

## ACTION CODES WITH REASONS AND DESCRIPTIONS

APRIL 2024

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

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

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

Action: **CCH** - Concurrent Hire

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Reasons	Short Description	Long Description	Status
3MO	Three Mo	A temporary appointment not expected to exceed three months.	A
42B	Rule 4.2B	Appoint an individual who was tested under the provisions of Rule 4.2B.	A
526	Tr S52.6	Transfer an employee in accordance with S52.6 of the Civil Service Law.	A
641	S64.1C	Pending Preferred List in accordance with S64.1C of the Civil Service Law.	A
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.	A
704	Tr S70.4	Transfer an employee in accordance with S70.4 of the CS Law.	A
ACU	Appt CU	An appointment to the CUNY Professional Staff.	A
AJT	Adjunct	Payment for part-time employment for PSC employees in CUNY. Can be used for either hourly or contract.	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.	A
ASP	Assign SP	Assignment of member of the State Police.	A
ASU	Appt SU	Appointment to the SUNY Unclassified service.	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
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
CRN	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.	A
CSM	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. <b>For agency 08020 use only.</b>	A
CSP	Cancel Sep	Cancellation of any removal type transaction reported in error.	A
CSS	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.	A
CVS	Canvass	An appointment pending canvass of a current or anticipated eligible list.	A
DCU	Dem CU	Demotion of a CUNY Professional Staff employee to a lower salary and title.	A
DMT	Demote	Demotion of an employee in title and grade as a result of disciplinary action.	A
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.	A
DPR	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.	A
DPT	Dept	Appointment from a Departmental Promotion Eligible List.	A
DSG	Designated	Designation of a Justice by the Governor.	A
DSU	Dem SU	Demotion of a SUNY administrative staff employee to a lower salary and title.	A
ELL	Elect Leg	Placement of elected legislator on payroll.	A
ELT	Elected	Placement of elected official on payroll.	A
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
GPM	Gen Prom	A promotion from a general list.	A
IDP	IDP	Appoint from an Interdepartmental Promotion Eligible List.	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
LTM	Legislative Transfer Medicaid	Appointment for county employees that support the Medicaid program.	A
MWH	Minimum Wage Hourly	Use when paying the Division of the Budget (DOB) approved minimum wage increase to hourly employees.	A
MWS	Minimum Wage Salary	To pay an annual salaried employee the annual equivalent of the Division of the Budget (DOB) approved minimum wage.	A

Reasons	Short Description	Long Description	Status
NCA	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.	A
NCO	Rule 4.2B	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY. Refer to code 42B.	I
NCP	Ncp	Appoint via Non-Competitive promotion under Section 52.7 of the CS Law.	A
NCQ	Tr S70.4	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY. Refer to code 704.	I
OCM	Oc	Appoint from an Open Competitive Eligible List.	A
OCS	Occasional	Appoint to an hourly position on a part-time, occasional basis.	A
PCU	Prom CU	Promotion of a CUNY Professional Staff employee to a higher-level position.	A
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.	A
PJC	Pend JC	Appointment pending a determination concerning the jurisdictional class of the position.	A
PJT	Project	Appoint to a position that is a Special Study or Project under S64.3 of the CS Law.	A
PLR	Plcmt Rost	Appoint an individual from a Placement Roster.	A
POR	Pend Oral	Appoint an individual on an eligible list with temporary status pending the results of an oral test.	A
PPC	Pend PC	An appointment pending position classification.	A
PPH	Pend Phys	A temporary appointment pending a physical examination.	A
PPL	S64.1C	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY. Refer to code 641.	I
PRE	Pend Recl	Appoint an individual to a position that is being reclassified.	A
PRF	Pref	An appointment from a preferred list.	A
PRM	Prom	Promote an employee in the State Police.	A
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.	A
R54	Rein R5.4	Reinstate an employee under the provisions of Rule 5.4.	A
RBD	Rein Board	Reinstatement by Board action.	A
RCM	Rein Comm	Permanently appoint an individual who has been reinstated by Civil Service Commission action.	A
RDR	Rein Dir	Reinstatement 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
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	A
RER	Rerost	Report an appointment of an individual to a Competitive, Non-Competitive, or Labor class position from a	A

