<table>
<thead>
<tr>
<th>ACTION CODE</th>
<th>ACTION TITLE</th>
<th>ACTION DEFINITION</th>
<th>ACTION REASON CODE</th>
<th>ACTION REASON TITLE</th>
<th>ACTION REASON DEFINITION</th>
<th>ACTIVITY MIGHT BE NEEDED IN</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADL</td>
<td>Additional Job</td>
<td>Used by departments when they are using 'Add Additional Assignment' to attach a UMP record to an active UMN record.</td>
<td></td>
<td>PPI</td>
<td>Private Practice Income Used only by Company UMP to give additional sums of money.</td>
<td>Add Assignment Assignment</td>
</tr>
<tr>
<td>DTA</td>
<td>Data Change</td>
<td>Used to indicate when changes are made to the employee's record that do not come through Position and do not have a specific Action/Action Reason.</td>
<td></td>
<td>BEN</td>
<td>Benefits Use Only For Employee Benefits Use Only.</td>
<td>Job Data</td>
</tr>
<tr>
<td>DTA</td>
<td>Data Change</td>
<td>Used to indicate when changes are made to the employee's record that do not come through Position and do not have a specific Action/Action Reason.</td>
<td></td>
<td>CNV</td>
<td>Conversion Used by Central HRMS for conversion from 8.9 to 9.2. Inactivated 4/21/15.</td>
<td>N/A</td>
</tr>
<tr>
<td>DTA</td>
<td>Data Change</td>
<td>Used to indicate when changes are made to the employee's record that do not come through Position and do not have a specific Action/Action Reason.</td>
<td></td>
<td>GRAD</td>
<td>Conversion - Grad Assistant Semester Start Used by Central HRMS for conversion from 8.9 to 9.2. Inactivated 4/21/15.</td>
<td>N/A</td>
</tr>
<tr>
<td>DTA</td>
<td>Data Change</td>
<td>Used to indicate when changes are made to the employee's record that do not come through Position and do not have a specific Action/Action Reason.</td>
<td></td>
<td>CNT</td>
<td>Contract Used during the automated Contract Renewal process run by Central HRMS (exception: Use for Special Date contracts which are entered by the department).</td>
<td>Job Data, Contract</td>
</tr>
<tr>
<td>DTA</td>
<td>Data Change</td>
<td>Used to indicate when changes are made to the employee's record that do not come through Position and do not have a specific Action/Action Reason.</td>
<td></td>
<td>PGC</td>
<td>Pay Group Change Use when changing from one Pay Group to another Pay Group (P09, P10, P12, PLH)</td>
<td>Job Data</td>
</tr>
<tr>
<td>DTA</td>
<td>Data Change</td>
<td>Used to indicate when changes are made to the employee's record that do not come through Position and do not have a specific Action/Action Reason.</td>
<td></td>
<td>PHR</td>
<td>Phased Retirement Use to indicate when an employee goes on a Phased Retirement Agreement receiving 25% to 75% pay.</td>
<td>Position, Job Data, Additional Pay EarnCd = SLV</td>
</tr>
<tr>
<td>DTA</td>
<td>Data Change</td>
<td>Used to indicate when changes are made to the employee's record that do not come through Position and do not have a specific Action/Action Reason.</td>
<td></td>
<td>POS</td>
<td>Position Used when there is a change to an employee's record due to a position change, but the job data is not updated from the position record. Examples: Pooled position to non-pooled position, some job family changes. Note: These type of position changes are not due to the reclassification process. See Action/Reason: Job Reclassification/Job Reclassification (JRC/JRC).</td>
<td>Job Data, Contract, Additional Pay, Tenure</td>
</tr>
<tr>
<td>Action/Reason</td>
<td>Description</td>
<td>Used By Central HRMS:</td>
<td>Notes</td>
<td></td>
<td></td>
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<td>--------------</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DTA</strong></td>
<td>Data Change</td>
<td>- to indicate when changes are made to the employee's record that do not come through Position and do not have a specific Action/Action Reason.</td>
<td>Job Data</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PRI</strong></td>
<td>Primary Job Change - Central Use Only</td>
<td>- to change the Job Indicator field values of Primary Job/Secondary Job.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SEN</strong></td>
<td>Correction-Seniority</td>
<td>- to make adjustments to the Seniority record.</td>
<td>Job Data</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SPC</strong></td>
<td>Special Circumstances</td>
<td>- when needing to setup compensation for multiple appointments or when directed by Central HRMS. Note: to setup components of pay see Action/Reason: Pay Rate Change/In Range Adjustment (PAY/INR)</td>
<td>Job Data</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HIR</strong></td>
<td>Hire</td>
<td>- when hiring an employee.</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CNV</strong></td>
<td>Conversion</td>
<td>- for conversion from 8.9 to 9.2. Inactivated 4/21/15.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ADL</strong></td>
<td>Additional Job</td>
<td>- when an employee already has an active job and is being hired into an additional job. This is the action/reason to use in situations that meet the criteria for multiple appointments. The Hire/Additional Job action/reason will not create a hire event in Benefits; it creates an event in Benefits that allows Central Benefits to determine if additional benefit actions are warranted.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Before using this action/reason, use the "verify ID" function in the manager hire process or the "person search" process to ensure the employee has no previous record at the University of MN. The Hire/Additional action/reason should only be used once for an employee. If the employee had a previous job at the University of MN, use the action/reason of Hire/Additional Job (HIR/ADL). Do not use for retiree or additional job (summer appt situations).
