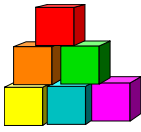


Action Codes, Transaction Group Codes and Reason Codes

Chapter Topics

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Action Codes, Transaction Group Codes, and Reason Codes

The combination of action code, transaction group code and reason code determines what fields are active on the **Transaction Request 1** and **Transaction Request 2** pages. The selected combination, in conjunction with other factors such as position and status of the employee, allows the transaction to be processed under the appropriate Civil Service laws, rules, regulations, policies, and negotiated agreements.

The screenshot shows the NYSTEP web application interface. At the top, there is a navigation bar with links for Home, Worklist, Reports, and Help. Below this is a breadcrumb trail: Home > NY Personnel Management > Incumbent Change Request > Use > New Hire/Rehire Request. The main content area has tabs for Personal Data 1, Personal Data 2, Address Data, Transaction Request 1 (selected), and Transaction Request 2. Below the tabs, there is a header section with SSN: 111111111 and Empl Rcd #: 0. Below this is a form with several fields: *Eff Dt: 01/13/2004, Seq: 0, *Action: HIR Hire, *Trans Grp: [empty], and *Reason: [empty].

Action Codes

Action codes are a PeopleSoft feature used to categorize personnel transactions into major groupings that define the way a transaction will be processed by the system.

The following table lists the action codes used in NYSTEP. Included on the table is the three-character code and short description that displays on the page after the code is entered. A brief explanation of how the code is used is contained in the third column.

Action Code	Short Description	Used For
DCS	Staffing	Used with personnel transactions that are entered by DCS only.
HIR	Hire	Used with the New Hire/Rehire Request component to appoint an individual who has no record on the NYSTEP System. Also used with the Enc New Hire/Rehire

Action Code	Short Description	Used For
		Request component to appoint an individual who has no record on the NYSTEP System and who is immediately put on leave (Appoint Leave).
REH	Rehire	<p>Used with the New Hire/Rehire Request component to appoint an individual who has no record on the NYSTEP System. Also used with the Enc New Hire/Rehire Request component to appoint an individual who has no record on the NYSTEP System and who is immediately put on leave (Appoint Leave).</p> <p>Used with the Cross Agency Appt Request component to appoint an individual who has an inactive record on NYSTEP but was previously an employee in a different agency. Also used with the Enc Other Transaction Request component to appoint an individual who has an inactive record on NYSTEP but was previously an employee in a different agency and who is immediately put on leave (Appoint Leave).</p> <p>Used with the Other Transaction Request component to appoint an individual who has an inactive record on NYSTEP and was previously an employee in the same agency. Also used with the Enc Other Transaction Request component to appoint an individual who has an inactive record on NYSTEP and was previously an employee in the same agency and who is immediately put on leave (Appoint Leave).</p>
IAG	Within Agcy	Used to change something about the incumbent within the same agency or agency group.*
XAG	Cross Agcy Mv	Used with Cross Agency Appt Request page menu to make an appointment that results in the move of an incumbent from

Action Code	Short Description	Used For
		one agency or agency group to another.*
SEP	Separation	Used to remove an individual incumbering a position <u>when the individual will remain active</u> in the system (incumber or encumber another item). Note: The system generates separations that result from XAG appointments.
TER	Terminatn	Used to remove an individual from an item when the <u>individual will become inactive</u> on the NYSTEP System.
LOA	LOA	Used to place an employee on leave of absence <u>without pay</u> . Leave without pay means that the employee will not incumber any position on NYSTEP.
PLA	Paid LOA	Used to place an employee on leave of absence <u>with pay</u> .
RFL	Return LOA	Used to reinstate an individual from a leave <u>without pay</u> (a leave during which the individual does not incumber a position in the NYSTEP System) LOA, LTO, STO. Also used to reinstate from an Appoint Leave.
STO	STD	Used to place an individual on short-term disability leave.
LTO	LTD	Used to place an individual on long-term disability leave.
RET	Retirement	Used for retirement.
HLD	Hold Position	Used to establish a new hold while an employee is incumbering another item and used to change an existing hold.

*For the purpose of determining **IAG** vs. **XAG**, agency is defined as a single agency code. Movement between agency codes is considered **XAG** with the exception of (but not limited to) the following agency groups:

- All DOT 17xxx agency codes
- All DOCS 10xxx agency codes
- OMH Psychiatric Centers that have Children and Youth counterparts

- All Parks and Recreation 49xxx agency codes
- OER (01150) and Labor Management Committee (21220)

WHEN TO USE...

