Northwestern | myHR

Action/Reason Code Matrix

The list below includes all Action/Action Reason Codes that may be initiated through some action of a department administrator or employee. Where Position Data/Appointment Forms are required (indicated by "Pos/Appt" below), any code with a "POS" Action is used on the Position Data side; all other codes are entered on the Appointment side of the form.

KEY:

Pos/Appt: Complete a Position Data/Appointment Form using these codes
HR Comp: Contact your HR Compensation Analyst
HR BP: Contact your HR Business Partner
HR Benef: Contact your HR Benefits Consultant
Temp: Enter transaction on the myHR Manage Temp Job dashboard
***(Blank)*:** Typically this action is not used for this type of employee; contact your HR Buisiness Partner, Payroll, or the Office of the Provost for direction.

eRecruit: Transaction is automatically processed through eRecruit
Sal Plan: Transaction may be entered in myHR during the annual Salary Management cycle
PDF: Complete a Personal Data Form; the codes do not need to be entered on this form
myHR SS: Transaction is processed based on employee entry in myHR Self Service
myHR Adm: Admin users may enter the transaction on the indicated myHR page
askHR: Contact askHR for assistance

Action Code	Reason Code	Description	Faculty	Research Faculty	Research Staff	Staff	Graduate Student	Temp	Use This Code When…
Position Codes	***enter on the Position Data side of the form***								
POS	**BUD**	Change Budgeted Salary	Pos/Appt myHR Adm	Pos/Appt myHR Adm	Pos/Appt myHR Adm	HR Comp myHR Adm			The Budgeted Salary for a position is changed. This typically happens annually, during Salary Planning. It may also be updated any time an employee's compensation changes using a Posn/Appt Form or the "Position Data" page in myHR Admin, for those with access.
POS	**CLS**	Change in Classification	Pos/Appt	Pos/Appt	Pos/Appt	HR Comp	Pos/Appt		A position is upgraded or downgraded as a result of a job audit, a change in classification, or the reclassification of faculty.
POS	**EXT**	Change Position End Date	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		A position's End Date is extended. Use in combination with DTA/REA if an employee's Appointment End Date must also be extended.
POS	**HRS**	Change in Standard Hours or % Full Time	Pos/Appt	Pos/Appt	Pos/Appt	HR BP			• **Non-Exempt and Adjunct Positions:** There is a change to Standard Hours. • **Faculty and Exempt Staff Positions:** There is a change to Percent Full Time.
POS	**INA**	Inactivate Position	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		A vacant position is inactivated; this ensures it will not appear on Position Management reports or encumber a salary on your budget, and cannot be posted in eRecruit.
POS	**LOC**	Change in Location	Pos/Appt askHR	Pos/Appt askHR	Pos/Appt askHR	Pos/Appt askHR	Pos/Appt askHR		The position's work location changes. askHR can do changes for entire department
POS	**NEW**	Create a New Postion	Pos/Appt	Pos/Appt	Pos/Appt	HR Comp	Pos/Appt		A new position is created.
POS	**NME**	Department Name Change	askHR	askHR	askHR	askHR	askHR		The name of a position's owning department is changed. If an entire department's name changes, the askHR Team may be contacted to update the department for all employees. Academic department name changes require approval from the Office of the Provost.
POS	**QAT**	Location Change to Qatar	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt			An existing employee is transferring to NU-Q and is switching insurance to CIGNA prior to their actual move. This code is entered on the employee's current (non NU-Q) position .
POS	**SAU**	Change in Salary Admin Unit (SAU)	Sal Plan Pos/Appt	Sal Plan Pos/Appt	Sal Plan Pos/Appt	Sal Plan Pos/Appt	Sal Plan Pos/Appt		The Salary Administration Unit is changed on a faculty or staff position. This change is typically entered directly in myHR during the annual Salary Management process.
POS	**STA**	Reactivate Position	Pos/Appt	Pos/Appt	Pos/Appt	HR Comp	Pos/Appt		A previously inactive position is changed back to "Active."
POS	**TTL**	Change in University Title or Add/Change Department Title	Pos/Appt	Pos/Appt	Pos/Appt	HR Comp	Pos/Appt		A change is made to the official University Title, or a different Department Title is requested for the employee's directory entry. The Job Code and Salary Grade must remain the same; otherwise, use Promotion, Demotion, or Transfer. Staff titles must be approved by HR Compensation; faculty titles by the Office of the Provost.

