

Action Reason - DA1020

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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 populated by the system 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.

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.