Incumbent Change Request

New Hire/Rehire Request

Use if the employee is to be...	Action
A new hire to State service.	HIR
Rehired, but does not have a record on NYSTEP (terminated prior to NYSTEP System implementation).	REH

Cross Agency Appt Request

Use if the employee is to be...	Action
Appointed to a position in a different agency.	XAG
Rehired and has a record on NYSTEP (terminated after NYSTEP System implementation) from an agency different than the one doing the REH transaction, and is not encumbering any positions.	REH
Reinstated from an encumbrance established by an appoint leave.	RFL
Reinstated from an encumbrance established by an appoint continue in an agency different than the agency in which the employee is currently an incumbent.	XAG

Concurrent Appt Request

Use if the employee is to be...	Action
Appointed as a dual employee (paid from multiple items with either different titles or same title with different appointment status) within the same agency.	IAG
Appointed as a dual employee (paid from multiple items) in a different agency.	XAG

Other Transaction Request

Use if the employee is to be...	Action
Acted upon within the same agency code, or within an appointing agency.	IAG
Reinstated from a paid leave of absence.	IAG
Reinstated from an encumbrance established by an appoint continue within the same agency or appointing agency.	IAG
Separated from the current incumbrance and is expected to be appointed to another position (not leaving State service).	SEP
Terminated from State service or Deceased.	TER
Placed on Leave of Absence without pay (LOA), Short Term Disability (STO), or Long Term Disability (LTO).	LOA STO LTO
Placed on a Paid Leave of Absence (PLA).	PLA
Reinstated from an encumbrance established by an unpaid leave of absence (LOA), short term disability (STO), or long term disability (LTO).	RFL
Retired from State service.	RET
Rehired and has a record on NYSTEP (terminated after NYSTEP System implementation) and is being rehired into the same agency and is not encumbering any positions.	REH

Personal Data

Use if the employee ...	Action
Has a change to personal data (home address, veteran status, etc.).	N/A

Employment Data

Use if the employee ...	Action
View Only - Classified Service Date, Salary from OSC, etc.	N/A

Incoming Worklist Separations

Use if the employee is to be...	Action
Not used by agency personnel. To process a system generated (XAG) separation, click the Worklist icon on the NYSTEP Home page or click Worklist under the PeopleTools menu option.	N/A

Encumbent Change Request

Enc New Hire/Rehire Request

Use if the employee is to be...	Action
A new hire to State service and placed immediately on a leave of absence (appoint leave).	HIR
Rehired, but does not have a record on NYSTEP (terminated prior to NYSTEP System implementation), and placed immediately on a leave of absence (appoint leave).	REH

Enc Other Transaction Request

Use if the employee is to be...	Action
Rehired, but does have a record on NYSTEP (terminated after NYSTEP System implementation), and placed immediately on a leave of absence (appoint leave).	REH
Establish a new hold on a position in the same or different agency (appoint continue).	HLD
Change an existing hold (for example CHO – Change Hold).	HLD

Transaction Group Codes

Transaction group codes are a NYSTEP feature that sort reason codes so that only the reason codes appropriate for a transaction type are available. Transaction group codes may be associated with more than one action code.

The following table lists the NYSTEP transaction group codes (Trans Grp Code). Included on the table is the three-character code and short description that displays once the code has been selected. The last column provides a more complete interpretation of the code.

Trans Grp Code	Short Description	Long Description
APP	Appoint	Appointment
CAN	Cancel	Cancel Transaction
COR	Correct	Correct Transaction
LVS	Leaves	Leave of Absence or Leave Internal
MDT	Mandated	Mandated (used with Personnel transactions that are entered by DCS only)
MSC	Misc	Miscellaneous
OUT	SEP/TER	Separate or Terminate an Employee
REV	Revocation	Revocation (used with Personnel transactions that are entered by DCS only)
RNS	Reinstate	Reinstatement

Reason Codes

Reason codes are a PeopleSoft feature that defines a transaction within an action code. A reason code may be associated with more than one action code.

The following table lists the NYSTEP reason codes. Included on the table is the three-character code and short description that displays once the code has been selected. The last column provides a more complete interpretation of the code.

Those with an * are only available to DCS.

