

Category	Action	Action Code	Reason	Reason Code	Definition	Additional GTHR Approval
Hire	Hire	HIR	Add Concurrent Job	CON	Employee works more than one job where compensation rate, job title, or work department is different.	No
			New Hire	HIR	Initial hire action for an individual new to Georgia Tech except from a State Agency (STA) or University System of Georgia (USG).	No
			Hired from Other State Agency	STA	Employee transferring from a State Agency; EX: State Merit System, Board of Regents, DOAS, DNR, Georgia DOL, etc.	No
			Hired From University System of GA	USY	Employee transferring from University System; EX: Medical College of GA, Georgia State, etc.	No
Rehire	Rehire	REH	Rehire	REH	Former employee rehired at Georgia Tech; including reappointments and TECH TEMPS, excluding post retirement and temporary to regular.	No
			Post Retirement	RET	Retired employee rehired with prior Board of Regents approval working 49% time or less.	Yes
			Rehired from University System of GA	USY	Employee rehired from University System; EX: Medical College of GA, Georgia State, etc.	No
Data Change	Data Change	DTA	Data Change ((No Payroll Changes)	DTC	Data Changes are those changes to job data that do not fit any of the defined actions; EX: Change class title or job title. Note: DO NOT USE TO CHANGE SALARY, COMPENSATION FREQUENCY, or any action that would affect pay.	No
			Group Title Change	GTC	Use to change Job Title for a Student Employee ONLY; EX: GRA to GTA, etc.	No
			Job Elimination	JEL	Employee's current position is eliminated and the only position available is one at a lower pay grade.	Yes
Job Changes	Demotion	DEM	Job Re-classification-Lower pay grade	LOW	Employee's position is re-classified resulting in a lower paygrade assignment.	Yes
			Unsatisfactory Performance	USP	Employee is moved to a lower pay grade as a result of unsatisfactory performance in current job.	Yes
			Voluntary	VOL	Employee requests to be moved to a position with a pay grade lower than the one currently held.	Yes
			Annual Pay Increase	ANN	Annual pay increase.	Yes
Pay Rate Change	Pay Rate Change	PAY	Result of Another Action	ANO	Pay rate change that do not fit any of the defined actions; EX: Mid-year salary increase based on added duties/responsibilities; Change in Compensation Frequency.	Yes
			Correct Budget Load	CBL	To correct pay rate errors in original FY budget.	Yes
			Correction	COR	To correct pay rate errors.	Yes
			Pay Increase--Earned Degree	DEG	Increase as a result of the Faculty member earning a higher level academic degree.	Yes
			Increase--Due to Market	MKT	Employee receives a pay increase as a result of a market adjustment.	Yes
			Change in Percent Time	PCT	Change in percent time results in a change in the pay rate.	No
			Pay Rate Change - Temporary Position	TMP	Employee placed in a temporary position - no change in pay grade, but will be in position 30+ days.	Yes
			Pay Rate Change - Acting Position	ACT	Employee placed in acting position (duration 1-3 months) - no change in the paygrade.	Yes
			Pay Rate Change - Interim	INT	Employee moves to (3-12 months) or from a new position on an interim basis.	Yes
			Return to Work Restricted	RWR	Employee returns to work with restriction at a lower pay rate.	Yes
			Return to Work Unrestricted	RWU	Employee returns to regular unrestricted at regular pay.	Yes
			Promotion	Promotion	PRO	Career Progression (Faculty)
Job Elimination	JEL	Employee's current position is eliminated and the only position available is one at a higher pay grade.				Yes
Successful Job Bid	JOB	Employee bids on and is selected for a posted position.				Yes
Job Re-classified to Higher Pay Grade	JRC	Employee's position is re-classified resulting in a higher pay grade assignment (Used for classified positions only).				Yes
Transfer	Transfer	XFR	Other Position Same Grade (Lateral)	LAT	Employee moves to another position in the same grade as the one previously held.	Yes
			Job Re-classification to Same Grade	SAM	Employee's job is re-classified resulting in a different job title with the same pay grade.	Yes
			Temporary Assignment	TMP	Employee is placed on a temporary assignment (not TECH TEMPS).	Yes
			Temporary to Regular	TTR	Employee moves from any Temporary position (faculty, staff, Tech Temp, student, affiliate) to a Regular position.	Yes
