

Type of Action (Step 3)	Reason (Step 3a)	Additional Reason – If Applicable (Step 3b)
Appointment	Additional	N/A
	New	N/A
	Reappointment	<ul style="list-style-type: none"> • 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 – Reinstatement From Disability Retirement
Change of Status	Degree Update	<ul style="list-style-type: none"> • Permanent • Temporary
	Demotion	<ul style="list-style-type: none"> • Disciplinary Action • Voluntary
	Earnings Distribution Change	<ul style="list-style-type: none"> • Funding Source Change
	Pay Rate Change	<ul style="list-style-type: none"> • Duties Out of Class (Per RO6 MOU) • Equity Adjustment • In Range Progression • Mandatory Increase (by order) • Red Circle (5 Years) Decrease
	Promotion	<ul style="list-style-type: none"> • Promotion • Extend a Temporary Promotion
	Reassignment	<ul style="list-style-type: none"> • In Lieu of Layoff • Involuntary Reassignment • Medical Reasons • Pay Plan Change • Prob Rejected • Reinstatement – Temp Reassign • Voluntary Reassignment • Extend Reassignment

	Reclassification	<ul style="list-style-type: none"> In-Class Progression Job Code Change
	Time Base Change	N/A
Leaves	<ul style="list-style-type: none"> Extend Period of Leave 	<ul style="list-style-type: none"> Extend NDI Extend/Change Leave of Absence
	<ul style="list-style-type: none"> Family Leave 	N/A
	<ul style="list-style-type: none"> Full Leave Without Pay 	<ul style="list-style-type: none"> FMLA/CFRA In Lieu of Layoff Medical Military Service Parental Personal Professional Union Release
	<ul style="list-style-type: none"> Industrial Disability Leave – IDL 	<ul style="list-style-type: none"> IDL IDL Enhanced IDL w/ Supplement Temporary Disability with Supplement Temporary Disability
	<ul style="list-style-type: none"> Military Leave 	N/A
	<ul style="list-style-type: none"> Non Industrial Disability Leave – NDI 	<ul style="list-style-type: none"> NDI, Catastrophic Leave NDI, Elected No Vacation NDI, No Supplementation
	<ul style="list-style-type: none"> Partial Leave 	<ul style="list-style-type: none"> Family Medical Personal
	<ul style="list-style-type: none"> Suspension 	N/A
	Reinstatement From Leave	<ul style="list-style-type: none"> From Full
<ul style="list-style-type: none"> From IDL 		<ul style="list-style-type: none"> 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

		<ul style="list-style-type: none"> Return From Disability – Return from TD – Off Pay Stat
	<ul style="list-style-type: none"> From NDI 	<ul style="list-style-type: none"> Data Change – On NDI – Partial Return To Work Return From Disability – Return from NDI – Benefits Exp Return From Disability – Return from NDI – Full Time
	<ul style="list-style-type: none"> From Partial 	N/A
	<ul style="list-style-type: none"> From Suspension 	N/A
Separation	<ul style="list-style-type: none"> Cancelled Appointment 	N/A
	<ul style="list-style-type: none"> Completion of Assignment 	N/A
	<ul style="list-style-type: none"> Death 	N/A
	<ul style="list-style-type: none"> Disability Retirement 	N/A
	<ul style="list-style-type: none"> Dismissal 	N/A
	<ul style="list-style-type: none"> Layoff 	<ul style="list-style-type: none"> Lack of Funds Lack of Work Temporary Closure
	<ul style="list-style-type: none"> Reject During Probation 	N/A
	<ul style="list-style-type: none"> Resignation 	<ul style="list-style-type: none"> Resign – Dissatisf w/ Promo Opp Resign – Professional Advancement Resignation Resignation – Better Job Resignation – Better Pay Resignation – Dissatisfied Resignation – Personal Reasons
	<ul style="list-style-type: none"> Separation By Agency – MPP Termination 	N/A
	<ul style="list-style-type: none"> Service Retirement 	N/A