Action Code	Reason Code	Description	Faculty	Research Faculty	Research Staff	Staff	Graduate Student	Temp	Use This Code When…
Appointment Codes ***enter on the Appointment side of the form***									
Hire									
HIR	**HIR**	Initial Hire	Pos/Appt	Pos/Appt	Pos/Appt	eRecruit	Pos/Appt	PDF	An individual is initially hired into the University. This code may only be used on Job Record #0 and prompts a "new hire" email to be sent to the employee; *if the employee already has an active Job Record, use HIR/ADD to create an additional appointment or REH/REA to re-use a terminated job record. If the employee has previously worked at NU, refer to the "Rehire" codes.* For Temps, submit the Personal Data Form.
HIR	**NMF**	Initial Hire - NMG Appointment	Pos/Appt						A Feinberg faculty member is initially hired into their clinical NMG position. This code may only be used on Job Record #1 (#0 must be the NU position).
HIR	**ADD**	Additional Appointment on New Job Record	Pos/Appt	Pos/Appt	Pos/Appt	eRecruit Pos/Appt	Pos/Appt	PDF	An active employee is hired into an additional position and a new Job Record number must be created. *If the employee has an existing inactive Job Record number that can be re-used, use code REH/REA instead. If the appointment will last less than 6 months (except graduate students, adjuncts, and visiting faculty), consider using an Additional Pay Request Form instead.*
HIR	**REW**	Additional Appointment for a Retiree	Pos/Appt	Pos/Appt	Pos/Appt		Pos/Appt	PDF	A existing retiree is hired into a non-benefits eligible position. In this case, a new job record number is added.
Rehire									
REH	**REH**	Rehire	Pos/Appt	Pos/Appt	Pos/Appt	eRecruit	Pos/Appt	PDF	A former employee is rehired after a complete break in service from *all* job records, or a retiree is returning to work in a benefits-eligible position. This code triggers a "new hire" email to be sent to the employee. Do *not* use this code if the employee has another active job record; use REH/REA or HIR/ADD instead. If the employee is returning within six months from a prior benefits-elgible position, use REH/RIN instead.
REH	**RIN**	Reinstatement	Pos/Appt	Pos/Appt	Pos/Appt	eRecruit			A former benefits-eligible faculty or staff employee has no active job record and is rehired within six months of full termination. The original service date is kept intact and all benefits revert back to what they were prior to termination. If the employee was *not* benefits-eligible in the prior position (e.g. an adjunct faculty member or temp), use REH/REH instead.
REH	**NMF**	Rehire - NMG Appointment	Pos/Appt						A former Feinberg faculty member is rehired into their clinical NMG position, after a break in service of at least 31 days. This code may only be used on Job Record #1.
REH	**REA**	Reappointment	Pos/Appt	Pos/Appt	Pos/Appt	eRecruit	Pos/Appt	PDF	An active employee is hired into an additional position, and the employee has an existing inactive Job Record number that will be re-used. If the employee does not have an inactive job record, use HIR/ADD to create a new one.