<table>
<thead>
<tr>
<th>Action/Reason</th>
<th>Description</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HIR</strong></td>
<td>Use when hiring an employee.</td>
<td></td>
</tr>
<tr>
<td><strong>RTR</strong></td>
<td>Use when hiring an employee who maintains a retiree status.</td>
<td></td>
</tr>
<tr>
<td><strong>SUM</strong></td>
<td>Use when hiring an individual for a summer appointment. Do NOT use the action/reason of Hire/Hire (HIR/HIR).</td>
<td></td>
</tr>
<tr>
<td><strong>JRC</strong></td>
<td>Use when the reclassification results in a job code change and moves the employee out of a pooled position, when a Faculty member moves from Tenure Track to Tenure, or when an Academic Professional Employee moves from Continuous Track to Continuous.</td>
<td>Position, Job Data (check employee class, leave plan, employee type, compensation &amp; rate code) Contract, Additional Pay, Tenure, Distribution Entry</td>
</tr>
<tr>
<td><strong>LOA</strong></td>
<td>Use when an employee is going on a 100% leave without pay for more than 2 weeks.</td>
<td></td>
</tr>
<tr>
<td><strong>FML</strong></td>
<td>Use when an eligible employee has not exceeded the 12 week FMLA leave, but has exhausted all sick or comp leave. (10 days of vacation may be kept on the books). To return them from leave use the Return from Leave/Return from Leave (RFL/RFL) action/reason.</td>
<td>Job Data, Absence, UMP Only -Additional Pay</td>
</tr>
<tr>
<td><strong>MIL</strong></td>
<td>Use when an employee's Military leave is more than 15 working days within a calendar year. To return them from leave use the Return from Leave/Return from Leave (RFL/RFL) action/reason.</td>
<td>Job Data, Absence, UMP Only -Additional Pay</td>
</tr>
<tr>
<td><strong>PER</strong></td>
<td>Use for anyone on an Unpaid Leave for unknown or personal reasons. Use when a Faculty, P&amp;A, Civil Service/Labor Represented or Civil Service V Class employee has exceeded the 12 week FMLA leave, and has exhausted all sick or comp leave for which they are eligible (10 days of vacation may be kept on the books). To return them from leave use the Return from Leave/Return from Leave (RFL/RFL) action/reason.</td>
<td>Job Data, Absence, UMP Only -Additional Pay</td>
</tr>
<tr>
<td>Action</td>
<td>Description</td>
<td>Action/Reason</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>LOA</td>
<td>Unpaid Leave of Absence Use when an employee is going on a 100% leave without pay for more than 2 weeks.</td>
<td>SC3</td>
</tr>
<tr>
<td>LOA</td>
<td>Unpaid Leave of Absence Use when an employee is going on a 100% leave without pay for more than 2 weeks.</td>
<td>SC4</td>
</tr>
<tr>
<td>LOA</td>
<td>Unpaid Leave of Absence Use when an employee is going on a 100% leave without pay for more than 2 weeks.</td>
<td>WCP</td>
</tr>
<tr>
<td>LOF</td>
<td>Layoff Use when an employee is eligible to be placed on the layoff list.</td>
<td>LOF</td>
</tr>
<tr>
<td>Action</td>
<td>Description</td>
<td>Eligibility</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>LTD</td>
<td>Long Term Disability with Pay</td>
<td>Only used by Central Employee Benefits for faculty who have been on disability for three months. Employee Benefits will use this Action at the first day of the fourth month if their year of service is greater than two years or if paid by the department on a partial disability.</td>
</tr>
<tr>
<td>LTO</td>
<td>Long Term Disability Without Pay</td>
<td>Used by Central Employee Benefits for Academic Professional and Administrative, Faculty or UMN Extension Service/Federal employees approved for disability benefits who will no longer be paid by the University.</td>
</tr>
<tr>
<td>PAY</td>
<td>Pay Rate Change</td>
<td>Use when an employee's pay is being changed.</td>
</tr>
<tr>
<td>PAY</td>
<td>Pay Rate Change</td>
<td>Use when an employee's pay is being changed.</td>
</tr>
<tr>
<td>PAY</td>
<td>Pay Rate Change</td>