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 appointment authority (in one payroll agency or across payroll agencies) to avoid layoff prior to an abolition of position taking place.	A
RRR	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.	A
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.	A
RST	Rein Supt	Reinstate Superintendent. <b>For State Police only.</b>	A
SDT	Student	Used to appoint a student to College Work Study payroll.	A
SEA	Seasonal	Appoint from a seasonal reemployment list to a Competitive class position classified as seasonal.	A
SMA	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.	A
SPA	Spec Allow	Lieu allowances for the Senate and Assembly Members.	A
SWN	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.	A
SXM	Six Mo	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY. Refer to code 6MO.	I
TMO	Three Mo	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY. Refer to code 3MO.	I
TRA	Tr S52.6	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY. Refer to code 526.	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.	A
TRL	Tr List	An appointment made from a transfer list.	A
TRR	Tr Reg	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY. Refer to code 701.	I
TRY	Plcmt Rost	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY. Refer to code PLR.	I
UPM	Unit Prom	Promotion from a unit promotion list.	A
VDM	V Demote	Voluntary demotion.	A

Action: **DTA** – Data Change

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

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

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.	A
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.	A
RCM	Rein Comm	Permanently appoint an individual who has been reinstated by Civil Service Commission action.	A
RUS	Resc Unsat	Rescind unsatisfactory performance rating.	A
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.	A
VLR	Vol Reduct	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
VRW	Vol Reduct	Voluntary Reduction in work schedule.	A
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.	A

Action: **HIR** – Hire

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Reasons	Short Description	Long Description	Status
3MO	Three Mo	A temporary appointment not expected to exceed three months.	A
42B	Rule 4.2B	Appoint an individual who was tested under the provisions of Rule 4.2B.	A
641	S64.1C	Pend Preferred List.	A
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.	A

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.	A
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	Appoint Session – appointment of a session employee.	A
ASU	Appt SU	Appointment to the SUNY Unclassified service.	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
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	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
CRE	Cumu Retire	Cumu Retire Employment FRA	A
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. <b>For agency 08020 use only.</b>	A
CVS	Canvass	An appointment pending canvass of a current or anticipated eligible list.	A
DSG	Designated	Designation of a Justice by the Governor.	A
ELL	Elect Leg	Placement of elected legislator on payroll.	A
ELT	Elected	Placement of elected official on payroll.	A
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
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
LTM	Legislative Transfer Medicaid	Appointment for county employees that support the Medicaid program.	A
MIL	Mil	Appointment from Special Military List.	A
MWH	Minimum Wage Hourly	Use when paying the minimum wage increase to hourly employees.	A
MWS	Minimum Wage Salary	Use when paying the minimum wage to salaried employees.	A
NAD	New Award	New Award	
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.	I
NCP	Ncp	Appoint via non-competitive promotion under Section 52.7 of the Civil Service Law.	A
NCQ	Tr S70.4	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
NRE	NH Cumu Retire Employment FRA	NH Cumu Retire Employment FRA	A
OCM	Oc	Appoint from an open competitive eligible list.	A
OCS	Occasional	Appoint to an hourly position on a part-time, occasional basis.	A
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.	A
PJC	Pend JC	Appoint pending a determination concerning the jurisdictional class of the position.	A
PJT	Project	Appoint to a position that is a Special Study or Project under Section 64.3 of the Civil Service Law.	A
POR	Pend Oral	Appoint an individual on an eligible list with temporary status pending the results of an oral test.	A
PPC	Pend PC	An appointment pending position classification.	A
PPH	Pend Phys	A temporary appointment pending a physical examination.	A
PPL	S64.1C	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
PRE	Pend Recl	Appoint an individual to a position that is being reclassified.	A
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
RCM	Rein Comm	Permanently appoint an individual who has been reinstated by Civil Service Commission action.	A
REC	Rec	Recreational seasonal appointments in Park & Rec agencies and Department of Environmental Conservation.	A



Reasons	Short Description	Long Description	Status
SDT	Student	Used to appoint a student to College Work Study payroll.	A
SEA	Seasonal	Appoint from a seasonal reemployment list to a competitive class position classified as seasonal.	A
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.	A
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

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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.	A
CCL	Child Care Lv	Place an employee on a child care leave without pay.	A
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.	A
FML	Fam Med Lv	Place an employee on a leave of absence without pay for family obligations or family/personal illness.	A
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 <sup>th</sup> Statutory Pause	LEG 27 <sup>th</sup> Statutory Pause	A
LGC	Long Comp	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
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.	A
LOT	DCR Lv Out	A discretionary leave of absence without pay for an employee going outside of State service.	A
MLL	Mil Lv	Place an employee on Military leave without pay.	A
MLS	Mil Stip	Used to report an employee's eligibility to receive military stipend payments.	A
MLV	Mandat Lv	Place an employee on a leave internal (other than probationary leave) that is required by law, rule or negotiated agreement.	A
MTS	Military Training Stipend	Training leave at reduced pay for Military Leave unrelated to the events of September 11, 2001.	A
OMT	Omit	Removal of exception hourly employees when no payment is due for the period.	A
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.	A
PFL	Paid Family Leave	Used to identify employees who have received approval to use the NY Paid Family Leave benefit.	A
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.	A
RUS	Resc Unsat	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
S72	Ordinary Disability Leave	Ordinary disability leave without pay for non-occupational injury or disease.	A
SBL	Sab Lv	Sabbatical leave without pay or with less than full pay.	A
SDC	Sal Decr	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
SIC	Sal Incr	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
SKL	Sick Lv	Place an employee on sick leave without pay.	A
SUP	Suspension	Place an employee on disciplinary suspension without pay.	A
USP	Unsat Perf	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
WDL	WC Dis Lv	Place an employee on Worker's Compensation <b>disability leave benefit</b> when the date of injury is on or after July 1, 1992.	A
WPS	WC 60% SUP	Place an employee on Worker's Compensation <b>supplemental payment benefit</b> when the date of injury is on or after July 1, 1992.	A
WSP	WC Sup	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I