Action Code	Reason Code	Description	Faculty	Research Faculty	Research Staff	Staff	Graduate Student	Temp	Use This Code When…
Pay Rate Change									
PAY	**DEM**	Demotion				Pos/Appt			An employee moves to a lower graded position and receives a pay decrease. This may occur when (1) a job audit is conducted that results in a lower salary grade for an employee's position, or (2) an employee moves to another position with a lower grade. This code should be used with a corresponding Demotion (DEM) action code.
PAY	**MER**	Merit Increase	Sal Plan Pos/Appt	Sal Plan Pos/Appt	Sal Plan Pos/Appt	Sal Plan Pos/Appt		Temp	An annual merit increase is assigned to the employee as part of the annual salary review process. Merit increases for temps are entered by the department on the Temp Panel and will display code PAY/SAJ.
PAY	**NEG**	Union Negotiation				HR Ops			Changes to a union member's salary based on negotiations and each union's bargaining agreement.
PAY	**OTH**	Other	Pos/Appt			HR Comp			Used only under unusual circumstances when a pay change does not fit into any other category.
PAY	**PRE**	Faculty Phased Retirement	Pos/Appt						A faculty member is going on phased retirement; used to re-elect their lowered salary.
PAY	**PRO**	Promotion	Pos/Appt			Pos/Appt			An employee moves to a higher graded position and receives a pay increase. This may occur when (1) a job audit results in a higher salary grade for an employee's position, or (2) an employee moves to another position with a higher grade as determined by Compensation. This code should be used with a corresponding Promotion (PRO) code.
PAY	**SAJ**	Salary Adjustment	Pos/Appt	Pos/Appt	Pos/Appt		Pos/Appt	Temp	An employee receives a mid-year salary change not related to the annual merit increase or change to job grade/position (except for temps).
PAY	**SRT**	Start/Stop Pay for Short Term Assignment	Pos/Appt	Pos/Appt					Used to start or stop the pay for short term assignments, typically adjuncts. Should be used to change the Compensation Rate and Pay Group *instead of* PAY/SAJ.
Data Change									
DTA	**CHG**	Department/Location Change		Pos/Appt	Pos/Appt			Temp	• **Research Faculty or Research Staff:** an employee moves to a different department. • **Temps:** an employee moves to a different node within the same 4-digit HR DeptID using the "Transfer" function on the Temp Panel. If a temp is transferring to a different 4-digit HR DeptID, the current department must process a termination in the Temp Panel and the new department will rehire the temp using a Personal Data Form.
DTA	**CJC**	Job Code Change						Temp	A temp's Job Code changes, using the "Job Change" function on the Temp Panel.
DTA	**RCE**	Appt Extension due to Tenure Clock Extension	Pos/Appt						Used to extend a faculty member's appointment by one year when a tenure clock extension has been approved.
DTA	**REA**	Reappointment	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		An employee's Appointment End Date is expiring but a new appointment or extension has been obtained without a break in service. • **Faculty:** signifies a new academic appointment start and end date without a change in rank or job title (unless paired with a promotion).
DTA	**RM#**	Room Number Change	myHR SS Pos/Appt myHR Adm	myHR SS Pos/Appt myHR Adm	myHR SS Pos/Appt myHR Adm	myHR SS Pos/Appt myHR Adm	myHR SS Pos/Appt myHR Adm		An employee's campus room number should be changed. This can be processed directly by the employee via the myHR Self Service myHR SS ("Update My Online Directory"), by a manager via myHR Admin ("Online Directory HR" page), or on a Posn/Appt Form.

