

Appendix B : PERSONNEL ACTION CODES

Action Code	Code Interpretation	Derived/ Entered	Level
01	Hire	D	EMPL
02	Rehire	D	EMPL
04	Merit Increase	E	DIST
06	Separation	D	EMPL
07	Leave with Pay	E	EMPL
08	Leave without Pay	E	EMPL
09	Change in Return Leave Date	D	EMPL
10	Promotion	E	APPT
11	Demotion	E	APPT
12	Lateral Transfer/Title Transfer	E	APPT
13	Additional Employment	E	APPT
14	Academic Status Change	E	APPT
15	Visa Status Change	D	EMPL
16	Change in Percent of Time	D	APPT
17	Appointment Renewal	E	APPT
18	Change in Fund Source	E	DIST
19	Change in Home Department	D	EMPL
20	Other (employee action)	D	APPT
21	Intercampus Action	E	EMPL
23	Change in BELI-Assigned	D	EMPL
24	Change in Leave Plan	D	APPT
25	Mass Title Code Change	D	APPT
26	Add Stipend	D	APPT
27	System Merit Increase	D	DIST
28	System Range Adjustment	D	DIST

EMPL Employee Level

APPT Appointment Level

DIST Distribution Level

Action Code	Code Interpretation	Derived/ Entered	Level
30	Mass Purge	D	DIST
33	Manual Range Adjustment	E	DIST
34	Terminal Appt	E	APPT
35	Transfer-Campus/UCOP	E	EMPL
36	Transfer-Campus/Lab/State	E	EMPL
37	Reclassification Downward	E	APPT
38	Reclassification Upward	E	APPT
39	Reclassification Lateral	E	APPT
40	Other Appointment Action	D	APPT
41	Six Month Increase	E	DIST
42	Exceptional/Equity Increase	E	DIST
43	Change in Pay Rate-Other	E	DIST
44	Casual Increase	E	DIST
45	Change in Negotiated Salary	E	DIST
46	Change in Percent of Full-Time	D	DIST
47	Mass Account/Fund Change	D	DIST
48	Add Stipend	D	DIST
49	Mass Distribution Change	D	DIST
50	Other Distribution Action	D	DIST
51	Transfer to/from Med Center	E	APPT
52	Casual to Career	E	APPT
53	Phased Retirement	<i>no longer used</i>	
54	Across the Board (ATB) Wage Increase - Manually Entered	E	DIST
55	Across the Board (ATB) Wage Increase - System Derived	D	DIST