Action: **LTO** – Long Term Disability

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Reasons	Short Description	Long Description	Status
LTO	Long T Dis	Place a permanent or contingent permanent employee on long-term disability.	A
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

Action: **PAY** - Pay Rate Change

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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.	A
131	Incr HR 131.1a	Identifies employees receiving additional compensation based on Section 131.1a of the Civil Service Law.	A
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	A

Reasons	Short Description	Long Description	Status
		the 1 <sup>st</sup> and 2 <sup>nd</sup> Longevity Steps and the employee is due a 2 <sup>nd</sup> Longevity of the current grade after four (4) years.	
379	Jud Law 37.9	Used to report the pay change associated with 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 1 <sup>st</sup> or 2 <sup>nd</sup> Longevity Step in the lower grade.	A
713	Rein Dis	Reinstate an employee from ordinary or occupational disability termination.	A
ADV	Mndtry Adv	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
AIC	Auto Incr	Auto Incr	A
APT	Appoint	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	Additional Salary Factor	Used to pay additional salary factors, such as LOC, SHIFT, GEO, INC	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
BC6	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	A
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
CAR	CUNY Adjusted Raise	To pay retroactive salary increases for CUNY employees represented by the Professional Staff Congress.	A
CBU	Chg Bargaining Unit	Used when reporting a salary change due to a bargaining unit change.	A
CCA	Chg Contract Amount	Change contract amount for an Adjunct.	A
CFS	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.	A
CIB	CUNY Increase to Incumbent Dat	For movement from suppressed rate to the incumbency rate after the appropriate time period.	A
CIH	CUNY Increase Hiring Rate	Employees with prior creditable service who are hired above the suppressed minimum.	A
CJC	Chg Jurisdictional Class	To report a change or correction in Jurisdictional Class.	A
CLH	CUNY Level Increased Hiring Ra	For appointment to level other than level 1 of that title.	A
CLV	CUNY Change in Level	Advancement to a higher level in the same title.	A

Reasons	Short Description	Long Description	Status
CMI	CUNY Merit Increase	Merit increase to base salary for managerial and non-managerial employees.	A
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
COB	Chg Obl	Change in obligation other than beginning of academic year.	A
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
CRT	Chg Rate	Change in rate for hourly and daily employees.	A
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).	A
CSL	Cor Sal	Correct the salary of an employee.	A
CSR	CUNY Suppressed Hiring Rate	New hire suppressed rate year 1 or movement to year 2.	A
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.	A
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.	A
FAC	Factor Adjustment	System generated to report factor change.	A
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.	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
LGC	Longevity Compensation	Code used to report Longevity for State Police.	A
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.	A

Reasons	Short Description	Long Description	Status
MCA	Man Con 2003 Perf Rest Auto	Code used to automatically restore 2003 Management Confidential Performance Advances.	A
MCM	Man Con 2003 Perf Rest Manual	Code used to manually restore 2003 Management Confidential Performance Advances.	A
MSC	Military Stipend Change	Military Stipend Change	A
MST	Merit Step Payment	Merit Step Payment	A
MWH	Minimum Wage Hourly	Use when paying the Division of the Budget (DOB) approved minimum wage increase to hourly employees.	A
MWS	Minimum Wage Salary	Use to pay an annual salaried employee the annual equivalent of the Division of the Budget (DOB) approved minimum wage.	A
NCT	New Contract	Used to report a new contract for Adjuncts.	A
NEW	New Employee Salary	Used when reporting a salary for a new employee.	A
NSG	NS to Grade	Movement of an employee from an ungraded non-statutory position to a graded position.	A
OPD	Occupational Pay Differential	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
PAV	Perf Adv	Performance advance payment.	A
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
PMR	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.	A
PRF	Pref	An appointment from a Preferred List.	A
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
PSP	Preshift Program	Pay Preshift Program	A
PWH	Perf Withheld	Performance advance withheld.	A
R54	Rein R5.4	Reinstate an employee under the provisions of Rule 5.4.	A
RAL	Reallocatn	Reallocation of allocated position to another salary grade.	A
RBD	Rein Board	Reinstatement by Board.	A
RCL	Reclass	Reclassification of position to 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.	A
RCP	Remove Composite	Used to move someone out of a Composite salary.	A
RDR	Rein Dir	Reinstatement by direction of Court Order, Civil Service Commission or other administrative action after disciplinary removal.	A
RER	Rerost	Report an appointment of an individual to a competitive, non-competitive or labor class position	A