Action Code	Reason Code	Description	Faculty	Research Faculty	Research Staff	Staff	Graduate Student	Temp	Use This Code When…
Leave of Absence - Unpaid									
LOA	**ACA**	Academic/Research Leave	Pos/Appt	Pos/Appt					A faculty member is taking a leave to continue their education, including gaining practical or industry-involved experience.
LOA	**FML**	FMLA Leave	Pos/Appt	Pos/Appt	HR Benef	HR Benef			An employee whose leave meets the eligibility requirements of the Family Medical Leave Act. *Can only be initiated after the employee has exhausted all available paid time, including sick, vacation, and Personal Floating Holiday.*
LOA	**MAT**	Unpaid Leave for Child Bonding	Pos/Appt	Pos/Appt	HR Benef	HR Benef			Used when an employee takes unpaid time for child bonding after birth. The mother may have opted not to exhaust her paid time (vacation, sick,), or may have already exhausted her paid time.
LOA	**MED**	Non-FMLA Leave	Pos/Appt	Pos/Appt	HR Benef	HR Benef			The employee has exhausted their FMLA time and was on leave prior to 9/1/2012.
LOA	**MIL**	Military Service	Pos/Appt	Pos/Appt	HR Benef	HR Benef			An employee is called up for active duty.
LOA	**NRS**	NRSA Postdoc			Pos/Appt				A Postdoctoral Fellow is moving to NRSA Postdoctoral Fellow
LOA	**PRS**	Personal Leave	Pos/Appt	Pos/Appt	Dept	HR BP			A leave is requested for personal, non-health related reasons.
LOA	**PYP**	Partial Year Position				HR Benef			A staff employee is in a contracted 9, 10, or 11 month position; this code is initiated during the non-contracted months.
LOA	**TER**	Terminal Unpaid Leave	Pos/Appt	Pos/Appt					A faculty member without assigned responsibilities is retiring or separating from the University; the position is not held after the leave expires.
LOA	**UML**	Unpaid Medical Leave			HR Benef	HR Benef			A staff employee's medical leave goes beyond the time allotted by FMLA and the department wishes to hold the position beyond the requirements of FMLA.
LOA	**VIS**	Visa Expired	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		A non-resident employee's visa has expired. Individual must stop working until the visa is renewed.
LOA	**WCC**	Workers Compensation	Pos/Appt	Pos/Appt	HR Benef	HR Benef	Pos/Appt		An employee is on worker's compensation and the absence is greater than two weeks.
Leave of Absence - Paid									
PLA	**ACA**	Paid Academic/ Research Leave	Pos/Appt	Pos/Appt					A faculty member is taking a leave to continue their education, including gaining practical or industry-involved experience.
PLA	**CBA**	Faculty Paid Leave for Childbearing or Adoption	Pos/Appt	Pos/Appt					A faculty member is taking a paid leave for childbearing or adoption. For more information: https://www.northwestern.edu/provost/policies-procedures/faculty-leaves/fac-family-leave.html
PLA	**CBI**	Faculty Paid Leave for Intermittent Childbearing/Childrearing	Pos/Appt						A faculty member is taking an intermittent paid leave for childbearing or childrearing.
PLA	**CRL**	Faculty Paid Leave for Childrearing	Pos/Appt	Pos/Appt					A faculty member is taking a paid leave for childrearing.
PLA	**FME**	Intermittent FMLA Leave	Pos/Appt	Pos/Appt	HR Benef	HR Benef			An employee is taking intermittent time off within the family and medical leave act, up to 12 weeks.
PLA	**FML**	FMLA Leave	Pos/Appt	Pos/Appt	HR Benef	HR Benef			Family and Medical Leave Act when an employee is absent over two weeks.
PLA	**FRW**	Reduced Work Schedule (FMLA)	Pos/Appt	Pos/Appt	HR Benef	HR Benef			Employee returns to work with a reduced work schedule but has not yet exhausted FMLA time.
PLA	**LAY**	Layoff			HR BP	HR BP			A staff member is laid off and is being paid severance.
PLA	**LTI**	Intermittent Long Term Disability			HR Benef	HR Benef			An employee has exhaused extended sick time/short term disability, and is approved for intermittent LTD to facilite a full return to work.
PLA	**MED**	Paid Medical Leave	Pos/Appt	Pos/Appt	HR Benef	HR Benef			Employee has exhausted FMLA and is on a medical leave of absence between 12 and 26 weeks.
PLA	**MEI**	Intermittent Leave (Non-FMLA)	Pos/Appt	Pos/Appt	Pos/Appt	HR Benef			An employee has exhausted FMLA and continues to be on an intermittent leave.
PLA	**MIL**	Paid Military Service	Pos/Appt	Pos/Appt	Pos/Appt	HR Benef			An employee is on a paid leave of absence for active military status or training.

