The University of Texas Health Science Center at San Antonio
Front Office Action/Reason Codes

Action Code	Action	Reason Code	Reason	When To Use
LEAVE OF ABSENCE				
LOA	Leave of Absence	**EXL**	Exhausted Leave	All vacation, personal, and sick leave has been exhausted
LOA	Leave of Absence	**FML**	Family and Medical Leave	Employee is out on Family and Medical leave to care for a family member, father/birth of child, adoption, or foster care.
LOA	Leave of Absence	**MAT**	Maternity/Paternity	Employee, who is not eligible for FMLA, has the birth of a natural child, adoption, or foster care placement with the employee of a child younger than three years of age **and** the employee has been employed for less than twelve months by the state or has worked less than 1,250 hours during the twelve-month period immediately preceding the beginning of leave.
LOA	Leave of Absence	**PAR**	Parental Leave	Employee, who is not eligible for FMLA, has the birth of a natural child, adoption, or foster care placement with the employee of a child younger than three years of age.
LOA	Leave of Absence	**SUS**	Suspension	Employee has failed to respond to one or more reprimands or has committed and offense or violation which is, in itself, sufficiently serious to warrant more than a reprimand but less than dismissal.
LOA	Leave of Absence	**ADM**	Administrative	The university determines it is best to place the person on leave pending possible future action concerning the employees working relationship with the University.
LOA	Leave of Absence	**WCI**	Worker's Compensation	Employee is injured on the job and will not be using their leave.
LOA	Leave of Absence	**FMW**	FMLA for Work-related injury	Employee is injured on the job and will be using their leave.
LOA	Leave of Absence	**MIL**	Military Service	Employee has exhausted the 15 calendar days of military leave but is still out on military leave.

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RETURN FROM LEAVE				
RFL	Return From Leave	**RFL**	Return From Leave	Employee returns from LOA.
TERMINATION				
TER	Termination	**DEA**	Death	Document the date of death of a benefits eligible employee.
TER	Termination	**DIS**	Dishonesty	Termination due to dishonesty during employment.
TER	Termination	**DISC**	Discharge	Employee has committed a single grave offense or from an accumulation of minor deficiencies and/or offenses.
TER	Termination	**EES**	Dissatisfied w/Fellow Employees	Employee is terminating due to dissatisfaction with their co-workers.
TER	Termination	**ELI**	Elimination of Position	Employee's position has been eliminated.
TER	Termination	**EXP**	Expiration of Contract/Grant	Employee's contract months end or the grant or contract funding ends.
TER	Termination	**FAM**	Family Reasons	Termination due to family reasons
TER	Termination	**HEA**	Health Reasons	Termination due to health reasons.
TER	Termination	**HRS**	Dissatisfied with Hours	Termination due to dissatisfaction with work hours.
TER	Termination	**I9P**	Lack of I-9 Proof	Employee did not provide a complete I-9 within the federally mandated time period.
TER	Termination	**INS**	Insubordination	Termination due to failure or refusal to recognize or submit to authority and/or direction of a supervisor.
TER	Termination	**LVE**	Failure to Return from Leave	Termination due to failure to return from leave.
TER	Termination	**MIS**	Misstatement on Application	Termination due to misstatements on their employment application.
TER	Termination	**MUT**	Mutual Consent	Employee and the University mutually consent to the termination.
TER	Termination	**NOS**	Failed to Report to Work	Termination due to failure to report for employment.
TER	Termination	**OTP**	Resignation-Other Position	Employee resigns to accept a job outside the University.
TER	Termination	**PAY**	Dissatisfied with Pay	Termination due to dissatisfaction with pay.
TER	Termination	**PER**	Personal Reasons	Used when Employee terminated their employment for personal reasons.
TER	Termination	**PRM**	Dissatisfied with / promotion Opps	Termination due to dissatisfaction with promotion opportunities.

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TER	Termination	**PRV**	Didn't Pass Provisional	Termination due to failure to successfully complete provisional employment period.
TER	Termination	**RES**	Resignation	Employee resigns from their position.
TER	Termination	**SCH**	School-Related Reasons	Employee resigns from their position in order to continue their education.
TER	Termination	**SUB**	Substance Abuse	Termination due to substance abuse.
TER	Termination	**SUP**	Dissatisfied with Supervision	Termination due to dissatisfaction with supervisor.
TER	Termination	**TAF**	Transfer to affiliate	Termination from the UTHSCSA and transferring to another state agency.
TER	Termination	**TAR**	Tardiness	Termination due to excessive tardiness.
TER	Termination	**TYP**	Dissatisfied w/Type of Work	Termination due to dissatisfaction with the type of work.
TER	Termination	**UNS**	Unsatisfactory Performance	Unsatisfactory performance and provisional period has passed.
TER	Termination	**VIO**	Violation of Rules	Termination due to serious violation of University policy.
TER	Termination	**VSA**	Visa	Termination due to visa has expiration or failure to provide updated visa information.
TER	Termination	**WOR**	Dissatisfied w/Work Conditions	Termination due to dissatisfaction with their working conditions
RETIREMENT				
RET	Retirement	**DIL**	Disability Retirement <10 yrs	Retiring employee has less than 10 years service time and is retiring due to disability.
RET	Retirement	**DIT**	Disability Retirement,10 yrs	Retiring employee has 10 years or more service time and is retiring due to disability.
RET	Retirement	**RET**	Service Retirement	Retiring employee qualifies for and retires under normal circumstances.
PAY RATE \ FUNDING CHANGE				
PAY	Pay Rate Change	**COF**	Counter Offer	Compensation level is increased due to salary negotiation.
PAY	Pay Rate Change	**INT**	Interim Pay	Employee temporarily assumes the duties of another position.
PAY	Pay Rate Change	**MER**	Merit	Employee has demonstrated exemplary performance, funds are available and the increase is in accordance with policy and procedure.
PAY	Pay Rate Change	**MKT**	Market Adjustment	Employee's pay increases because the AVP of Human Resources determines the salary for that job class is not competitive.

Action Code	Action	Reason Code	Reason	When To Use
PAY	Pay Rate Change	**OTH**	Other	Miscellaneous
PAY	Pay Rate Change	**PRO**	Promotion with Pay Increase	Employee is promoted and that promotion is accompanied by a pay increase.
PAY	Pay Rate Change	**REC**	Job Reclassification	The duties and responsibilities of a position have changed significantly and the reclassification has been approved by Human Resources.
PAY	Pay Rate Change	**RWL**	Reduced Workload	The duties of a position have decreased to the point where a salary reduction is necessary.
PAY	Pay Rate Change	**XFR**	Transfer with Pay Increase	Employee is transferred to another department and that transfer comes with a pay increase.
DTA	Data Change	**FUN**	Funding Only Change	Only the funding of a position has changed.
DEMOTION				
DEM	Demotion	**USP**	Unsatisfactory Performance	Employee is moved to lower pay class and the pay is reduced to fall within the range of the new position.
PROMOTION				
PRO	Promotion	**NCP**	Normal Career Progression	Employee is promoted as part of the normal career progression.
PRO	Promotion	**OPR**	Outstanding Performance	Employee is promoted due to outstanding performance in their current position.
TRANSFER				
XFR	Transfer	**XFR**	Transfer of Employee	Employee is transferring
XFR	Transfer	**EER**	Employee Request	Employee requests transfer
XFR	Transfer	**ROR**	Reorganization	Department Reorganizing