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

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

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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.	I
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
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
CDL	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	A

Reasons	Short Description	Long Description	Status
		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, LOA, RFL, Hire, Rehire, Termination, etc.) which are pursuant to the terms of a Court Order.	A
CPP	CUNY Paid Parental Leave	Used to place an eligible CUNY employee on a Paid Parental Leave on or after 3/21/09.	A
EDF	Ed Lv Ful	Place an employee on educational leave with full pay.	A
EDL	Ed Lv	Place an employee on educational leave (without pay or with less than full pay).	A
EDW	Ed Lv Less Than 100% Pay	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
FLW	Fellowship	Appointment under a fellowship award at the graduate level at full or partial pay.	A
FMC	EFMLA PD LV COVID 19	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
MLS	Mil Stip	Military Stipend	A
ODL	Occ Dis Lv	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
OGF	Org Lv Ful	Employee organization leave with full pay.	A
PPF	Paid Parental Full	To indicate a leave granted to unrepresented Executive Branch State employees to bond with a newly born, adopted, or fostered child.	A
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
SBL	Sab Lv	Sabbatical leave without pay or with less than full pay.	A
SKL	Sick Lv	Place an employee on sick leave with less than full pay.	A
SLF	Sick Lv Ful	Sick leave with full pay.	A
SLL	Sab Lv Ful	Sabbatical leave with full pay.	A
SLW	Sick Lv Less Than 100% Pay	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
SPF	Susp Ful	Place an employee on suspension with full pay.	A
SWC	Sick Lv Pa w/Workers Comp	Sick leave with pay for an employee also with Worker's Compensation.	A
WCF	Workers Comp Leave Full	Used on Job Data to return an employee from Paid Leave of Absence/Worker's Comp Leave Full.	A



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.	A
131	Incr HR 131.1a	Identifies employees receiving additional compensation based on Section 131.1a of the Civil Service Law.	A
3MO	Three Mo	A temporary appointment not expected to exceed three months.	A
42B	Rule 4.2B	Appoint an individual who was tested under the provisions of Rule 4.2B.	A
526	Tr S52.6	Transfer an employee in accordance with S52.6 of the CS Law.	A
641	S64.1C	Pend Preferred List.	A
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.	A
704	Tr S70.4	Transfer S70.4	A
ABL	Abolished Position	Abolished Position	A
ACU	Appt CU	An appointment to the CUNY Professional Staff.	A
ADR	Appoint Downward Reallocation	Appoint Downward Reallocation	A
ADV	Mndtry Adv	Mandatory advance	A
AJT	Adjunct	Payment for part-time employment for PSC employees in CUNY. Can be used for either hourly or contracts.	A
ANY	Add NYS Position	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
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.	A
ASF	Additional Salary Factor	Additional salary factor.	A
ASP	Assign SP	Assignment of a member of the State Police.	A
ASU	Appt SU	Appointment to the SUNY Unclassified service.	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
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
CAR	CUNY Adj R	CUNY Adjusted Raise	A
CBU	Chg Bargaining Unit	Used when reporting a salary change due to a bargaining unit change.	A
CFD	Certified	Certified for employment – continue a retired or incapacitated Justice on the payroll.	A
CHL	Change Line	Line item change.	A
CJC	Chg Jurisdictional Class	To report a change or correction in Jurisdictional Class.	A

Reasons	Short Description	Long Description	Status
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	A
COB	Chg Obl	Change in Obligation other than beginning of academic year.	A
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.	A
CPF	Chg PT FT	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
CPT	Chg Pct	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
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
CSC	Civil Service Comm Action	Civil Service Commission Action.	A
CSL	Cor Sal	Correct the salary of an employee.	A
CVS	Canvass	An appointment pending canvass of a current or anticipated eligible list.	A
DCU	Dem CU	Demotion of a CUNY Professional Staff employee to a lower salary and title.	A
DMT	Demote	Demotion of an employee in title and grade as a result of a disciplinary action.	A
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.	A
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.	A
DSG	Designated	Designation of a Justice by the Governor.	A
DSU	Dem SU	Demotion of a SUNY administrative staff employee to a lower salary and title.	A
ELL	Elect Leg	Placement of an elected legislator on the payroll.	A
ELT	Elected	Placement of an elected official on the payroll.	A
EXT	Position Extension	Position extension.	A
FLW	Fellowship	Appointment under a fellowship award at the graduate level at full or partial pay.	A
GPM	Gen Prom	A promotion from a general list.	A
GSI	General Salary Increase	General Salary Increase.	A
IDP	Idp	Appointment from an Interdepartmental Promotion Eligible List.	A
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.	A
INA	Inactivation	Inactivation of a position.	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