Action Code	Reason Code	Description	Faculty	Research Faculty	Research Staff	Staff	Graduate Student	Temp	Use This Code When…
PLA	**MRW**	Reduced Work Schedule (Non-FMLA)	Pos/Appt	Pos/Appt	Pos/Appt	HR Benef			An employee returns to work in a reduced work schedule and has exhausted all FMLA time.
PLA	**PPL**	Birth/Adoption Parental Leave	Pos/Appt	Pos/Appt	HR Benef	HR Benef			A benefits-eligible employee with at least three years of benefits-eligible service is on paid leave for bonding with a newborn or newly adopted child.
PLA	**PRS**	Paid Personal Leave	Pos/Appt	Pos/Appt	HR Benef	HR Benef			• Staff: An employee requests an unpaid non-medical leave, but it exhausting their existing paid time before moving to unpaid status. • Faculty: An employee requests a paid non-medical personal leave.
PLA	**SDI**	State Disability Benefits	HR Benef	HR Benef	HR Benef	HR Benef			Used for employees who are on extended sick leave, are not eligible for EST pay from Northwestern, but live in a state that offers state disability benefits (New York). Note that for all other purposes, the employee is considered to be on an *unpaid* leave.
PLA	**SEP**	Paid Leave of Absence with Separation	Pos/Appt	Pos/Appt	Pos/Appt	HR BP			An employee is placed on paid leave preceding separation.
PLA	**TER**	Terminal Paid Leave	Pos/Appt	Pos/Appt					A faculty member without assigned responsibilities is retiring or separating from the University; the position is not held after the leave expires.
Leave of Absence - Extension and Return									
DTA	**LOA**	Leave Extension	Pos/Appt	Pos/Appt	HR Benef	HR Benef			An employee's Expected Return From Leave date needs to be extended. Use this code to extend the return date for either a paid or unpaid leave.
RFL	**NRS**	Return from NRSA			Pos/Appt				NRSA Postdoctoral Fellow returns to a Postdoc position
RFL	**RFL**	Return from Unpaid Leave of Absence	Pos/Appt	Pos/Appt	HR Benef	HR Benef			An employee returns to work after an unpaid Leave of Absence.
RFL	**RPL**	Return from Paid Leave of Absence	Pos/Appt	Pos/Appt	HR Benef	HR Benef			Employee returns to work from a paid leave; triggers required benefits transactions.
Promotion / Demotion									
PRO	**PRC**	Promotion (with Position Reclassification)	Pos/Appt			HR Comp			A position is reclassified to accomdate the promotion of an employee. Use this code in conjunction with POS/CLS (to change the position's grade), and PAY/PRO (if a salary increase is included).
PRO	**PRP**	Promotion (without Position Reclassification)				Pos/Appt			A staff member is promoted; a new position number is required. Use with PAY/PRO if a salary increase is included.
DEM	**DDP**	Demoted to Different Position				Pos/Appt			An employee is moved into a lower-graded position via an application in eRecruit or manager's initiative; a new position number is required. Also use code PAY/DEM if the employee's pay is adjusted down.
DEM	**DRC**	Demotion (with Position Reclassification)				HR Comp			An employee's position is reclassified to a lower salary grade due to a job audit. Use code POS/CLS to change the position's grade, and code PAY/DEM if the employee's pay is adjusted down.
Transfer									
XFR	**DPO**	Move to Different Position	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		• **Faculty and Staff**: An employee is transferring to a different position with no other changes; a new position number is required. • **Graduate Student:** A graduate student is moved to or from a one-to-many head count position or into a new position due to a change in funding.
XFR	**EST**	Transfer - Early Start	Pos/Appt						Post-doctoral fellows or other research staff members are transferred to a tenure-eligible faculty position in an academic department prior to the academic year and start between January 1st and August 31st. This begins the faculty appointment prior to the start of the tenure clock.
XFR	**TRE**	Employee's Request	Pos/Appt	Pos/Appt	eRecruit	eRecruit		Temp	• **Staff:** An employee currently in a regular position is transferred into another position they have applied for and received. • **Faculty:** An employee's primary (home) department affiliation is changed. • **Temps:** The employee is transferred into a different 2-digit node on the same DeptID.

