



# University of Connecticut

## List of Action / Action Reason Codes

| Action          | Action Reason                        | Use the Action / Action Reason Combination When...  |
|-----------------|--------------------------------------|---|
| Data Change     | Employee Transfer out of Agency      | Identifying an employee transferred out of a department   |
| Data Change     | Extending/Modifying WTP Date         | Extending or modifying an employee's working test period end date   |
| Data Change     | General Data Change                  | Performing a general data change  |
| Data Change     | Gratis Data Change                   | Select when performing a general data change for a gratis employee  |
| Data Change     | Working Test Period Completed        | Identifying an employee completed their working test period   |
| Demotion        | Demotion Due to WTP Fail, Same PCN   | Demoting an employee due a working test period fail, and using the same position number                   |
| Demotion        | Demotion in Lieu of Layoff, Same PCN | Demoting an employee in lieu of laying off the employee, and using the same position number               |
| Demotion        | Disciplinary Demotion, Same PCN      | Demoting an employee due to disciplinary reasons, and using the same position number                      |
| Demotion        | Voluntary Demotion, Same PCN         | Demoting an employee due to a voluntary demotion, and using the same position number                      |
| Hire            | Employ                               | Hiring an employee to the University  |
| Hire            | Hire Grad Fellow                     | Select when hiring a grad fellow  |
| Hire            | Hire Gratis                          | Select when hiring a gratis employee  |
| Hire            | Temporary Service Higher Class       | Hiring an employee to a temporary role in a higher class  |
| Pay Rate Change | Adjustment                           | Completing a pay rate change due to a pay adjustment  |
| Pay Rate Change | Begin TSI                            | Select when completing a pay rate change due to an employee beginning temporary service in a higher class |
| Pay Rate Change | Course Change                        | Select when completing a pay rate change for a special payroll – teaching employee due to a course change |
| Pay Rate Change | End TSI                              | Select when completing a pay rate change due to the end of an employee's temporary salary increase        |
| Pay Rate Change | FTE Change                           | Select when completing a pay rate change due to an FTE change   |
| Pay Rate Change | Graduate Level Change                | Select when performing a graduate level change  |
| Pay Rate Change | Non Scheduled Salary Change          | Select when completing a pay rate change due to a non-scheduled salary change                             |
| Pay Rate Change | Stipend Change                       | Select when completing a pay rate change for a special payroll stipend change                             |

UConn/Core CT: List of Action / Action Reason Codes

Version 10

| Action                   | Action Reason                   | Use the Action / Action Reason Combination When...                                     |
|--------------------------|---------------------------------|--|
| Pay Rate Change          | Student Rate Change             | Select when completing a pay rate change for a student employee rate change            |
| Pay Rate Change          | Work Study Award Change         | Select when completing a pay rate change due to a work study award change              |
| Termination              | Death                           | Ending an employee's employment due to death of the employee                           |
| Termination              | Offered Renewal and Declined    | Select when terminating an employee because they declined a renewal of contract        |
| Termination              | Resignation in Good Standing    | Terminating employee because they resigned (in good standing)                          |
| Termination              | Resignation Not Good Standing   | Terminating employee because they resigned (not in good standing)                      |
| Termination              | Temp Serv in Higher Class Ended | Terminating an employee record due to their temporary service in a higher class ending |
| Termination              | Term Grad Fellow                | Select when terminating a graduate fellow  |
| Termination              | Term Gratis                     | Select when terminating a gratis employee  |
| Termination              | Terminating Unsat WTP           | Terminating due to an unsatisfactory working test period                               |
| Termination              | Unclassified Appt Discontinued  | Terminating an unclassified employee due to their appointment ending                   |
| Termination              | Voluntary Retirement            | Terminating an employee due to voluntary retirement                                    |
| Terminated with Benefits | Layoff Due to Lack of Work      | Terminating an employee who is keeping benefits due to lack of work                    |
| Transfer                 | Department Change               | Select when completing a department change for UConn employees                         |