<b>Reasons</b>	<b>Short Description</b>	<b>Long Description</b>	<b>Status</b>
LIH	Level Increased Hiring Rate	Increased hiring rate specific to SUNY.	A
LOC	Location Change	Change the location of a position.	A
LTM	Legislative Transfer Medicaid	Appointment for county employees that support the Medicaid program.	A
MIL	Mil	Appointment from Special Military List.	A
MLS	Mil Stip	Military Stipend	A
MOV	Movement	Movement of a position from one Position Location Code to another.	A
MWH	Minimum Wage Hourly	Use when paying the minimum wage increase to hourly employees.	A
MWS	Minimum Wage Salary	Use when paying minimum wage.	A
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.	I
NCP	Ncp	Appoint via non-competitive promotion under Section 52.7 of the Civil Service Law.	A
NCQ	Tr S70.4	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
NEG	Negotiating Unit Change	Negotiating Unit Change	A
NEW	New Position	New Position	A
NSA	Compensation Adjustment	Compensation Adjustment	A
OCM	Oc	Appoint from an open competitive eligible list.	A
OCS	Occasional	Appoint to an hourly position on a part-time occasional basis.	A
PBT	Prob Term	Termination of an employee due to an unsuccessful probation period (employee return to former position).	A
PCU	Prom CU	Promotion of a CUNY Professional Staff employee to a higher-level position.	A
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.	A
PJC	Pend JC	Appoint pending a determination concerning the jurisdictional class of the position.	A
PJT	Project	Appoint to a position that is a Special Study or Project under Section 64.3 of the Civil Service Law.	A
POR	Pend Oral	Appoint an individual on an eligible list with temporary status pending the results of an oral test.	A
PPC	Pend PC	An appointment pending position classification.	A
PPH	Pend Phys	A temporary appointment pending a physical examination.	A
PPL	S64.1C	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
PRE	Pend Recl	Appoint an individual to a position that is being reclassified.	A
PRF	Pref	An appointment from a Preferred List.	A
PRM	Prom	Promote an employee in the State Police.	A
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
PSU	Prom SU	Promotion of a SUNY Professional Staff employee to a higher-level position.	A
R54	Rein R5.4	Reinstate an employee under the provisions of Rule 5.4.	A
RAL	Reallocatn	Reallocation of an allocated position to another salary grade.	A
RBD	Rein Board	Reinstatement by Board.	A
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.	A
RCS	Reclass SP	Reclass SP	A
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	A
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.	A
RNI	Reasgn In	Reassign In	A
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.	A
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.	A
RST	Rein Supt	Reinstate Superintendent. <b>State Police only.</b>	A
RSU	Reclass SU	Reclassification of a SUNY position.	A
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

Reasons	Short Description	Long Description	Status
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.	A
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
TNC	Title Name Change	Title name change.	A
TPR	Semi-annual React Temp Pos	Semi-annual reactivation of a temporary position.	A
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.	A
TRL	Tr List	An appointment made from a Transfer List.	A
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.	A
TSR	Ttl St Ral	Title structure reallocation.	A
UPM	Unit Prom	Promotion from a Unit promotion list.	A
VDM	V Demote	Voluntary demotion.	A
Z01	Abolished Position	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS	A
Z02	Bargaining Unit Change	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS	A
Z03	Earmark Position	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS	A
Z04	Extend Date of Temp Position	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS & OSC USE ONLY	A
Z05	Inactivate Position	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS & OSC USE ONLY	A
Z06	Pos Mov (Funding/Pool ID Chg)	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS & OSC USE ONLY	A
Z07	New Position	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS & OSC USE ONLY	A
Z08	Reallocation of Position	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS & OSC USE ONLY	A
Z09	Reclassification of Position	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS & OSC USE ONLY	A
Z10	Title Structure Change	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS & OSC USE ONLY	A
Z11	Update of Position Data	FOR OSC POSITION UNIT USE ONLY	A
Z12	Agency Update of Position Data	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS & OSC USE ONLY	A
Z13	Update Trainee Position	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS & OSC USE ONLY	A

Reasons	Short Description	Long Description	Status
Z14	Transfer of Function	FOR AGENCIES WHO CONTROL THEIR OWN POSITIONS & OSC USE ONLY	A

