

Action Reason Codes

To information on HR System Transactions, visit the [HR Manager Toolkit on the HR Website](#)

Purpose:

Action and Reason Codes are used in PAC to categorize job and position actions. They indicate the types of changes made to an individual’s record. Actions occur for a variety of reasons. Therefore, the codes in PAC allow for the many possible reasons. The various combinations of Actions and Reason on the Job Data and Position Data pages specify what the system records in the position history and employee history. For each action you can select from a list of valid reasons.

The appropriate use of Action / Reason codes is critical for gathering good management data that impact key Columbia University programs and decisions. It also provides critical compliance data when reporting on Columbia’s employment activity and actions. Knowledge and interpretation of the definitions and business rules related to the use of Action and Reason codes is an important competency for all staff that has responsibility for managing positions. This knowledge is also important for accurate ad hoc reporting in the University Data Store.

Transaction Type	Action Code	Reason Code	PAC System Description	Transaction Description
Data Changes	DTA	ADM	Administrative Department Chg	Administrative Department Change
	DTA	ADJ	Adjustment	Adjustment
	DTA	BOS	Begin Shift Differential	Beginning of Shift Differential Payment
	DTA	CNW	Contract Renewal	Renewal of Contract
	DTA	COR	Correction	Correction to Job Data
	DTA	EOS	End Shift Differential	End of Shift Differential Payment
	DTA	SSN	Social Security Number Change	Update Social Security Number
	DTA	TTL	Change in Title	Title Change
	DTA	VSA	Visa Renewal	Visa End Date Extended

Transaction Type	Action Code	Reason Code	PAC System Description	Transaction Description
Hire	HIR	NEW	New Hire	First time working at Columbia
	HIR	MJB	Multiple Job	To add 2nd or 3rd concurrent positions
Rehire / Reappointment	REH	CNW	Contract Renewal	Use if the person is terminated
	REH	REH	Rehire	Use if the person worked at Columbia previously and/or if this is their first Academic Appointment)
Transfer	XFR	LAT	Lateral Transfer	Transfer to another department at the same rate
	XFR	LWR	Lower Classification	Transfer to a lower graded position
	XFR	PRO	Promotion	Transfer to another department at a higher rate
Promotion	PRO	ORP	Obtained Regular Position	Promote of Casual Employee to Regular Position
	PRO	PRO	Promotion	Promotion within the same department. Both position and pay should be changed with this one action. When a promotion takes places across departments, XFR PRO should be used. (Admin/SS Use Only)

Transaction Type	Action Code	Reason Code	PAC System Description	Transaction Description
Pay Rate Adjustment	PAY	ADJ	Adjustment	Change of Pay Rate
	PAY	COR	Correction	Correction of Pay Rate due to error
	PAY	DEC	Decrease	Decrease of Pay Rate
	PAY	HRS	Change of Hours	Increase/Decrease of Work Hours
	PAY	LVN	Eleven Month Program	Start of Eleven Month Flexible Work Arrangement
	PAY	MER	Merit	Pay Rate Increase
	PAY	NIN	Nine Month Program	Start of Nine Month Flexible Work Arrangement
	PAY	PHR	Phased Retirement	Not for Academic Use - Copy of approved agreement must accompany PAF
	PAY	RFW	Return from Flex Work Arrangement	Return to Twelve Month Pay Program
	PAY	STI	Stipend	Stipend payment
	PAY	TEN	Ten Month Program	Start of Ten Month Flexible Work Arrangement
PAY	UNI	Union Contract	Union Contract Increase	
Position Management	POS	JRC	Job Re-Classification	Modification to position grade
	POS	NEW	New Position	Create a new position
	POS	STA	Position Status Change	Change a position status , e.g. active to inactive
	POS	UPD	Position Data Update	Changes in position hours
	POS	XFR	Transfer	Transfer position to a different department

Transaction Type	Action Code	Reason Code	PAC System Description	Transaction Description
Leave of Absence PAID	PLA	ADM	Administrative	Administrative
	PLA	COS	COVID Self-Illness	
	PLA	COO	COVID Other Family Illness	
	PLA	EXM	Exempt from Teaching Duties	Faculty Use Only
	PLA	EXR	Exempt from Research Duties	Faculty Use Only
	PLA	FIC	FMLA - Parental Care	FMLA - Parental Care
	PLA	FNO	FMLA - Non-Occupational Disability	FMLA - Non-Occupational Disability
	PLA	FOD	FMLA - Occupational Disability	FMLA - Occupational Disability
	PLA	FPC	FMLA - Part-time Career Appointment	Faculty Use Only
	PLA	FPP	FMLA-Parental Leave Plan-CUMC	CUMC Use Only
	PLA	FPL	FMLA - Personal Leave	FMLA - Personal Leave
	PLA	FPR	FMLA - Parental Workload Relief	Morningside Faculty Use Only
	PLA	INF	Parental Leave	Academic Use Only
	PLA	LTD	Long-Term Disability	Long-Term Disability
	PLA	MCU	Military Call Up	Military Call Up
	PLA	NOC	Paid Non-Occupational Disability	Paid Non-Occupational Disability
	PLA	PER	Personal Leave	Academic Use Only
	PLA	PFF	NYS Paid Family Leave FMLA	NYS Paid Family Leave and FMLA eligible
	PLA	PFL	NYS Paid Family Leave	NYS Paid Family Leave
	PLA	PHR	Phased Retirement	Academic Use Only
PLA	PLP	Parental Leave Plan-CUMC Only	CUMC Use Only	

