ACTION CODES

To Add To The Central Personnel/Payroll System

01 [illegible] HIRE
02 REHIRE
03 REHIRE FROM LAYOFF
04 TRANSFER FROM HOURLY PAYROLL
05 TRANSFER FROM OTHER PAYROLL SYSTEM (SUBSIDIARY, ASSOCIATED OR AFFILIATED COMPANY)

To Return From Leave Of Absence With Pay

10 RETURN FROM ACADEMIC LOA WITH PAY
11 RETURN FROM MEDICAL LOA WITH PAY
12 RETURN FROM PERSONAL LOA WITH PAY
13 RETURN FROM POLITICAL OR CIVIC AFFAIRS LOA WITH PAY

To Return From Leave Of Absence Without Pay

20 RETURN FROM ACADEMIC LOA WITHOUT PAY
21 RETURN FROM MEDICAL LOA WITHOUT PAY
22 RETURN FROM PERSONAL LOA WITHOUT PAY
23 RETURN FROM POLITICAL OR CIVIC AFFAIRS LOA WITHOUT PAY
24 RETURN FROM MATERNITY LOA WITHOUT PAY
25 RETURN FROM MILITARY LOA WITHOUT PAY

To Take Action On People In The Central Personnel/Payroll System

30 CHANGE IN PERSONNEL AND/OR PAY STATUS
31 CHANGE JOB CLASSIFICATION
32 PROMOTION UPWARD GRADE CHANGE
33 DEMOTION - DOWNWARD GRADE CHANGE
34 TRANSFER WITHIN A DIVISION OR CENTRAL DEPARTMENT
35 TRANSFER BETWEEN DIVISIONS OR STAFF DEPARTMENTS
36 CHANGE LOCATION
37 TRANSFER TO OTHER COMPANY IN THE SYSTEM
38 TRANSFER FROM OTHER COMPANY IN THE SYSTEM
39 CHANGE OTHER INFORMATION

To Change Salary Rate - Chargeable Or Creditable

40 MERIT INCREASE
41 SPECIAL MERIT INCREASE
42 PROMOTIONAL INCREASE
43 PROGRESSION TO OR TOWARD MINIMUM
44 ECONOMIC OR GENERAL ADJUSTMENT
45 PROFESSIONAL STARTING RATE ADJUSTMENT
46 DEMOTION
47 REDUCTION

To Change Salary Rate Or Shift - Non-chargeable Or Non-creditable

48 BASE CHANGE
49 MERIT INCREASE
50 SPECIAL MERIT INCREASE
51 PROMOTIONAL INCREASE
52 PROGRESSION TO OR TOWARD MINIMUM
53 ECONOMIC OR GENERAL ADJUSTMENT
54 PROFESSIONAL STARTING RATE ADJUSTMENT
55 SALARY CHANGE DUE TO CHANGE IN HOURS WORKED
56 INCREASE DUE TO REINSTATEMENT FROM LOA WITHOUT PAY
57 DISABILITY INCOME PLAN REDUCTION
58 SPECIAL BASE OR INTERNATIONAL SERVICE PREMIUM CHANGE
59 SHIFT PREMIUM CHANGE

To Place On Leave Of Absence With Pay

60 TO ACADEMIC LOA WITH PAY
61 TO MEDICAL LOA WITH PAY
62 TO PERSONAL LOA WITH PAY
63 TO POLITICAL OR CIVIC AFFAIRS LOA WITH PAY
64 CONTRACTURAL LOA WITH PAY
65 SEPARATION LOA WITH PAY

To Place On Leave Of Absence Without Pay

70 TO ACADEMIC LOA WITHOUT PAY
71 TO MEDICAL LOA WITHOUT PAY
72 TO PERSONAL LOA WITHOUT PAY
73 TO POLITICAL OR CIVIC AFFAIRS LOA WITHOUT PAY
74 TO MATERNITY LOA WITHOUT PAY
75 TO MILITARY LOA WITHOUT PAY

To Remove From The Central Personnel/Payroll System

80 TRANSFER TO HOURLY PAYROLL
81 LAYOFF
82 TRANSFER TO OTHER PAYROLL SYSTEM - DOMESTIC
83 " " " " " - NORTH AMERICAN
84 " " " " " - CENTRAL AMERICAN
85 " " " " " - SOUTH AMERICAN
86 " " " " " - EUROPEAN
87 " " " " " - ASIAN
88 " " " " " - AUSTRALIAN

90 NORMAL RETIREMENT
91 EARLY RETIREMENT - OWN REQUEST
92 EARLY RETIREMENT - COMPANY REQUEST
93 DEFERRED RETIREMENT
94 DISABILITY RETIREMENT
95 DEATH

98 TERMINATION - VOLUNTARY
99 TERMINATION - INVOLUNTARY

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