Action: **REH** – Rehire

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Reasons	Short Description	Long Description	Status
3MO	Three Mo	A temporary appointment not expected to exceed three months.	A
42B	Rule 4.2B	Appoint an individual who was tested under the provisions of Rule 4.2B.	A
526	Tr S52.6	Transfer an employee in accordance with S52.6 of the CS Law.	A
641	S64.1C	Pend Preferred List	A
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.	A
704	Tr S70.4	Transfer S70.4	A
713	Return from Disability	Reinstate employee from ordinary or occupational disability termination.	A
ACU	Appt CU	An appointment to the CUNY Professional Staff.	A
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.	A
ASP	Assign SP	Assignment of member of the State Police.	A
ASU	Appt SU	Appointment to the SUNY Unclassified service.	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
CFD	Certified	Certified for employment – continue a retired or incapacitated Justice on the payroll.	A
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
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
CRE	Cumu Retire Employment FRA	Cumu Retire Employment FRA	A
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. <b>For agency 08020 only.</b>	A
CSP	Cancel Sep	Cancellation of any removal type transaction reported in error.	A
CVS	Canvass	An appointment pending canvass of a current or anticipated eligible list.	A
DPT	Dept	Appoint from a Departmental Promotion Eligible List.	A
DSG	Designated	Designation of a Justice by the Governor.	A
ELL	Elect Leg	Placement of elected legislator on the payroll.	A
ELT	Elected	Placement of elected official on the payroll.	A
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
GPM	Gen Prom	A promotion from a general list.	A
IDP	IDP	Appoint from an Interdepartmental Promotion Eligible List.	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
LTM	Legislative Transfer Medicaid	Appointment for county employees that support the Medicaid program.	A
MIL	Mil	Appointment from Special Military List.	A
MWH	Minimum Wage Hourly	Use when paying the minimum wage increase to hourly employees.	A
MWS	Minimum Wage Salary	Use when paying minimum wage.	A
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.	I
NCP	Ncp	Appoint via non-competitive promotion under Section 52.7 of the Civil Service Law.	A
NCQ	Tr S70.4	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
NEG	Negotiating Unit Change	Change the negotiating unit for a position.	A
NEW	New Position	New Position.	A

<b>Reasons</b>	<b>Short Description</b>	<b>Long Description</b>	<b>Status</b>
NRE	NH Cumu Retire Employment FRA	NH Cumu Retire Employment FRA	A
OCM	Oc	Appoint from an open competitive eligible list.	A
OCS	Occasional	Appoint to an hourly position on a part-time, occasional basis.	A
PCU	Prom CU	Promotion of a CUNY Professional Staff employee to a higher-level position.	A
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.	A
PJC	Pend JC	Appoint pending a determination concerning the jurisdictional class of the position.	A
PJT	Project	Appoint to a position that is a Special Study or Project under Section 64.3 of the Civil Service Law.	A
POR	Pend Oral	Appoint an individual on an eligible list with temporary status pending the results of an oral test.	A
PPC	Pend PC	An appointment pending position classification.	A
PPH	Pend Phys	A temporary appointment pending a physical examination.	A
PPL	S64.1C	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
PRE	Pend Recl	Appoint an individual to a position that is being reclassified.	A
PRF	Pref	An appointment from a Preferred list.	A
PRM	Prom	Promote an employee in the State Police	A
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.	A
R54	Rein R5.4	Reinstate an employee under the provisions of Rule 5.4.	A
RBD	Rein Board	Reinstatement by Board.	A
RCM	Rein Comm	Permanently appoint an individual who has been reinstated by Civil Service Commission action.	A
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 re-employment 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



Reasons	Short Description	Long Description	Status
REE	Re Emp	Re-employment of a retired State employee.	A
RER	Rerost	Report an appointment of an individual to a competitive, non-competitive, or labor class position from a re-employment roster certified by the Department of Civil Service.	A
RNI	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.	A
RNS	Reasgn SP	Reassignment of a) members from BCI back to uniform service; or b) the Superintendent (after termination) to a uniform position previously held.	A
RRR	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; 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
RST	Rein Supt	Reinstate Superintendent. <b>State Police only.</b>	A
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
RTS	Return SU	Return of a SUNY employee for Fall term without change in title and grade.	A
SDT	Student	Used to appoint a student to a College Work Study payroll.	A
SEA	Seasonal	Appoint from a seasonal re-employment list to a competitive class position classified as seasonal.	A
SMA	Sum Appt	Use this code for: a) current 10M or CAL employees 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.	A
SPA	Spec Allow	Lieu allowances for Senate and Assembly Members.	A
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 the 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
TRF	Transfer of Function	The placement of an employee on the payroll as a result of a Section 70.2 Transfer of Function from another agency.	A

Reasons	Short Description	Long Description	Status
TRL	Tr List	An appointment made from a Transfer list.	A
TRR	Tr Reg	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I

