the ruling of the case). Use this when you are told to retain history on the HCM job record instead of deleting the termination.	REH	X36
Rehire	Reinstate After Resignation	Multiple uses: Rehire of former employee and reinstate to former position held. Reinstatement was approved by DER/CSC/FPC. Or. If employee was granted reinstatement and had to accept a demotion to a lower title, insert this row and then immediately on top of this row insert the row "Demotion - Voluntary Demotion" to put in to lower title.	REH	A32
Rehire	TEMPORARY APPT OF FORMER EMPL	Rehire of an employee to the city service in a temporary capacity. This would NOT be a benefitted appointment (Regular/Temp field = Temporary)	REH	A24
Retirement	Duty Disability Retirement	ERS notification indicates: Duty Disability Retirement	RET	B21
Retirement	Normal Retirement	ERS notification indicates: Normal Service Retirement	RET	B11
Retirement	Ordinary Disability Retirement	ERS notification indicates: Ordinary Disability Retirement	RET	B20
Retirement	Vol Sep (Early Ret)	ERS notification indicates: Early Retirement (Voluntary Separation)	RET	E11
Return from Leave	Cancel LOA-Illness, Injury	Employee's "Medical" LOA was canceled. This will reinstate benefits. Effective date the same date as the LOA began, 1 sequence number higher.	RFL	CX4

ACT DESC	Reason Desc	Comment	ACT	REAS
Return from Leave	Cancel LOA-Other Reasons	Employee's "Non Medical" LOA was canceled. This will reinstate benefits. Effective date the same date as the LOA began, 1 sequence number higher.	RFL	CX5
Return from Leave	RETURN FROM FURLOUGH	Return employee from Furlough	RFL	RFR
Return from Leave	Return From LOA	Return from any LOA reason including the paid LOA action/reasons. This will reinstate benefits	RFL	X33
Suspension	AWOL Greater than 30 days	Absent from work without leave 30 days or more. Enter on primary job and suspend the rest of the other records if multiple as not used.	SUS	C1>
Suspension	AWOL Less than 31 days	Absent from work without leave less than 31 days. Enter on primary job and suspend the rest of the other records if multiple as not used.	SUS	C1<
Suspension	EXPIRATION OF THIS PROV APPT	Expiration of Provisional appointment, non separation from service. Also suspends the job record. Must have another active job record recording time on.	SUS	G6
Suspension	EXPIRE EMERGENCY APPOINTMENT	Expiration of Emergency appointment, non separation from service. Also suspends the job record. Must have another active job record recording time on.	SUS	X98
Suspension	EXPIRE SECONDARY EXEMPT APPT	Expiration of Exempt secondary appointment, non separation from service. Also suspends the job record. Must have another active job record recording time on.	SUS	G5
Suspension	EXPIRE TEMPORARY APPOINTMENT	Expiration of Temporary appointment, non separation from service. Also suspends the job record. Must have another active job record recording time on.	SUS	G7
Suspension	Suspend--This Title not used	Multiple uses such as: Suspend a job record because it's not being used at this time. Employee is on LOA/Suspension on primary title. Or, employee's primary record is moving from #1 or higher to record #0.	SUS	G15
Suspension	Suspension 31 TO 59 DAYS	Employee suspended from work, 31 to 59 days. Enter on primary job. Suspend the secondary jobs as not used. Enter day suspension starts per official city suspension form. Use "Suspension - Suspension/Spread Over Time" if the suspension is divided up in to two or more time periods.	SUS	C2L
Suspension	Suspension less than 31 days	Employee suspended from work, less than 31 days. Enter on primary job. Suspend the secondary jobs as not used. Enter day suspension starts per official city suspension form. Use "Suspension - Suspension/Spread Over Time" if the suspension is divided up in to two or more time periods.	SUS	C2
Suspension	Suspension over 59 days	Employee suspended from work, 60 days or more. Enter on primary job. Suspend the secondary jobs as not used. Enter day suspension starts per official city suspension form. Use "Suspension - Suspension/Spread Over Time" if the suspension is divided up in to two or more time periods.	SUS	C2S