Reason Code	Short Description	Long Description
2PB	2ND PROB	Second Prob in Diff Assignment
APT	APPOINT	Apt Non-Comp, Labor, Exempt, Uncl
APP	APPT SP/MN	Appoint State Pol/Mil & Naval
ASP	ASSIGN SP	Assign State Police
CAN	CANCEL APT	Cancel of Appt or Disqual by CS
CSP	CANCEL SEP	Cancellation of Separation
CTM	CANCEL TRM	Cancellation of Termination

Reason Code	Short Description	Long Description
CVR	CANCEL VR	Cancel Vol Reduct Work Sched
CVS	CANVASS	Pending Canvass of List
CHO	CHG HOLD	Change Hold Item
CHL	CHG LINE	Change Line
CPT	CHG PCT	Change Percent
CPF	CHG PT FT	Chg Part Time to Full Time
CCL	CHLD CR LV	Child Care Leave w/o Pay
*CEX	COMM EXT	Leave Ext by CS Commission
CAD	COR APT DT	Correct Appointment Effective Date
CLD	COR LV DT	Correct Leave Effective Date
CRD	COR REI DT	Correct Rein Leave Effective Date
CSD	COR SEP DT	Correct Separation Effective Date
CTD	COR TER DT	Correct Termination Effective Date
CRN	COVER IN	Cover In
LIT	DCR LV INT	Discretionary Leave Internal
LOT	DCR LV OUT	Discretionary Lv Out of St Svc
DEC	DECEASED	Deceased
DMT	DEMOTE	Invol Disciplinary Demote
DPT	DEPT	Dept Promotion List
DSP	DISC PROB	Disciplinary Probation
DPM	DISCIP REM	Disciplinary Removal
DPD	DISPL DIR	Bump Due to RIF
DPR	DISPL RET	Retreat Due to RIF
EDL	EDUC LV	Education Leave w/o Pay
EDW	EDUC W/PAY	Education Leave w/Pay
EXL	EXTEND LV	Extend Leave of Absence
FML	FAM MED LV	Family Leave w/o Pay-Eff 10/93
IDP	IDP	Interdept Promotion List
LAF	LAYOFF	Layoff from State Service
LAD	LAYOFF DIR	Layoff Perm Emp Direct Line
LAR	LAYOFF RET	Layoff Perm Emp Indirect Line

Reason Code	Short Description	Long Description
S72	LEAVE S72	Leave S72
LTT	LIST TERM	Term Nprm Cmp ee-Cert Elig Lst
LTO	LONG T DIS	Long Term Disability Leave
*LRV	LST REVOKE	List Revoke
LTU	LV TO UNCL	Leave to Unclassified Service
MLV	MANDAT LV	Mandatory Lv to Another Postn
MIL	MIL	Special Military List
MLL	MIL LV	Military Leave w/o Pay
ADV	MNDTRY ADV	Mandatory Advance
NCA	NCACQ	N-C Appt for Acq - Priv Agency
NCP	NCP	Non-Comp Promotion (S52.7)
CRE	NO CREDENS	Cancel Apt-Loss of Credentials
OCM	OC	Open Competitive List
OCS	OCCASIONAL	Hourly/On-Call/Sporadic Apt
PCS	PEND COMM	Pend CSC Action
PEX	PEND EXAM	Pending Examination
PJC	PEND JC	Pending Jurisdictional Class
POR	PEND ORAL	Pending Oral Examination
*PPH	PEND PHYS	Pending Physical Examination
PRE	PEND RECL	Pending Reclass of Item
PLR	PLCMT ROST	Placement Roster
PTR	POST RECL	Rule 4.2d or e/S121.4
PRF	PREF	Preferred List
PBC	PROB COMP	Probation Complete
PXT	PROB EXT	Extend Prob Due to Absences. Also used to extend probation of a part-time employee.
PBL	PROB LV	Probationary Lv from Perm Appt
PBT	PROB TERM	Probationary Termination
PJT	PROJECT	Special Project or Study
PRM	PROM	Promotion (State Police code)
CPM	R4.11/4.12	Rule 4.11 or 4.12 to Perm-R4.1

Reason Code	Short Description	Long Description
RNI	REASGN IN	Lateral Reassign In
RNL	REASGN LAY	Reassign to Avoid Layoff
ROT	REASGN OUT	Lateral Reassign Out
REC	REC	Temporary Seasonal Appointment
RCR	RECERT	Recertification
RDY	REDEPLOY	Redeployment List
RPT	REEMP TERM	Term Nperm ee-Cert Reemp Lst
713	REIN 71/73	Reinstate from S71 or from S73
RCM	REIN COMM	Reinstated by CSC (Rule 5.4)
*RDR	REIN DIR	Rein by Crt Ord/CSC/Admin Actn
RLV	REIN LV	Reinstate From Encumbering Lv
R54	REIN R5.4	Reinstatement Under Rule 5.4
RST	REIN SUPT	Reinstate Superintendent
RSP	REIN SUSP	Rein Disciplinary Suspension
*RMV	REMOVE LV	Removal of Encumbering Leave
RER	REROST	Reemployment Roster
RSN	RESIGN	Resign
RTI	RET INCUMB	Term Cont ee-Ret Perm Incumb
RET	RETIRED	Vol or Disability Retirement
RTA	RETRO COMM	Retro Appt w/CSC Approval
*RRV	RIF REVOKE	RIF Revoke
RFT	RIF TERM	RIF Term ee No Layoff Rights
RPD	RPD	Remove Pending Determination
RTU	RS TO UNCL	Resign to Unclassified Service
42B	RULE 4.2B	Rule 4.2B Appointment
*641	S64.1C	Pending Preferred List
SEA	SEASONAL	Seasonal Reemployment List
SKL	SICK LV	Sick Leave w/o Pay
SLW	SICK W/PAY	Sick Leave with 1/2 Pay
6MO	SIX MO	Appt Not to Exceed 6 Mos
STO	SHRT T DIS	Short Term Disability Leave

