



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



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This page is used to create and maintain a list of action reason codes to be used throughout Position Management.

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 [Personnel > Tables > Job / Contract > Termination Reason](#) tab. Be sure to consider LEA-required data and statistics when creating action reason codes.

Tables > PMIS > Action Reason
District Administration

**ACTION REASON**

Starting Action Reason:

Delete	Action Reason	Action Reason Description	Termination Reason	Termination Description
	<input type="text" value="01"/>	<input type="text" value="EMPLOYEE VACATED (SYS)"/>	<input type="text" value=""/>	
	<input type="text" value="02"/>	<input type="text" value="CHANGE IN POSITION INFO (SYS)"/>	<input type="text" value=""/>	
	<input type="text" value="03"/>	<input type="text" value="EMPLOYEE MOVED INTO POS (SYS)"/>	<input type="text" value=""/>	
	<input type="text" value="04"/>	<input type="text" value="AS OF END-OF-YEAR (SYS)"/>	<input type="text" value=""/>	
	<input type="text" value="05"/>	<input type="text" value="AS OF FIRST-OF-YEAR (SYS)"/>	<input type="text" value=""/>	
	<input type="text" value="06"/>	<input type="text" value="Resigned"/>	<input type="text" value=""/>	
	<input type="text" value="07"/>	<input type="text" value="Promotion"/>	<input type="text" value=""/>	
	<input type="text" value="08"/>	<input type="text" value="Remove Supplement"/>	<input type="text" value=""/>	
	<input type="text" value="09"/>	<input type="text" value="New Hire"/>	<input type="text" value="04"/>	Left the employment market for personal reasons
	<input type="text" value="10"/>	<input type="text" value="Added Supplement"/>	<input type="text" value=""/>	
	<input type="text" value="11"/>	<input type="text" value="Lateral"/>	<input type="text" value=""/>	
	<input type="text" value="12"/>	<input type="text" value="Demotion"/>	<input type="text" value=""/>	



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