



# **pmis\_district\_admin\_action\_reason**



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District Administration > Tables > PMIS > Action Reason

This page is used to create and maintain a list of action reason codes to be used throughout the Position Management Information System (PMIS).

An action code is required when a change is made to a position record that creates a historical record. Action 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.

Image

Tables > PMIS > Action Reason SessionTimer: 59 min and 35 sec

**Save**

Action Reason

Starting Action Reason:  **Retrieve** **Print**

Delete	Action Reason	Action Reason Description	Termination Reason	Termination Description
	01	EMPLOYEE VACATED (SYS)	<input type="text"/>	...
	02	CHANGE IN POSITION INFO (SYS)	<input type="text"/>	...
	03	EMPLOYEE MOVED INTO POS (SYS)	<input type="text"/>	...
	04	AS OF END-OF-YEAR (SYS)	<input type="text"/>	...
	05	AS OF FIRST-OF-YEAR (SYS)	<input type="text"/>	...
	20	PAY GRADE CORRECTION	<input type="text"/>	...
	21	PAY STEP CORRECTION	<input type="text"/>	...
	22	NEW HIRE	<input type="text"/>	...

**+ Add**



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