			Regular to Temporary	RTT	Employee moves from a Regular position to any Temporary position (faculty, staff, Tech Temp, student, affiliate).	Yes
			New Tech Temp Appointment	NTA	Employee moves from a current Tech temp position to a new Tech Temp appointment.	No
			Affiliate to Bi-weekly	ATB	Employee moves from an Affiliate position to a Bi-weekly position.	Yes
			Affiliate to Monthly	ATM	Employee moves from an Affiliate position to a Monthly position.	Yes
			Bi-weekly to Affiliate	BTA	Employee moves from a Bi-weekly position to an Affiliate position.	Yes
			Bi-weekly to Monthly	BTM	Employee moves from a Bi-weekly position to a Monthly position.	Yes
			Monthly to Affiliate	MTA	Employee moves from a Monthly position to an Affiliate position.	Yes
			Monthly to Bi-weekly	MTB	Employee moves from a Monthly position to a Bi-weekly position.	Yes

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			Temporary to Regular Medical	TRM	Employee moves from a Temporary position (Tech Temp or Student) to a Regular position as a result of working 1300 hours or 12 months, whichever comes first.	Yes
			Academic to Fiscal	ATF	Employee moves from a Academic position to a Fiscal position.	Yes
			Fiscal to Academic	FTA	Employee moves from a Fiscal position to an Academic position.	No
Leave of Absence - PAID	LOA-Paid	PLA	Paid Leave - Administrative	ADM	Administrative paid leave of absence.	Yes
			Paid Leave - Education	EDU	Employee receives pay while on educational leave.	Yes
			Paid Leave - Military Service	MIL	Employee receives pay while on military leave.	Yes
Return from Leave	Recall	REC	Return from Suspension Without Pay	REC	Employee returns from a suspension without pay.	Yes
	LOA - Return	RFL	Return from Leave	RFL	Employee returns from a leave of absence with or without pay.	Yes
	Suspension	SUS	Suspension Without pay	SUS	Employee is suspended without pay.	Yes
Leave of Absence - UNPAID	LOA-Unpaid	LOA	Education	EDU	(*Asterick indicates that Georgia Tech continues Benefit Contributions) Employee does not receive pay while on educational leave or on professional developmental leave*	Yes
			Family Medical Leave Act	FML	Employee does not receive pay while on Family Medical Leave*	Yes
			Medical (For health reasons)	HEA	Employee does not receive pay while on medical leave*	Yes
			Military Service	MIL	Employee does not receive pay while on military leave*	Yes
			Personal Leave	PER	Employee does not receive pay while on personal leave*	Yes
			Partial Year Employee	PYE	Employee does not receive pay while on partial year leave*	Yes
Retirement	Retirement	RET	Retirement Due to Disability	DIS	Employee is permanently and totally disabled under the criteria established by the Teachers Retirement System.	Yes
			Retired by Working End of Appointment	EOA	End of a post-retirement appointment.	Yes
			Early Retirement	ERT	Employees with at least 25, but less than 30, years of creditable service and under age 60.	Yes
			Normal Retirement	NML	Employee with at least 10 years of creditable service and age 60 or older; OR 30 or more years of creditable service at any age.	Yes
			Retired from Georgia Tech Affiliate	RAT	Employee retiring from the Alumni Association or the Athletic Association.	Yes
			Death	DEA	Employee is deceased.	No
Termination	Termination	TER	Elimination	ELI	Employee's position is eliminated.	Yes
			End of Appointment	EOA	Employee appointment and benefits terminated.	No
			Student Graduated	GRD	Student received degree.	No
			Job Abandonment	JOB	Employee abandoned job.	Yes
			Lack of Funding	LOF	Employee is terminated due to lack of funds.	No
			Failure to Return from Leave as Scheduled	LVE	Employee fails to return from leave as scheduled.	Yes
			Not Reappointed (Faculty)	NRF	Faculty member not reappointed.	No
			Failure to Completed Probationary Period	PRB	Employee fails to complete work probation period.	Yes
			Resignation	RES	Employee resigns.	No
			Unfilled Contract Provisions	UCP	Employee terminated due to unfilled contract provisions.	No
			Unsatisfactory Performance	UNS	Employee terminated due to unsatisfactory performance.	Yes
			Violation of Institute Rules	VIO	Employee violates institute policy.	Yes
			Decline Job Offer	DJO	Employee declines job offer.	No