ACT DESC	Reason Desc	Comment	ACT	REAS
Suspension	Suspension/Spread Over Time	Employee is suspended from work, however the suspension is spread out to be served over time. For example a 10 day suspension served as two - five day suspensions. You would record both entries using this action/reason. Enter on primary job. Suspend the secondary jobs as not used. Enter day suspension starts per official city suspension form.	SUS	C2T
Termination	CANCEL APPOINTMENT-NO SHOW	Employee hired on HCM and then employee never actually started. This is to terminate employment. However, contract comptroller's office payroll administration to see if the ID# can be deleted prior to doing this.	TER	AX1
Termination	DEATH	Death of an "Active" city employee. Must be HR status of active. Effective date = day after death, even on the weekend. If employee has secondary job records, they should all be updated with this entry.	TER	DEA
Termination	Discharge	Employee was discharged from city service	TER	B2
Termination	Exp Of Emergency Appt	Expiration of emergency appointment. This will be a "temporary employee". Separation from service	TER	X98
Termination	Exp Of Exempt Appt-Discharge	Exempt employee is discharged from service	TER	B5
Termination	Exp Of Exempt Appt-Exp of LOA	Exempt employee has their leave of absence expired. Separation from service.	TER	XLE
Termination	Exp Of Exempt Appt-Lieu Dischg	Exempt employee resigns from service in lieu of being discharged	TER	B4D
Termination	Exp Of Exempt Appt-Nonrenewal	Exempt appointment nonrenewed. Appointed or Elected position not renewed. Separation from service.	TER	B5N
Termination	Exp Of Exempt Appt-Resignation	Exempt employee resigns from service.	TER	B4
Termination	Exp Of Exempt Temporary Appt	Expiration of Exempt temporary appointment. Separation from service.	TER	XTE
Termination	Exp Of Exempt-Electn Temp OAll	Expiration of Temporary Office Assistant II in Election. Separation from service.	TER	ETO
Termination	Exp Of Fixed Term App-Elg Rein	Expiration of a Fixed Term appointment. Separation from service.	TER	EFX
Termination	Exp Of Leave Of Absence	Uses: On separation notice, will be either: "A request for a leave of absence or for an extension of a leave of absence has been denied" or "A leave of absence or an extension of a leave of absence has been revoked". Or.. This is the choice when an employee is disenrolled/expired out of DEPP.	TER	B8
Termination	Exp Of LOA-Failur to Retrnr Frm	On separation notice, will be: "Failure to return at the expiration of leave of abence".	TER	LVE
Termination	Exp Of Provisional Appt	Expiration of provisional appointment, separation from service. This would be for a "non regular" employee or regular/temporary field = temporary.	TER	B6
Termination	Exp of Temp Election Inspector	Expiration of Exempt temporary Election Inspector or Chief Inspector appointment, separation from service.	TER	ETE

ACT DESC	Reason Desc	Comment	ACT	REAS
Termination	Exp Of Temporary Appt	Expiration of temporary appointment regardless of reason why - they are separating from service. This would be for a "non regular" employee or regular/temporary field = temporary.	TER	B7
Termination	JOB ABANDONMENT	Employee literally abandons job, would have been AWOL first. Would be the same as a resignation but abandoned the job.	TER	JAB
Termination	Resign In Lieu Of Discharge	Employee resigns in lieu of being discharged. Separation from service.	TER	B3D
Termination	Resign in Lieu of Term-Probatn	Probationary employee chose to resign from service instead of being terminated from the city.	TER	RLP
Termination	Resignation	Employee resigns from title, separation from service	TER	B3
Termination	Term During Probation	Employee was terminated prior to completing probation; use this option if the position was not a good fit. The employee was separated from service.	TER	B1
Termination	Term During Probatn-Misconduct	Employee was terminated during probation for misconduct, and separated from service.	TER	B21
Termination	TERMINATE RECORD AFTER RETRO	Sworn staff - when necessary to return an employee to process a contractual/settlement payment. Rarely used. Contact DER Pay Services for guidance.	TER	X41
Transfer	Inter-Dept Transfer	Employee changes departments. Refer to DER Pay Services Transfer procedure.	XFR	T2
Transfer	Intra-Dept Transfer	Employee changes from one location to another within the same department. Refer to DER Pay Services Transfer procedure.	XFR	T1
Transfer	Transfer From This Dept	Employee is transferring to a new department ID#. This entry is made the day before they go in to the new department ID#. Refer to DER Pay Services Transfer procedure.	XFR	G8