Action: **RET** – Retirement

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Reasons	Short Description	Long Description	Status
CBI	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.	A
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.	A
TRI	Targeted Retirement Incentive	Identifies employees who retire under the Targeted Retirement Incentive.	A
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

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

Action: **RFL** – Return from Leave

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

Reasons	Short Description	Long Description	Status
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.	A
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
R21	CUNY Medical Sep Rein Lv 211	Return from CUNY Medical Separation Leave.	A
RCF	Return from Workers Comp Full	Return from Worker's Comp Leave Full. (To be used to return an employee from PLA/WCF	A
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.	I
RLV	Rein Lv	Reinstate from any type of leave of absence.	A
RPS	Rein WC 60% Sup	Reinstatement of Worker's Compensation 60% Supplemental Pay.	A
RSP	Rein Susp	Reinstatement from a disciplinary suspension.	A
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).	A
RWS	Rei WC Sup	Reinstatement to regular pay status from supplemental pay status effective April 1, 1986 or later.	A
WWP	WC Works Part Time	Worker's Compensation for part-time employees.	A

Action: **STO** – Short Term Disability

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Reasons	Short Description	Long Description	Status
STO	Shrt T Dis	Place an employee on short-term disability leave.	A
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 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.	A
CAN	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; c) when the employee does not report for work.	A
CAT	Can Trans	Use this code to remove an employee who is being 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.	A
CBI	Court Buyout Incentive	Identifies Unified Court System employees who separated or retired under the Court's Buyout Incentive Payment FY 2009-10.	A
CFS	Cor Fy Sal	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
CMX	Com Expire	Removal of employee due to expiration of Commission leave.	A
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.	
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
DEA	Deceased	Report the death of an employee.	A

Reasons	Short Description	Long Description	Status
DEC	Deceased	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
DPM	Discip Rem	Remove an employee from a position as the result of a disciplinary action.	A
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
LAD	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).	A
LAF	Layoff	Remove an individual with permanent status from a position as a result of a reduction in force (RIF).	A
LAR	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).	A
LGC	Long Comp	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
LGP	Long Pay	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
LTT	List Term	Remove an employee who is being displaced due to the establishment of an eligible list.	A
ODT	Term S71	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
OPD	Occ Pay Dif	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
ORD	Ord Dis Term	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
PAV	Perf Adv	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
PBT	Prob Term	Termination of an employee due to an unsuccessful probation period (employee return to former position).	A
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
RAJ	Rem Adjnt	Removal of adjunct prior to expiration date originally reported.	A
RAL	Reallocatn	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
REA	Reassign	Separation as a result of lateral movement within an appointing authority.	A
REM	Remove	Remove	A

Reasons	Short Description	Long Description	Status
RFR	Refuse Reassignment	To report the separation of a permanent employee who refuses horizontal reassignment due to the abolishment of positions.	A
RFT	Rif Term	To report the separation of a non-permanent employee due to a reduction in workforce.	A
ROT	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.	A
RPT	Reemp Term	Remove a non-permanent employee due to the certification of a reemployment list.	A
RSI	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.	A
RSN	Resign	Remove an employee from a position due to resignation.	A
RSX	Resign Ext	Resignation from State service, or failure to return from leave outside State service.	A
RTI	Ret Incumb	Remove a contingent permanent employee as the result of the return of a permanent incumbent.	A
RUS	Resc Unsat	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
S71	Occ Dis Tm	Termination for occupational disability.	A
S73	Ord Dis Tm	Termination for ordinary disability.	A
SDC	Sal Decr	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
SEN	Sess End	Automatic computer posting for Senate and Assembly employees.	A
SIC	Sal Incr	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
STE	System Terminated Entry	Used when OSC terminates groups of employees based on specific criteria (such as State Fair employees).	A
TER	Term	Termination of non-permanent employee including seasonal, labor class employee, or a Justice who loses the election.	A
TML	Term Lv	Remove an encumbering leave.	A
TMR	Temp Rel	<ul style="list-style-type: none"> <li>a) To remove 10-month employees working summer service in the regular agency, and payments for summer service are to be discontinued.</li> <li>b) To remove a college year employee receiving 21 payments (CYP) from pay status during a "time off" period.</li> </ul>	A
TMS	Term Seas	Termination of a seasonal employee at the end of the employment season.	A
UAB	Unauth Abs	Termination for unauthorized absence, or failure to return from leave.	A
USP	Unsat Perf	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
VSP	Volunteer Severance Program	Identifies Executive Branch M/C, CSEA or PEF employees who separated or retired under the	A

