

Action/Reason Codes (As of 11/01/2008)

Hire

Action	Reason	Description	Impact on Benefits
Hire (HIR) <i>(Adding a new record to PeopleSoft for an employee)</i>	HIR	Hire – New employee at Harvard; no previous or current Harvard employment)	HIR event: If employee meets eligibility criteria, an enrollment form is sent the day after the new hire is coded in the system.
	RPS	Rehire prior Service-pre 2002 -Used only if rehiring for the first time when an employee was terminated prior to January 2002 and is not currently in PeopleSoft.	
	ADL	Additional Job - Used when hiring a current active Harvard employee into an additional paid or unpaid job.	MSC event: If the employee's eligibility changed, the employee can elect benefits for which he is newly eligible and an enrollment form is sent the day after the action is coded in the system.
Rehire* (REH) <i>(Returning an employee to an active status after having a break in service with the University)</i>	BBG	Ben Break (>30 days) – Used when break in service is greater than 30 days	HIR event: If employee meets eligibility criteria, the system generates an enrollment form the day after the new hire is coded in the system. RNB event: Each event is reviewed by BSG manually to determine whether benefits need to be reinstated (the employee is not allowed to make any changes); if so, a confirmation statement is sent the day after the benefits are coded.
	NBB	No Ben Break (<30 days) – Used when break in services is greater than 2 days but less than or equal to 30 days.	

Job Data Changes

Action	Reason	Description	Impact on Benefits
			All Job Data Changes trigger an MSC event: If the employee's eligibility changed, the employee can elect benefits for which he is newly eligible and an enrollment form is sent the day after the action is coded in the system.
Downgrade* (DEM) <i>(Downward change in employee status within current HR Dept)</i>	DMO	Downgrade – To an <u>open position</u> within employee's current HR department that represents a decrease in grade or academic rank.	
Data Change (DTA)	ABR*	ABBR Field Update – Used by the Benefit Services Group only; system generated by on-line processing	
	ADM	Administrative –Change made by Central Payroll, BSG, or HR/Compensation to re-trigger a job logic change.	
	CRC	Correction – Data correction to existing values by inserting a row for an individual employee	
	DTA	Data Change – Miscellaneous Chgs - Used to reflect Miscellaneous changes i.e. – Location, Time & Labor, Costing, etc. [Note: use HRS if making a change to hours.]	
	FIC	Change in FICA Status – Student employee changes status (no change to job), which causes FICA status to change. Updated via a weekly process that uses a student table updated through a feed from SIS/HUID.	
	HRS	Change in Standard Hours – Change to an employee's standard hours (i.e., employee goes from 35 hours a week to 25 hours a week).	
	JOB	Primary Job Change – Change to primary job for an individual employee; system generated by a nightly process.	
	LHT	Temporary to LHT – Less Than Half; Change from temporary to less than half <i>Note: DTA/DTA should be used for changes from LHT to Temporary.</i>	
	LTD	Pending LTD Approval -BSG ONLY - Employee is pending approval for long term disability - Used only by the Benefits Service Group (BSG)	
	NPD	Paid to Unpaid Pay Group – Used to move an employee from a paid paygroup to an unpaid paygroup (NPD) [e.g., employees of a lab are switching to outside funding].	
	NTF	Layoff Notification – Added 5/1/2004; used to capture the beginning of the layoff notification period (e.g., 30 days (HUCTW grant-funded positions) or 60 days (HUCTW and Admin/Prof)	
ORG	Departmental Reorganization – Department moves, reporting structure changes, etc.		