Action Code	Reason Code	Description	Faculty	Research Faculty	Research Staff	Staff	Graduate Student	Temp	Use This Code When…
Retirement									
TER	**RTT**	Retirement	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt			An employee terminates from the University due to retirement. There are different transaction procedures based on different scenarios: 1. If employee does not elect to keep their email and wildcard: TER/RTT. 2. If employee elects to keep their email and wildcard: **TER/RTT,** then **REH/REW** with position code 00039762 (Retiree) in HR Dept ID 000002. 3. If an employee is recognized with emeritus status: **TER/RTT,** then **REH/REW** into the position number for the Emeritus position.
TER	**NRT**	Retirement - NMG Appointment	Pos/Appt						Used on the NMG (clinical) appointment when a Feinberg faculty member retires. In this scenerio, the NU record(s) should be terminiated with TER/RTT and the NMG record with TER/NRT.
Suspension									
Note: All forms regarding staff suspensions must be authorized by HR Business Partner.									
SUS	**UNP**	Unpaid Suspension			Pos/Appt	Pos/Appt			Used to place an employee on an unpaid suspension. When SUS/UNP is used, an additional action of REC/REC must be included on the same form, indicating the Effective Date of the end of the suspension (the date of the employee's return to paid status).
REC	**REC**	Recall from Suspension			Pos/Appt	Pos/Appt			Used in conjunction with SUS/UNP to indicate the end of the employee's suspension and the return to paid status. If the employee does not return to work, the REC/REC action will be replaced with a Termination action.
Termination - Voluntary									
TER	**CNT**	Contract Complete	Pos/Appt			Pos/Appt			An employee's pre-arranged contract period has expired and there is no expectation of renewal.
TER	**EVT**	E-Verify Volunteer Resignation	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		An employee does not present valid documentation during the E-Verify process and elects to resign instead.
TER	**LVE**	Failure to Return from Leave	Pos/Appt	Pos/Appt	Pos/Appt	HR Benef			An employee currently on a leave of absence fails to return to work at the conclusion of the leave.
TER	**OTP**	Resignation-Other Position	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt			A faculty or staff member leaves the University to take another position outside Northwestern.
TER	**PER**	Personal Reasons	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt			An employee terminates from the University for non-specific personal reasons.
Termination - Involuntary									
TER	**DEA**	Death	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		Used for the death of an employee.
TER	**ELI**	Elimination of Position	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt HR BP	Pos/Appt		An employee's position is permanently eliminated.
TER	**EVR**	Not E-Verify Authorized	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Payroll	An employee does not have the valid documents required to work in the U.S.
TER	**EXP**	Appointment Expired	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		A staff employee is terminated when grant funding supporting the appointment has expired.
TER	**GRT**	Grant Expired			Pos/Appt		Pos/Appt		An employee's appointment is classified as "annual renewable," and it is not being renewed for the following year.
TER	**NRA**	Not Reappointed	Pos/Appt	Pos/Appt		Pos/Appt			An employee is not reappointed past the current Appointment End Date.
TER	**TMP**	End Temporary Employment				Pos/Appt		Temp	A temp employee's record is terminated using the myHR Temp Panel. Also used when a temporary employee with multiple jobs is transferred into a regular staff position; this code is used on all records other than Record 0 (Record 0 will indicate XFR/TRE for the transfer into the regular position).
TER	**VSA**	Visa Non-Renewal	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt		An employee's visa has not been renewed.

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Termination - Involuntary (with cause)									
Note: Departments must work with their HR Business Partner to determine the appropriate code to use. All forms regarding regular staff terminations must be reviewed by your HR Business Partner.									
TER	**ABT**	Absent/Tardy				Pos/Appt			An employee is terminated due to excessive absences and/or tardiness.
TER	**CON**	Research Misconduct			Pos/Appt	Pos/Appt			A staff member's employment is terminated due to research misconduct which is defined as fabrication, falsification, plagiarism, or other serious deviation from commonly accepted practices in the relevant scientific community for proposing, performing or reviewing research, or in reporting research results.
TER	**DSC**	Immediate Discharge			Pos/Appt	Pos/Appt			A staff member's employment is terminated due to the violation of policy or rules that are serious enough to result in immediate discharge. *See page 2.13 of the Staff Handbook.*
TER	**DUT**	Inattention to Duty; Unsatisfactory Performance		Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Temp	An employee is terminated due to unsatisfactory performance.
TER	**FAL**	Falsified Information	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Temp	An employee has falsified information on any document submitted to the University, or within papers related to professional duties.
TER	**GDD**	Gross Dereliction of Duty	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Temp	An employee is terminated due to gross dereliction of duty.
TER	**JOB**	Job Abandonment				Pos/Appt		Temp	An employee fails to call in or show for work for three consecutive work days.
TER	**PVT**	Physical/Violent Threat	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Temp	An employee has caused physical and/or violent harm to another individual or has threatened to do so.
TER	**SEP**	Separation	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt HR BP			An employee is terminated due to separation.
TER	**TFT**	Theft	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Temp	An employee has been terminated due to theft.
TER	**VIO**	Violation of Rules/Policy	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Pos/Appt	Temp	An employee has violated established department rules and/or university policies.