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

Action: **XFR** – Transfer

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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.	A
131	Incr HR 131.1a	Identifies employees receiving additional compensation based on Section 131.1a of the Civil Service Law.	A
3MO	Three Mo	A temporary appointment not expected to exceed three months.	A
42B	Rule 4.2B	Appoint an individual who was tested under the provisions of Rule 4.2B.	A
526	Tr S52.6	Transfer an employee in accordance with S52.6 of the CS Law.	A
641	S64.1C	Pend Preferred List.	A
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.	A
704	Tr S70.4	Transfer S70.4	A
ACU	Appt CU	An appointment to the Professional staff.	A
ADV	Mndtry Adv	Mandatory advance.	A
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
ASE	Appt Sess	Appointment of a session employee.	A
ASF	Additional Salary Factor	Additional Salary Factor.	A
ASP	Assign SP	Assignment of a member of the State Police.	A
ASU	Appt SU	Appointment to the SUNY Unclassified service.	A
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.	A
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 anticipated eligible list.	A
DCU	Dem CU	Demotion of a CUNY Professional Staff employee to a lower salary and title.	A
DMT	Demote	Demotion of an employee in title and grade as a result of disciplinary action.	A
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.	A
DPR	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.	A
DPT	Dept	Appointment from a Departmental Promotion Eligible List.	A
DSG	Designated	Designation of a Justice by the Governor.	A
DSU	Dem SU	Demotion of a SUNY administrative staff employee to a lower salary and title.	A
ELL	Elect Leg	Placement of an elected legislator on the payroll.	A
ELT	Elected	Placement of an elected official on the payroll.	A
FLW	Fellowship	Appointment under a fellowship award at the graduate level at full or partial pay.	A
GPM	Gen Prom	A promotion from a general list.	A
IDP	IDP	Appoint from an Interdepartmental Promotion Eligible List.	A
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
LTM	Legislative Transfer Medicaid	Appointment for county employees that support the Medicaid program.	A
MIL	Mil	Appointment from Special Military List.	A
MWH	Minimum Wage Hourly	Use when paying the minimum wage increase to hourly employees.	A
MWS	Minimum Wage Salary	Use when paying the minimum wage.	A
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.	I
NCP	Ncp	Appoint via non-competitive promotion under Section 52.7 of the Civil Service Law.	A
NCQ	Tr S70.4	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
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.	A
OCS	Occasional	Appoint to an hourly position on a part-time, occasional basis.	A
PBT	Prob Term	Termination of an employee due to an unsuccessful probation period (employee returns to former position).	A
PCU	Prom CU	Promotion of a CUNY Professional Staff employee to a higher-level position.	A



<b>Reasons</b>	<b>Short Description</b>	<b>Long Description</b>	<b>Status</b>
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.	A
PJC	Pend JC	Appoint pending a determination concerning the jurisdictional class of the position.	A
PJT	Project	Appoint to a position that is a Special Study or Project under Section 64.3 of the Civil Service Law.	A
PLR	Plcmt Rost	Appointment of an individual from a Placement Roster.	A
POR	Pend Oral	Appoint an individual on an eligible list with temporary status pending the results of an oral test.	A
PPC	Pend PC	An appointment pending position classification.	A
PPH	Pend Phys	A temporary appointment pending a physical examination.	A
PPL	S64.1C	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
PRE	Pend Recl	Appoint an individual to a position that is being reclassified.	A
PRF	Pref	An appointment from a Preferred List.	A
PRM	Prom	Promote an employee in the State Police.	A
PSU	Prom SU	Promotion of a SUNY Professional Staff employee to a higher-level position.	A
R54	Rein R5.4	Reinstate an employee under the provisions of Rule 5.4.	A
RBD	Rein Board	Reinstatement by Board.	A
RCM	Rein Comm	Permanently appoint an individual who has been reinstated by Civil Service Commission action.	A
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 re-employment 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
RER	Rerost	Report an appointment of an individual to a competitive, non-competitive or labor class position from a re-employment roster certified by the Dept. of Civil Service.	A
RLV	Reinstatement of Leave	Reinstatement from any type of Leave of Absence.	A
RNI	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.	A
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
RNS	Reasgn SP	Reassignment of: a) members from BCI back to uniform service; or b) the Superintendent (after termination) to a uniform position previously held.	A
RRR	Rein Error	Reinstatement of a permanent competitive employee because of: a) cancellation of erroneous promotion,	A

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.	A
RST	Rein Supt	Reinstate Superintendent. <b>State Police only.</b>	A
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.	A
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.	A
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
SMX	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.	A
TRL	Tr List	An appointment made from a Transfer List.	A
TRR	Tr Reg	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
TRY	Plcmt Rost	INACTIVE - FOR INFORMATIONAL PURPOSES ONLY.	I
UPM	Unit Prom	Promotion from a Unit promotion list.	A
VDM	V Demote	Voluntary demotion.	A