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Job Data Changes		
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Action	Reason	Description
	REA*	Reappointment/Extension – Change to an employee's appointment end date
	RTL	Regular to Temp/LHT to – Used when a regular employee is moving into a temporary or LHT position.
	TTR	Temp/LHT to Regular – Used when a temporary or LHT employee is moving into a regular (non-temp) open position <u>within the same HR Department</u> .
	UPD*	Unpaid to Paid Pay Group – Used to move an employee from an unpaid paygroup to a paid paygroup. For example, changing a new hire from the HIRES default paygroup (HFX) to a paid (PFX) paygroup.
Job Reclassification (JRC) <i>(Change in employee status (downward, upward or lateral) based upon job analysis)</i>		
	DMO*	Job Downgrade – The employee is being moved to a job code with a lower grade or academic rank. A review of job content by a supervisor/local HR unit results in a change to salary, grade, business title, or any combination thereof.
	LAT	Lateral – The employee is being moved to a job code that is the same grade or academic rank. A review of job content by a supervisor/local HR unit results in a change to salary, business title, or any combination thereof.
	PRO*	Upgrade/Promotion – The employee is being moved to a job code with an increase in grade or academic rank. A review of job content by a supervisor/local HR unit results in a change to salary, grade, business title, or any combination thereof.
Pay Rate Change (PAY)		
	ADJ*	Adjustment - Used to reflect a decrease or increase in an employee's pay rate. Note: ADJ should only be used for an increase when an employee is taking on more responsibilities within their current grade and want to compensate for the change. For example, this action reason is appropriate for "acting" appointments to increase pay for the additional responsibilities and then AGAIN, to decrease pay when no longer "acting".
	COR	Correction – Correct an employee's pay rate by inserting a row; used when original amount entered was incorrect.
	EEQ*	External Equity Adjustment – Change in salary based on external reasons (e.g. market review)
	IEQ*	Internal Equity Adjustment – Change in salary based on internal reasons (e.g. new employee hired at higher rate)
	MER*	Merit – Any merit increase
	MIN*	Bring minimum – Used to increase the pay rate to the minimum amount of the pay range
	NOC	No Change – Used when a conscious decision is made not to give an employee an increase during the annual salary review process
	SFT	Shift Change - Used to reflect change in shift pay
	UCC	Union Contract Change – Change to a union contract that affects one or more employees; should also be used for contract increases that are tied to an employee's anniversary date.
	UPG	Union Progression – An individual moving up through the range or the grade
	UST	Union Structure – A global percentage change to the union's pay structure (similar to a cost of living adjustment)
Promotion (PRO) <i>(Upward change in employee status <u>within</u> current HR Dept)</i>		
	PRO	Promotion – Move to an <u>open position</u> within the employee's current HR department that represents an increase in grade and/or salary along with a business title change.
Transfer* (XFR) <i>(A move (downward, upward or lateral) to a position <u>outside</u> of current HR Dept)</i>		
	DMO	Downgrade – To an <u>open position and a change in department</u> (outside the employee's current HR department) that results in a downward change to salary, grade, business title, or any combination thereof.
	LAT	Lateral – To an <u>open position in the same or different department</u> that represents <u>no change</u> in grade or academic rank.
	PRO	Promotion – To an <u>open position and a change in department</u> (outside the employee's current HR department) that results in an upward change to salary, grade, business title, or any combination thereof.

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Job Data Changes		
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Action	Reason	Description
	TTR	Temporary/LHT to Regular – Used when a temporary employee is moving into a regular (non-temp) open position and/or a change in department.

Disability Absences			
Action	Reason	Description	Impact on Benefits
Long Term Disability w/ Pay (LTD)	LTD	Long Term Disability with Pay – Used only by the Benefits Service Group (BSG)	LTL event: If the employee's eligibility changed, the employee can elect benefits for which he is newly eligible (upon request).
Short Term Disability w/ Pay (STD)	STD	Short Term Disability with Pay – Used only by the Benefits Service Group (BSG)	MSC event: If the employee's eligibility changed, the employee can elect benefits for which he is newly eligible and an enrollment form is sent the day after the action is coded in the system.
Return from Leave (RFL)	LTD	Return from LTD – Used only by the Benefits Service Group (BSG)	LTR event: Upon return from LTD, an employee can change any benefits he is eligible for. An enrollment form is sent the day after the action is coded in the system.

Non-Disability Absences			
Action	Reason	Description	Impact on Benefits
Leave of Absence (Unpaid)* (LOA) Note: Please refer to the Policy Manual for specific details regarding a leave type.	GOV	Governmental Service – granted to an Employee for service in an appointive capacity at the Fed, State or Local level.	UPL event: An employee can change any benefits he is eligible for, except for Savings Plans and Flexible Spending Accounts. An enrollment form is sent the day after the action is coded in the system.
	MED	Medical	
	MIL	Military Service	
	MTR	Maternity – Used for extended maternity per policy	
	PAL	Parental Leave – can be used by either parent	
	PER	Personal	
	PRF	Professional/Career Develop	
	RES	Research	
	SAB	Sabbatical – only used for Faculty in accordance with individual school policies.	
	SEA	Seasonal	
	SPL	Special – to be used only for extended negotiated separation agreements and under the direction of the local HR office	
	WKR	Workers Compensation – Used by BSG ONLY	MSC event: If the employee's eligibility changed, the employee can elect benefits for which he is newly eligible and an enrollment form is sent the day after the action is coded in the system.
Paid Leave of Absence (PLA)	GOV	Governmental Service – granted to an Employee for service in an appointive capacity at the Fed, State or Local level.	MSC event: If the employee's eligibility changed, the employee can elect benefits for which he is newly eligible and an enrollment form is sent the

