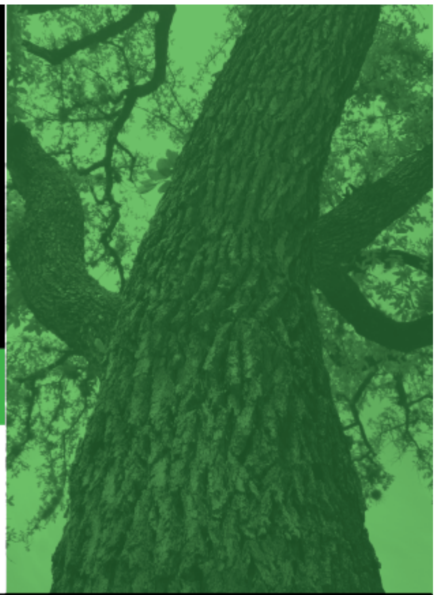

ASCENDER GUIDES

Action Reason - DA1020

Table of Contents

Action Reason - DA1020

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 system generated and cannot be changed or deleted. 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 system 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.

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:

Retrieve	Retrieve data. Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost.

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.