<td>Use when an employee's pay is being changed.</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Action/Reason</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>PAY</td>
<td>Pay Rate Change</td>
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<tr>
<td>PAY</td>
<td>Pay Rate Change</td>
<td>Use when an employee’s pay is being changed.</td>
</tr>
<tr>
<td>PLA</td>
<td>Paid Leave of Absence</td>
<td>Use for full or partial Paid Leave of Absences.</td>
</tr>
<tr>
<td>PLA</td>
<td>Paid Leave of Absence</td>
<td>Use for full or partial Paid Leave of Absences allowing the employee to be continued to be paid during the leave. Pay is managed through the absence request process. Select the appropriate type of absence when submitting the absence request. When returning from the leave, use the action/reason of Return from Leave/Return from Leave (RFL/RFL). Verify dates in the absence system match the effective date of the Return from Leave of Absence row.</td>
</tr>
<tr>
<td>POI</td>
<td>Add Person of Interest</td>
<td>Use when creating a Person of Interest relationship.</td>
</tr>
<tr>
<td>POI</td>
<td>Add Person of Interest</td>
<td>Use when setting up a UNS appointment.</td>
</tr>
<tr>
<td>POS</td>
<td>Position Change</td>
<td>This row is inserted into the job record by making a change in the position record. Once the position record is approved, it will insert the job data row. Used in creating and maintaining Positions.</td>
</tr>
<tr>
<td>CNV</td>
<td>Position Conversion</td>
<td>Used by Central HRMS for conversion from 8.9 to 9.2. Inactivated 4/21/19.</td>
</tr>
<tr>
<td>Job Data</td>
<td></td>
<td>Use when an employee receives a pay rate adjustment within the job code salary range and for changes to multiple components of pay that are not due to other types of pay rate changes.</td>
</tr>
<tr>
<td>Job Data</td>
<td></td>
<td>Use when an employee receives a pay rate increase due to market adjustment.</td>
</tr>
<tr>
<td>Job Data</td>
<td></td>
<td>Use only for a pay rate increase due to a merit increase. For labor represented or undergraduate students use the action/reason of Pay Rate Change/Annual Increase (PAY/ANU).</td>
</tr>
<tr>
<td>Job Data</td>
<td></td>
<td>Use when additional salary is awarded to retain an employee at the University.</td>
</tr>
<tr>
<td>Job Data</td>
<td></td>
<td>Use when a labor represented employee receives a step/progression increase.</td>
</tr>
<tr>
<td>Absence Management, Job Data, Additional Pay (Sabbatical, UMP)</td>
<td></td>
<td>Use for full or partial Paid Leave of Absences allowing the employee to be continued to be paid during the leave. Pay is managed through the absence request process. Select the appropriate type of absence when submitting the absence request. When returning from the leave, use the action/reason of Return from Leave/Return from Leave (RFL/RFL). Verify dates in the absence system match the effective date of the Return from Leave of Absence row.</td>
</tr>
<tr>
<td>Add/Maintain a POI Relationship, UM POI Details</td>
<td></td>
<td>Use when creating a Person of Interest relationship.</td>
</tr>
<tr>
<td>Position-Feeds Job Data</td>
<td></td>
<td>Use when setting up a UNS appointment.</td>
</tr>
<tr>
<td>Position-Feeds Job Data</td>
<td></td>
<td>Used by Central HRMS for conversion from 8.9 to 9.2. Inactivated 4/21/19.</td>
</tr>
<tr>
<td>POS</td>
<td>Action/Reasons</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>POS</td>
<td>Position Change</td>
<td>This row is inserted into the job record by making a change in the position record. Once the position record is approved, it will insert the job data row. Used in creating and maintaining Positions.</td>
</tr>
<tr>
<td>POS</td>
<td>Position Change</td>
<td>This row is inserted into the job record by making a change in the position record. Once the position record is approved, it will insert the job data row. Used in creating and maintaining Positions.</td>
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<td>Position Change</td>