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Non-Disability Absences			
Action	Reason	Description	Impact on Benefits
Note: Please refer to the Policy Manual for specific details regarding a leave type.	HCT	HUCTW Work Security – Used for 3-month work security period	day after the action is coded in the system.
	MED	Medical	
	MIL	Military Service	
	MTR	Maternity – Used for Faculty ONLY	
	PAL	Parental Leave – Used for either parent	
	PER	Personal	
	PRF	Professional/Career Develop	
	RES	Research	
	SAB	Sabbatical – only used for Faculty in accordance with individual school policies.	
	SPL	Special – to be used only for extended negotiated separation agreements and under the direction of the local HR office	
WKC	Workers Compensation 100% – Used by BSG ONLY for the first three weeks of Workers Compensation.		
WKR	Workers' Compensation – Used by BSG ONLY for Workers Compensation starting at week 3 through the first six months.		
Return From Leave* (RFL)	RFL	Return From Paid Leave	MSC event: If the employee's eligibility changed, the employee can elect benefits for which he is newly eligible and an enrollment form is sent the day after the action is coded in the system.
	UNP	Return from Unpaid Leave	UPR event: Upon return from Unpaid Leave, an employee can change any benefits he is eligible for. An enrollment form is sent the day after the action is coded in the system.

Terminations/Retirements			
Impact on Benefits		All Terminations/Retirements trigger a TER or RET event: All benefits are terminated and a confirmation statement is sent the day after the termination or retirement is coded in the system.	
Action	Reason	Description	
Termination* (TER)	AET	INV-Auto Expiration of Term Appt – End of term appointment; system generated by nightly process	
	DEA	INV-Death	
	ETP	INV-Exp of Temporary Assignment – Expiration of temporary assignment	
	FND	INV-Layoff – Lack of Funding	
	IAP	INV-Perf Rsns-Dschrg After Pro - Involuntary Termination; discharge after Probation	
	IDP	INV-Perf Rsns-Dschrg Dur Prob - Involuntary Termination; discharge during Probation	
	ILV	INV-No Return from Lve/Disab - Involuntary Termination; Employees does not return from Leave or Disability. Use of this reason should be reviewed with the Office of General Counsel.	
	LRR	INV-Layoff – Lack of Work/Reorg	
	MIS	INV-Discharge for Misconduct - Involuntary Termination; discharge for Misconduct / Policy Violation	
	ORA	INV-Rescinded appointment - Used if prior to start date	
	OVS	VOL-Voluntary severance program	
	OTH	VOL-Other - Voluntary Term; Other / Personal	
	RET	VOL-Retire – Used to retire employees that are retiring but not eligible for Harvard retirement.	
	VJA	VOL-Job Abandoned/Fail to Rprt - Voluntary Termination; Employee does not report on first day	
VLV	VOL- No Return from Lve/Disab - Voluntary Termination; Employees does not return from Leave or Disability		

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Terminations/Retirements

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Impact on Benefits		All Terminations/Retirements trigger a TER or RET event: All benefits are terminated and a confirmation statement is sent the day after the termination or retirement is coded in the system.
Action	Reason	Description
	VNO	VOL-Resigned/Quit - Voluntary Termination; Resigned/Quit Other Employment
	VRD	VOL-Res Lieu Dischrg - No Mis - Voluntary Termination; Resigned in lieu of discharge
	VRE	VOL-Resigned/Quit to Relocate - Voluntary Termination; Resigned/Quit to Relocate (employee or family)
	VRS	VOL-Resigned/quit rtn school - Voluntary Termination; Resigned/quit to return to school
	WCV	VOL-Workers Comp, Vol-BSG ONLY - Workers Compensation – Voluntary Term - Used only by the Benefits Service Group (BSG)
	WKR	INV-Workers Comp, No Job-BSG ONLY - Workers Compensation – Job not kept - Used only by the Benefits Service Group (BSG)
Retirement* (RET)	AET	INV-Auto Expiration of Term Appt – End of term appointment; system generated by nightly process
	ETP	INV-Exp of Temporary Assignment – Expiration of temporary assignment
	FND	INV-Layoff – Lack of Funding
	IAP	INV-Perf Rsns-Dschrg After Prob - Involuntary Termination; discharge after Probation
	IDP	INV-Perf Rsns-Dschrg Dur Prob - Involuntary Termination; discharge during Probation
	LRR	INV-Layoff – Lack of Work/Reorg
	MIS	INV-Discharge for Misconduct - Involuntary Termination; discharge for Misconduct / Policy Violation
	ORA	INV-Rescinded appointment - Used if prior to start date
	OVS	VOL-Voluntary Severance Program
	OTH	VOL-Other - Voluntary Term; Other / Personal
	RET	VOL-Retirement
	VJA	VOL-Job Abandoned/Fail to Rprt - Voluntary Termination; Employee does not report on first day
	VLV	VOL-No Return from Lve/Disab - Voluntary Termination; Employees does not return from Leave/Disability
	VNO	VOL-Resigned/Quit - Voluntary Termination; Resigned/Quit Other Employment
	VRD	VOL-Res Lieu Dischrg - No Mis - Voluntary Termination; Resigned in lieu of discharge
	VRE	VOL-Resigned/Quit to Relocate - Voluntary Termination; Resigned/Quit to Relocate (employee or family)
	VRS	VOL-Resigned/quit rtn school - Voluntary Termination; Resigned/quit to return to school
WCV	VOL-Workers Comp, Vol-BSG ONLY - Workers Compensation – Voluntary Term - Used only by the Benefits Service Group (BSG)	
WKR	INV-Workers Comp, No Job-BSG ONLY - Workers Compensation – Job not kept - Used only by the Benefits Service Group (BSG)	