Reason Code	Short Description	Long Description
SPF	SUSP FUL	Disciplinary Susp w/Full Pay
SUP	SUSPENSION	Disciplinary Suspension
*SRV	SVS REVOKE	Service Revoke
TER	TERM	Term-Other Thn Prm/Cnt Comp ee
TML	TERM LV	Terminate Encumbering Leave
S71	TERM S71	Termination Occ Disability-S71
S73	TERM S73	Termination Ord Disability-S73
TMS	TERM SEAS	Term-Seas ee w/Reemploy Rights
3MO	THREE MO	Appt Not to Exceed 3 Mos
TRF	TR FUNCTN	Transfer of Function
TRL	TR LIST	Appt from Transfer List (S78)
526	TR S52.6	Transfer - Admin (S52.6)
701	TR S70.1	Lateral Trans/Ttl Chg (S70.1)
704	TR S70.4	Transfer S70.4
UAB	UNAUTH ABS	Term-Unauthorized Absence
VRW	VOL REDUC	Vol Reduct Work Sched
WDL	WC DIS LV	WCInj=>7/92-NU2,3,4,6,23,47,66,67
WPS	WC PT SUP	WCInj=>7/1/93-NU 05
WSP	WC SUP	Workers Comp Leave

Action/Transaction/Reason Combinations

The table below shows the different combinations of action codes, transaction group codes and reason codes that are available to agency users. The chart is in alphabetic order by **Reason Short Description**.

Action Code	Transaction Group	Reason Code	Reason Short Description
IAG	MSC	2PB	2 nd PROB
HIR HLD IAG REH XAG	APP	APT	APPOINT
HIR HLD IAG REH	APP	APP	APPT SP/MN
IAG	APP	ASP	ASSIGN SP
HLD SEP TER	CAN	CAN	CANCEL APT
HLD IAG	CAN	CSP	CANCEL SEP
IAG	CAN	CTM	CANCEL TRM
HLD IAG	CAN	CVR	CANCEL VR
HIR IAG REH XAG	APP	CVS	CANVASS
HLD	MSC	CHO	CHG HOLD

Action Code	Transaction Group	Reason Code	Reason Short Description
IAG	MSC	CHL	CHG LINE
HLD IAG	MSC	CPT	CHG PCT
HLD IAG	MSC	CPF	CHG PT FT
LOA	LVS	CCL	CHLD CR LV
HLD IAG	COR	CAD	COR APT DT
HLD IAG	COR	CLD	COR LV DT
IAG	COR	CRD	COR REI DT
HLD IAG	COR	CSD	COR SEP DT
IAG	COR	CTD	COR TER DT
HLD IAG	APP	CRN	COVER IN
SEP	LVS	LIT	DCR LV INT
LOA	LVS	LOT	DCR LV OUT
TER	OUT	DEC	DECEASED
HLD IAG	APP	DMT	DEMOTE
HLD IAG REH XAG	APP	DPT	DEPT
HLD IAG	MSC	DSP	DISC PROB

Action Code	Transaction Group	Reason Code	Reason Short Description
SEP TER	OUT	DPM	DISCIP REM
HLD IAG XAG	APP	DPD	DISPL DIR
HLD IAG XAG	APP	DPR	DISPL RET
LOA	LVS	EDL	EDUC LV
PLA	LVS	EDW	EDUC W/PAY
HLD IAG	LVS	EXL	EXTEND LV
LOA	LVS	FML	FAM MED LV
HLD IAG REH XAG	APP	IDP	IDP
HLD SEP TER	OUT	LAF	LAYOFF
HLD SEP TER	OUT	LAD	LAYOFF DIR
HLD SEP TER	OUT	LAR	LAYOFF RET
LOA	LVS	S72	LEAVE S72
SEP TER	OUT	LTT	LIST TERM
LTO	LVS	LTO	LONG T DIS