<td>This row is inserted into the job record by making a change in the position record. Once the position record is approved, it will insert the job data row. Used in creating and maintaining Positions.</td>
</tr>
<tr>
<td>POS</td>
<td>Position Change</td>
<td>This row is inserted into the job record by making a change in the position record. Once the position record is approved, it will insert the job data row. Used in creating and maintaining Positions.</td>
</tr>
<tr>
<td>REB</td>
<td>Retired with Benefits</td>
<td>Use for employees who terminate with special severance agreements.</td>
</tr>
<tr>
<td>REC</td>
<td>Recall from Suspension/Layoff</td>
<td>Use when an employee's last action was Suspension.</td>
</tr>
<tr>
<td>Action/Reason</td>
<td>Description</td>
<td>Action/Reason</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>REC</strong></td>
<td>Recall from Suspension/Layoff</td>
<td>Use when an employee's last action was Suspension.</td>
</tr>
<tr>
<td><strong>REC</strong></td>
<td>Recall from Suspension/Layoff</td>
<td>Use when an employee's last action was Layoff.</td>
</tr>
<tr>
<td><strong>REH</strong></td>
<td>Rehire</td>
<td>Use to rehire a person into a job record when all the job records held by the employee are in a terminated status.</td>
</tr>
<tr>
<td><strong>REH</strong></td>
<td>Rehire</td>
<td>Use to rehire a person into a job record when all the job records held by the employee are in a terminated status.</td>
</tr>
<tr>
<td><strong>RET</strong></td>
<td>Retirement</td>
<td>Use when an employee leaves the University due to retirement.</td>
</tr>
<tr>
<td><strong>RFD</strong></td>
<td>Return from Disability</td>
<td>Use when an employee returns to full or part time work from Disability.</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Use when</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>----------</td>
</tr>
<tr>
<td>RFL</td>
<td>Return from Leave</td>
<td>an employee returns to work from an</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paid Leave of Absence or Unpaid Leave of Absence</td>
</tr>
<tr>
<td>RFL</td>
<td>Return From Leave</td>
<td>an employee returns from an</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unpaid Leave of Absence or Paid Leave of Absence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last action/reason must have been Paid Leave of Absence/Paid Leave of Absence (PLA/PLA), Unpaid Leave of Absence/Family Medical Leave Act (LOA/FML), Unpaid Leave of Absence/Military Service (LOA/MIL), Unpaid Leave of Absence/Per (LOA/PER), Unpaid Leave of Absence/Work Hiatus &lt;= 3 months (LOA/SC3), Unpaid Leave of Absence/Work Hiatus &gt;3months (LOA/SC4), or Unpaid Leave of Absence/Workers Comp (LOA/WCP).</td>
</tr>
<tr>
<td>RWB</td>
<td>Return from Work Break</td>
<td>an employee returns to work from a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Short Work Break</td>
</tr>
<tr>
<td>RFB</td>
<td>Return from Work Break</td>
<td>an employee returns from a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Short Work Break/Break Between Appointments (SWB/BBA).</td>
</tr>
<tr>
<td>SUS</td>
<td>Suspension</td>
<td>the employee's status needs to be suspended without pay for a period of time without terminating the employee. This will put them in an Inactive Payroll status and benefits will not go into arrears.</td>
</tr>
<tr>
<td>DIS</td>
<td>Disciplinary Action</td>
<td>an employee is suspended for disciplinary reasons. To return from recall use Recall from Suspension Layoff/Disciplinary Action (REC/DAL).</td>
</tr>
<tr>
<td>SUS</td>
<td>Suspension</td>
<td>only use for Graduate Assistants and Professionals In Training when the individual's status needs to be suspended without pay for a period of time without terminating the job record. This will put them in an Inactive Payroll status.</td>
</tr>
<tr>
<td>END</td>
<td>End Appointment</td>