Inactive Codes

Action	Reason	Description	Date Inactivated
Data Change (DTA)	BTC	Business Title Change – replaced by DTA/DTA	3/1/2004
	CNV	Conversion Only	9/23/2002
	COC	Costing Change – replaced by DTA/DTA	3/1/2004
	HRS	Change in Scheduled Hours – replaced by DTA/DTA	3/1/2004
	LOC	Location Change – replaced by DTA/DTA	3/1/2004
	OEP	Open Enrollment - Post Docs – used only for one time change to Post Doc data	7/2/2003
	PTB	Pay Transition - Biweekly – used for one time change in comp frequency (semi-monthly to bi-weekly)	1/6/2003
	SUP	Supervisor Change – replaced by DTA/DTA	3/1/2004
	TLC	Time and Labor Change – replaced by DTA/DTA	3/1/2004
TST	Time Status – looks like it was used to convert existing data; inactivated on go-live	9/23/2002	

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Inactive Codes			
Action	Reason	Description	Date Inactivated
Hire (HIR)	CNV	Conversion – used for initial conversion only	9/23/2002
Unpaid Leave of Absence (LOA)	JRF	Junior Faculty - replaced by LOA/PRF or LOA/RES	9/24/2005
Paid Leave of Absence (PLA)	JRF	Junior Faculty - replaced by PLA/PRF or PLA/RES	9/24/2005
Termination (TER)	CNV	Conversion Only	9/23/2002
	CON	VOL-Term of Concurrent Job	11/1/2005
	EDA	INV-Exp of Term Appointment	6/23/2002
	POL	INV-Dschrg Violation Univ Pol - Involuntary Termination; discharge for Violation of Company Policy; replaced by TER/MIS	9/24/2005
	VDS	VOL-No Rtn from Lve/Disability – Voluntary Termination; did not return from disability; used for historical data conversion	9/23/2002
	VOE	VOL-Resigned/Quit Other Employ - Voluntary Termination; resigned/Quit - received another job; replaced by TER/VNO	9/24/2005
	VPR	VOL-Resigned/Quit Personal Rsn - Voluntary Termination; resigned/Quit due to personal reasons incl. health/medical (or no reason given); replaced by TER/OTH	9/24/2005
	VQD	VOL-Re/Dissat w/ Work Env/Cond - Voluntary Termination; dissatisfied with Work/Environment/Conditions; replaced by TER/OTH	9/24/2005
	VRM	VOL-Res Lieu Dschrg-Misconduct - Voluntary Termination; resigned in Lieu of Discharge – Misconduct; replaced by TER/VRD	9/24/2005
Retirement (RET)	CNV	Conversion Only	9/23/2002
	CON	VOL-Retire of Concurrent Job	11/1/2005
	POL	INV-Dschrg Violation Univ Pol - Involuntary Termination; discharge for Violation of Company Policy; replaced by RET/MIS	9/24/2005
	VOE	VOL-Resigned/Quit Other Employ - Voluntary Termination; resigned/Quit - received another job; replaced by RET/VNO	9/24/2005
	VPR	VOL-Resigned/Quit Personal Rsn - Voluntary Termination; resigned/Quit due to personal reasons incl. health/medical (or no reason given); replaced by RET/OTH	9/24/2005
	VQD	VOL-Re/Dissat w/ Work Env/Cond - Voluntary Termination; dissatisfied with Work/Environment/Conditions; replaced by RET/OTH	9/24/2005
		VRM	VOL-Res Lieu Dschrg-Misconduct - Voluntary Termination; resigned in Lieu of Discharge – Misconduct; replaced by RET/VRD

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