Type of Action (Completes Step 3 of Filling Out ePAN)	Selection from 1 st Drop Down Box (Completes Step 3a of Filling Out ePAN)	Selection from 2 nd Drop Down Box (Completes Step 3b of Filling Out ePAN)
Appointment	Additional	N/A
	New	N/A
	Reappointment	 Data Change – New Temporary Appointment Data Change – Temp to Prob/Perm Appointment Data Change – Temp to Prob/Permanent Status Hire – Appt Former Employee Prior Ps Rehire – Mandatory Reinstatement Rehire – Reemployment From Layoff Rehire – Rehire Rehire – Reinstate From Disability Retirement
Change of Status	Degree Update	PermanentTemporary
	Demotion	Disciplinary ActionVoluntary
	Earnings Distribution Change	Funding Source Change
	Pay Rate Change	 Duties Out of Class (Per RO6 MOU) Equity Adjustment In Range Progression Mandatory Increase (by order) Red Circle (5 Years) Decrease
	Promotion	N/A
	Reassignment	 In Lieu of Layoff Involuntary Reassignment Medical Reasons Pay Plan Chg

		 Prob Rejected Reinstatement – Temp Reassign Voluntary Reassignment
	Reclassification	In-Class ProgressionJob Code Change
	Time Base Change	N/A
Leaves	Extend Period of Leave	 Extend NDI Extend/Change Leave of Absence
	Family Leave	N/A
	• Full Leave Without Pay	 FMLA/CFRA In Lieu of Layoff Medical Military Service Parental Personal Professional Union Release
	 Industrial Disability Leave – IDL 	 IDL IDL Enhanced IDL w/ Supplement Temp Disab w/ SupImt Temporary Disability
	Military Leave	N/A
	 Non Industrial Disability Leave NDI 	 NDI, Catastrophic Leave NDI, Elected No Vacation NDI, No Supplementation
	Partial Leave	Family MedicalPersonal
	Suspension	N/A

Reinstatement From Leave	• From Full	 Return From Paid LOA Return From Unpaid LOA
	• From IDL	 Data Change – On IDE/IDL/TD – Part Ret To Work Return From Disability – Return from IDL – Off Pay Stat Return From Disability – Return from IDL/TD – On Pay Stat Return From Disability – Return from TD – Off Pay Stat
	• From NDI	 Data Change – On NDI – Partial Return To Work Return From Disability – Return from NDI – Benefits Exp Return From Disability – Return from NDI – Full Time
	• From Partial	N/A
	From Suspension	N/A
Separation	Cancelled Appointment	N/A
	Completion of Assignment	N/A
	• Death	N/A
	Disability Retirement	N/A
	• Dismissal	N/A
	• Layoff	 Lack of Funds Lack of Work Temporary Closure
	Reject During Probation	N/A
	• Resignation	 Resign – Dissatisf w/ Promo Opp Resign – Professional Advancement Resignation Resignation – Better Job Resignation – Better Pay

		 Resignation – Dissatisfied Resignation – Personal Reasons
	 Separation By Agency – MPP Termination 	N/A
	Service Retirement	N/A