



Action Reason - DA1020

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District Administration > Tables > PMIS > Action Reason

This page is used to create and maintain a list of two-digit action reason codes to be used throughout the Position Management Information System (PMIS). Action reason codes represent the reason for a change in compensation (CIC). An action reason code is required each time a change in compensation (CIC) is processed. Codes 01-05 are automatically generated and cannot be changed or deleted; otherwise, all other codes are LEA-defined.


Action reason codes for termination transactions can be cross-referenced with the termination reason codes on the [Human Resources > Tables > Job / Contract > Termination Reason](#) tab. Be sure to consider LEA-required data and statistics when creating the action reason codes.

Add an action reason code:

A list of existing action reason codes is displayed in the grid. Codes 01-05 are automatically generated and cannot be changed or deleted.

| Field | Description |
|-------------------------------|---|
| Starting Action Reason | Type the starting action reason code to narrow the results displayed on the page, and click Retrieve . |


Click **+Add**. A row is added to the grid.

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|----------------------------------|--|
| Action Reason | Type a unique action reason code. The field must be two characters. |
| Action Reason Description | Type the action reason description that describes the change that was made. The field can be a maximum of 30 characters. |
| Termination Reason | Type the two-digit termination reason code, if known. Or, click  to open the termination reason window. A list of available termination reason codes is displayed. Select a termination reason code from the list. Click Cancel to return to the Action Reason page. |
| Termination Description | The description associated with the selected Termination Reason is automatically populated. |

Click **Save**.

Other functions and features:

| | |
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| Retrieve | Retrieve data . Click to retrieve information from the last save. If you click Retrieve , any unsaved changes will be lost. |
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| Print | Print the report. Click to print the PMIS Action Reason report. Review the report. |
|  | Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save . A message is displayed asking if you want to delete the row. Click OK . Click Cancel to not delete the row. |