<td>only use for Graduate Assistants and Professionals In Training when the individual's status needs to be suspended without pay for a period of time without terminating the job record. This will put them in an Inactive Payroll status. To return from suspension, use Recall from Suspension Layoff/ Suspend End (REC/END).</td>
</tr>
<tr>
<td>SWB</td>
<td>Short Work Break</td>
<td>placing an employee on a Short Work Break. Short Work Breaks keep employees in an Active Payroll status and puts benefits into arrears.</td>
</tr>
<tr>
<td>BBA</td>
<td>Break Between Appointment</td>
<td>appointments that are less than 12 months and have a break in pay. These breaks correspond to a break in the academic calendar. (For breaks that do not correspond to the academic calendar, or are for 12 months</td>
</tr>
<tr>
<td>Action/Reasons</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td><strong>Termination</strong></td>
<td>Use when an employee is ending employment for this job record and is not expected to return to it.</td>
<td></td>
</tr>
<tr>
<td><strong>ABS</strong></td>
<td>Absence</td>
<td>Use when an employee is being terminated due to not reporting to work or being absent 3 days without authorization.</td>
</tr>
<tr>
<td><strong>TER</strong></td>
<td>Termination</td>
<td>Use when an employee is ending employment for this job record and is not expected to return to it.</td>
</tr>
<tr>
<td><strong>CEN</strong></td>
<td>Program Term- Central Use Only</td>
<td>Central HRMS Use Only. Used by Central HRMS when Terminating records.</td>
</tr>
<tr>
<td><strong>DEA</strong></td>
<td>Death</td>
<td>Use for termination due to death of a current employee or previous employee NOT on retiree status. Contact Employee Benefits.</td>
</tr>
<tr>
<td><strong>ECT</strong></td>
<td>End of Appointment</td>
<td>Use when an appointment has been completed.</td>
</tr>
<tr>
<td><strong>EIE</strong></td>
<td>Entered in Error</td>
<td>Use after consultation with Central HRMS when an appointment has been entered in error.</td>
</tr>
<tr>
<td><strong>INV</strong></td>
<td>Termination for Cause</td>
<td>Use when an employee is being dismissed from the University for cause.</td>
</tr>
<tr>
<td><strong>LEX</strong></td>
<td>Sev/LO Ben Exp-Cntrl Use Only</td>
<td>Central HRMS Use Only: Used when an employee is terminated due to a Severance, Layoff or Non-Renewal and University Plan Benefits no longer continue. NOTE: Laid off employees may still be eligible for the layoff list.</td>
</tr>
<tr>
<td><strong>LNL</strong></td>
<td>Layoff/Ineligible for LO List (CS/LR)</td>
<td>Use when a Civil Service or Labor Represented employee is laid off without rights to be put on the layoff list.</td>
</tr>
<tr>
<td><strong>LNR</strong></td>
<td>Layoff/Non Renew Prgm &lt;3yrs Svc</td>
<td>Use when an Academic Employee elects Layoff/Non-Renewal Program with less than three years of service. See also Termination with Benefits- Layoff Non-Renewal Program &gt;= 3 yrs Svc for services greater than or equal to three years. (TWB/LER)</td>
</tr>
<tr>
<td><strong>NRE</strong></td>
<td>Non Renew W Notice Prd End Date</td>
<td>Use to end a P&amp;A employee’s contract when they have been given notice that their contract is non renewed and have elected to work until the end of the contract.</td>
</tr>
<tr>
<td>Code</td>
<td>Type</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>TER</td>
<td>Termination</td>
<td>Use when an employee is ending employment for this job record and is not expected to return to it.</td>
</tr>
<tr>
<td>TER</td>
<td>Termination</td>
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</tr>
<tr>
<td>TWB</td>
<td>Terminated with Benefits</td>
<td>Use for employees who terminate with special layoff/severance agreements.</td>
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<td>TWB</td>
<td>Terminated with Benefits</td>
<td>Use for employees who terminate with special layoff/severance agreements.</td>
</tr>
<tr>
<td>XFR</td>
<td>Transfer</td>
<td>Use when an employee applies for and is hired into a new or vacant position.</td>
</tr>
</tbody>
</table>