Transaction Type	Action Code	Reason Code	PAC System Description	Transaction Description
Leave of Absence PAID	PLA	PTC	Part-time Career Appointment	Faculty Use Only
	PLA	PWR	Parental Workload Relief Morningside	Faculty Use Only
	PLA	RSR	Research Leave	Academic Use Only
	PLA	SAB	Sabbatical	Faculty Use Only
	PLA	SLA	Seasonal Layoff	Seasonal Layoff
	PLA	WOR	Worker's Compensation	Worker's Compensation
Leave of Absence UNPAID	LOA	ADM	Administrative	Administrative
	LOA	EDU	Education	Education
	LOA	EXM	Exempt from Teaching Duties	Academic Use Only
	LOA	EXR	Exempt from Research Duties	Academic Use Only
	LOA	FND	Lapse of Funding	Officers of Research Use Only
	LOA	FIC	FMLA - Parental Leave	FMLA - Parental Leave
	LOA	FNO	FMLA - Non-Occupational Disability	FMLA - Non-Occupational Disability
	LOA	FOD	FMLA - Occupational Disability	FMLA - Occupational Disability
	LOA	FPC	FMLA - Part-time Career	Faculty Use Only
	LOA	FPL	FMLA - Personal Leave	FMLA - Personal Leave
	LOA	FPR	FMLA – Parental Workload Relief	FMLA – Parental Workload Relief
	LOA	MCL	FMLA - Military Caregiver Leave	FMLA - Military Caregiver Leave
	LOA	INF	Parental Leave	Parental Leave
	LOA	LTD	Long Term Disability	Long Term Disability

Transaction Type	Action Code	Reason Code	PAC System Description	Transaction Description
Leave of Absence UNPAID	LOA	MIL	Military Service	Military Service
	LOA	MRT	Military Reserve Training	Military Reserve Training
	LOA	NOC	Non-Occupational Disability	Non-Occupational Disability
	LOA	PER	Personal	Personal
	LOA	PFF	NYS Paid Family Leave FMLA	NYS Paid Family Leave and FMLA eligible
	LOA	PFL	NYS Paid Family Leave	NYS Paid Family Leave
	LOA	PHR	Phased Retirement	Academic Use Only
	LOA	PTC	Part-time Career Appointment	Faculty Use Only
	LOA	PUB	Public Service	Academic Use Only
	LOA	PWR	Parental Workload Relief	Academic Use Only
	LOA	RSR	Research Leave	Academic Use Only
	LOA	SAB	Sabbatical	Faculty Use Only
	LOA	UNI	Union Business	Union Business
	LOA	WOR	Worker's Compensation	Worker's Compensation
Return From Leave	RFL	LOA	Return from Leave of Absence	Return from Leave of Absence

Transaction Type	Action Code	Reason Code	PAC System Description	Transaction Description
Termination	TER	AEN	Appointment / Position Ended	Appointment / Position Ended
	TER	APO	Resignation - Accepted Position Outside	Resignation - Accepted Position Outside
	TER	CNL	Hire Cancel	Academic Use Only
	TER	DEA	Death	Death
	TER	DSC	Discharge-HR Review Required	Discharge-HR Review Required
	TER	DSN	Termination-Discharge-Not Eligible for Rehire	Termination-Discharge-Not Eligible for Rehire
	TER	EDU	Resignation-Education	To continue education
	TER	FND	Lapse of Funding	Officers of Research Only
	TER	PRB	Termination-Did Not Pass Probation	Termination-Did Not Pass Probation
	TER	PTD	Termination-Partial/Total Disability	Termination-Partial/Total Disability
	TER	RLN	Release-Not Eligible for Rehire HR Review Required	Release-Not Eligible for Rehire HR Review Required
	TER	RLO	Resignation - Relocation	Resignation - Relocation
	TER	RLS	Release-HR Review Required	Release-HR Review Required
	TER	RNR	Resign-No Rehire-HR Review Required	Not Eligible for Rehire
	TER	ROP	Resignation-Other Personal	Resignation-Other Personal

Transaction Type	Action Code	Reason Code	PAC System Description	Transaction Description
Retirement	RET	DIS	Disability	Disability
	RET	EAR	Retirement - Early - Pre 65	Retirement - Early - Pre 65
	RET	FND	Lapse of Funding	Officers of Research Use Only
	RET	LAY	Layoff	Layoff
	RET	NOR	Retirement - Normal - 65 Plus	Retirement - Normal - 65 Plus
Lay Off	LOF	ELM	Position Eliminated (No Work)	Layoff letter must accompany PAF
	LOF	FND	Lack of Funding	Layoff letter must accompany PAF
Suspension	SUS	HOT	Hotline	Hotline
Recall From Suspension	REC	REL	Recall from Layoff	Recall from Layoff
	REC	RES	Recall from Suspension	Recall from Suspension