

## ePAR Action/Reason Codes

Row	Category	Action	Reason	Use this Action/Reason when:	Attachment Req'd	Comments Req'd
1	Career Development	Data Change	Acting In Position	An employee begins an acting in assignment.	Acting In Contract	Position #, Title, Grade, Salary
2	Career Development	Data Change	Career Mobility Assignment	An employee begins a career mobility assignment.	Career Mobility Agreement	Title, Grade, Salary
3	Career Development	Data Change	Off Acting in Position	An employee is ending an Acting In assignment.		
4	Career Development	Data Change	Off Career Mobility Assignment	An employee is ending a Career Mobility Assignment.		
5	Hire	Hire	Additional Job	An active employee is being hired into an additional job.	May include: *New hire form *Time Limited contract *Intern Agreement form	Requisition #
6	Hire	Hire	Hire	An employee is being hired for the first time in PeopleSoft or a Retiree is being hired again.	May include: *New hire form *Time Limited contract *Intern Agreement form	Requisition #
7	Hire	Rehire	Rehire	An employee is being rehired.	May include: *New hire form *Time Limited contract *Intern Agreement form	Requisition #
8	Leave	Return from Leave	Admin Return for Processing	An employee is returned from leave for sick, vacation, or military payouts.		
9	Leave	Leave of Absence	Family and Medical Leave Act	An employee is placed on leave due family and/or medical reasons.	URS Leave Notification form	
10	Leave	Leave of Absence	Leave of Absence	An employee is placed on a general leave of absence pay. Typically used in conjunction with LTD.	URS Leave Notification form	
11	Leave	Return from Leave	Long Term Disability	An employee returns from Long Term Disability.		
12	Leave	Leave of Absence	LTD - Year 1	An employee in placed in their first year of LTD status.		
13	Leave	Leave of Absence	Military Service	An employee is placed on leave due to military service.	URS Leave Notification form	
14	Leave	Return from Leave	Return Family and Medical Leave	An employee returns from family and medical leave.	URS Leave Notification form	
15	Leave	Return from Leave	Return Leave of Absence	An employee returns from a general Leave of Absence not specified in other Return actions.	URS Leave Notification form	
16	Leave	Return from Leave	Return Military Service	An employee returns from military service.	URS Leave Notification form	
17	Leave	Leave of Absence	Worker's Compensation	An employee is placed on a leave of absence due to Worker's Compensation.	URS Leave Notification form	
18	Pay	Pay Rate Change	Adjustment	An employee's pay is adjusted for reasons not reflected in the list of action/reason codes. This reason typically applies to temporary, elected and appointed employees.		

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19	Pay	Data Change	Correction-Pay Rate	An employee's pay is adjusted because initial entry was incorrect. This is the <b>only</b> Action/Reason that should be used to correct pay rates.		Brief explanation for request: *Ex 1: Hired at incorrect salary *Ex 2: Entered incorrect rate
20	Pay	Pay Rate Change	Equity Adjustment	An employee's pay is adjusted due to an equity review.		
21	Pay	Pay Rate Change	Grade Advancement	An employee's pay and salary grade is adjusted based on completion of a Grade Advancement Plan. <b>**Used in conjunction with Position Change/Grade Advancement**</b>	Grade Advancement Plan	
22	Pay	Pay Rate Change	In-Grade Advancement	An employee's pay is adjusted based on completion of an In-Grade Advancement Plan	In-Grade Advancement Plan	
23	Pay	Pay Rate Change	Job Reclassification	An employee's pay is adjusted due to a job reclassification.		
24	Pay	Pay Rate Change	Merit	A sworn employee in the Sheriff's Office receives a pay adjustment due to a change in grade and/or step associated with the employee's sworn merit date. <b>**Used in conjunction with Position Change/Grade and/or Step Change**</b>		
25	Pay	Pay Rate Change	Reorganization/Restructure	An employee's pay is adjusted based on a reorganization.		
26	Position	Position Change	FTE	The FTE of an <u>encumbered</u> position changes.		
27	Position	Position Change	Position Data Update	Updating the Department, Location and/or Reports To on a position (encumbered or vacant).		
28	Position	Position Change	Reclassification	An encumbered position has been reclassified.		
29	Position	Position Change	Reorganization	A position (encumbered or vacant) has been reorganized.		
30	Termination	Termination	Death	An employee has passed away.		
31	Termination	Termination	Did not Start	An employee did not report for work. No hours were worked.		
32	Termination	Termination	End of Temporary Job	A temporary employee is terminated due to lack of work or end of season.		
33	Termination	Termination	Involuntary Termination	An employee is involuntarily terminated from County employment.		
34	Termination	Termination	Legal Termination of Contract	A Time-Limited employee is being separated from employment due to the expiration of a Time-Limited contract.		
35	Termination	Termination	Reduction in Force	An employee has been separated from County employment due to a reduction in force.		
36	Termination	Retirement	Retirement	An employee retires.		
37	Termination	Termination	Voluntary Resignation	An employee has voluntarily resigned from County employment.		
38	Transfer	Transfer	Benefited to Non-Benefited	An employee transfers from a benefited position to a non-benefited position.	*New hire information form *Intern Agreement form if internship	
39	Transfer	Transfer	Demotion	An employee transfers from a merit benefited position to another merit benefited position due to disciplinary reasons, which results in a reduction in grade and/or pay.		

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40	Transfer	Transfer	Lateral	An employee transfers from a merit benefited position to another merit benefited at the <b>same grade</b> , which may include a pay change.		
41	Transfer	Transfer	Non-Benefited to Benefited	An employee transfers from a non-benefited position to a benefited position.	*New hire information form *TL Contract if TL position	
42	Transfer	Transfer	Position Only-Dept/Loc/Reports	An employee transfers to a different position number within the same agency (example: Library to Library) and only the Department ID, Location Code and/or Reports To change. All other employee data remains the same, which includes but is not limited to Job Code, Regular/Temporary, Empl Class, Standard Hours, FTE, Compensation and Benefit program.		
43	Transfer	Transfer	Promotion	An employee transfers from a merit benefited position to another merit benefited position in a <b>higher grade</b> , which may result in a pay increase.		
44	Transfer	Transfer	Reorganization	An employee transfers to a different position due to a reorganization.		
45	Transfer	Transfer	Status Change/Continuation	An employee transfers either from an elected, appointed, judge, time-limited or provisional classification to a regular merit position or vice-versa.  <b>OR</b> An employee transfers from an elected, appointed, time-limited, judge or provisional classification to another position within these same employee classifications.	May include: *New hire form *Time Limited contract	
46	Transfer	Transfer	Temporary to Temporary	An employee transfers from a temporary position to another temporary position either within or across agencies. This is differentiated from Transfer/Position Only in that additional employment data will change.	*Intern Contract if intern position	
47	Transfer	Transfer	Voluntary Reassignment	An employee transfers from a merit benefited position to another merit benefited position at a <b>lower grade</b> , which may include a pay change. This transfer is not based on disciplinary action.		