Action Code	Transaction Group	Reason Code	Reason Short Description
LOA	LVS	LTU	LV TO UNCL
SEP	LVS	MLV	MANDAT LV
HIR HLD IAG REH XAG	APP	MIL	MIL
LOA	LVS	MLL	MIL LV
HLD IAG	APP	ADV	MNDTRY ADV
HIR REH	APP	NCA	NCACQ
HLD IAG REH	APP	NCP	NCP
HLD SEP TER	OUT	CRE	NO CREDENS
HIR HLD IAG REH XAG	APP	OCM	OC
HIR IAG REH XAG	APP	OCS	OCCASIONAL

Action Code	Transaction Group	Reason Code	Reason Short Description
HIR IAG REH XAG	APP	PCS	PEND COMM
HIR IAG REH XAG	APP	PEX	PEND EXAM
HIR IAG REH XAG	APP	PJC	PEND JC
HIR IAG REH XAG	APP	POR	PEND ORAL
HIR IAG REH XAG	APP	PRE	PEND RECL
HLD IAG XAG	APP	PLR	PLCMT ROST
HLD IAG	APP	PTR	POST RECL
HLD IAG REH XAG	APP	PRF	PREF

Action Code	Transaction Group	Reason Code	Reason Short Description
HLD IAG	MSC	PBC	PROB COMP
HLD IAG	MSC	PXT	PROB EXT
SEP	LVS	PBL	PROB LV
HLD SEP TER	OUT	PBT	PROB TERM
HIR IAG REH XAG	APP	PJT	PROJECT
IAG	APP	PRM	PROM
HLD IAG	MSC	CPM	R4.11/4.12
HLD IAG	APP	RNI	REASGN IN
HLD IAG XAG	APP	RNL	REASGN LAY
HLD SEP	OUT	ROT	REASGN OUT
HIR IAG REH XAG	APP	REC	REC
IAG	MSC	RCR	RECERT

Action Code	Transaction Group	Reason Code	Reason Short Description
HLD IAG REH XAG	APP	RDY	REDEPLOY
HLD SEP TER	OUT	RPT	REEMP TERM
REH	RNS	713	REIN 71/73
HLD IAG REH XAG	RNS	RCM	REIN COMM
IAG RFL XAG	RNS	RLV	REIN LV
HLD IAG REH XAG	RNS	R54	REIN R5.4
HLD IAG REH XAG	RNS	RST	REIN SUPT
IAG RFL	RNS	RSP	REIN SUSP

Action Code	Transaction Group	Reason Code	Reason Short Description
HLD IAG REH XAG	APP	RER	REROST
HLD SEP TER	OUT	RNS	RESIGN
HLD SEP TER	OUT	RTI	RET INCUMB
RET	OUT	RET	RETIRED
HLD IAG	APP	RTA	RETRO COMM
SEP TER	OUT	RFT	RIF TERM
LOA	LVS	RPD	RPD
TER	OUT	RTU	RS TO UNCL
HIR HLD IAG REH XAG	APP	42B	RULE 4.2B
HLD IAG REH XAG	APP	SEA	SEASONAL
LOA	LVS	SKL	SICK LV
PLA	LVS	SLW	SICK W/PAY

Action Code	Transaction Group	Reason Code	Reason Short Description
HIR IAG REH XAG	APP	6 MO	SIX MO
STO	LVS	STO	SHRT T DIS
PLA	LVS	SPF	SUSP FUL
LOA	LVS	SUP	SUSPENSION
HLD SEP TER	OUT	TER	TERM
HLD	OUT	TML	TERM LV
TER	OUT	S71	TERM S71
TER	OUT	S73	TERM S73
SEP TER	OUT	TMS	TERM SEAS
HIR IAG REH XAG	APP	3MO	THREE MO
HIR IAG REH XAG	APP	TRF	TR FUNCTN
HLD IAG XAG	APP	TRL	TR LIST

Action Code	Transaction Group	Reason Code	Reason Short Description
HLD IAG REH XAG	APP	526	TR S52.6
HLD IAG REH XAG	APP	701	TR S70.1
HLD IAG REH XAG	APP	704	TR S70.4
SEP TER	OUT	UAB	UNAUTH ABS
IAG	MSC	VRW	VOL REDUC
LOA	LVS	WDL	WC DIS LV
LOA	LVS	WPS	WC PT SUP
PLA	LVS	WSP	WC SUP