Scenarios for HRMS Action/Reason Codes – Effective 16 April 2019

Scenario	Action	Reason	Comments
CONVERSION ROWS			
Used for job data rows where the current row at conversion date is an action/reason that is no longer used	Advancement Project (ADV)	Conversion (CNV)	
HIRES			
Employee is hired into a continuing position.	Hire (HIR)	Standard Appointment (STA)	
Employee is hired into a fixed term position. (NOTE: a termination row is also required for end of fixed term)	Hire (HIR) Termination (TER) – Termination	Fixed Term Appointment (FIX) End Fixed Term Appointment (EFT)	
Employee is hired into a casual position.	Hire (HIR)	Casual Appointment (CAS)	
Scholar is to be paid scholarship through the HRMS. (NOTE: a termination row is also required for end of scholarship term)	Add Person of Interest (ADD) Terminatn (TER) – Termination	GP Payee (002) Scholarship Submission (SCS) OR Scholarship Expiry (SCX)	
Person is seconded to the ANU from an outside organisation and is paid by the ANU. (NOTE: a termination row is also required for end of appointment term)	Hire (HIR) Termination (TER) – Termination	SCO – Secondment (from External) EFT – End Fixed Term Appointment	
Employee is hired through a trainee program	Hire (HIR)	TRN - Trainee	
Employee is hired through a graduate program	Hire (HIR)	NGR – New Graduates	
PROBATION			
Employee commences probationary period.	N/A	N/A	Probation date is recorded on Employment Data page through Job Data
TRANSFERS			
Employee transfers to another continuing position within the ANU.	Transfer (XFR)	Permanent Transfer (PTR)	
Employee transfers to a new (continuing) position within the ANU.	Transfer (XFR)	New Position (NPS)	This would be a newly created position established in Position Data.
Employee is on a Higher Duties (NOTE: a 'return' row is also required for end of Higher Duties)	Transfer (XFR) Transfer (XFR)	Higher Duties (HDS) Return to Substantive Position (RET)	
Employee on a fixed term appointment transfers to a continuing appointment.	Job Conversion (JCV)	Fixed Term to Continuing (FCN)	Delete the Termination - End Fixed Term Appointment Row and enter a Job Conversion – FCN row with the transfer date
Employee on a casual appointment transfers to fixed term or continuing appointment	Job Conversion (JCV)	Casual to Salaried (CAS)	
Employee transfers to a fixed term appointment. (NOTE: a termination row is also required for end of fixed term)	Transfer (XFR) Terminatn (TER) – Termination	Fixed Term Appointment (FXT) End Fixed Term Appointment (EFT)	see Fixed Term
Employee is temporarily transferred to another position within the ANU (NOTE: a 'return' row is usually required for end of temporary transfer)	Transfer (XFR) Transfer (XFR)	Temporary Transfer (TTR) Return to Substantive Position (RET)	see Temporary Transfer
Employee is seconded to another position external to the ANU but is still paid by the ANU.	Transfer (XFR) Transfer (XFR)	Secondment to External (SCX) Return to Substantive Position (RET)	see Secondment to External

Scenario	Action	Reason	Comments
(NOTE: a 'return' row is also required for end of Secondment)			
Employee negotiates an individual work contract	Data Change (DTA)	Contract (CNT)	Used for AWAs, Choice of Fund superannuation changes or Pre-Retirement contracts
Employee returns to substantive position from temporary position.	Transfer (XFR)	Return to Substantive Position (RET)	see Temporary Transfer
Employee is promoted to another position	Transfer (XFR)	Promotion (PRO)	Used for Academic positions only
JOB AND HOURS CHANGES			
Employee on a fixed term appointment transfers to a continuing appointment.	Job Conversion (JCV)	Fixed Term to Continuing (FCN)	Delete the Termination - End Fixed Term Appointment Row and enter a Job Conversion – FCN row with the transfer date
Employee on a casual appointment transfers to fixed term or continuing appointment	Job Conversion (JCV)	Casual to Salaried (CAS)	
Employee changes standard hours of work (full-time to part-time etc)	Data Change (DTA)	Change to Standard Hours (HRS)	Changes to employee's standard hours are made through Job Data. Ensure that the new row reflects the standard hours and also the correct value of full-time or part-time.
Part-time general staff employee changes hours	Data Chg (DTA) – Data Change	Change to Standard Hours (HRS)	When changing standard hours on Job Data, you must change the work schedule to ensure correct payment
Part-time academic staff employee changes fractionality	Data Chg (DTA) – Data Change	Change to Standard Hours (HRS)	When changing standard hours on Job Data, you must change the work schedule to ensure correct payment
TEMPORARY TRANSFER			
Employee is on a Higher Duties appointment for a fixed period of time in their current department (NOTE: a 'return' row is required for end of Higher Duties)	Transfer (XFR) Transfer (XFR)	Temporary Transfer (TTR) Return to Substantive Position (RET)	Higher Duties is paid on an HDA rate code through Job Data. User can select whether the allowance should be non-superannuable, superannuable or a flat rate allowance.
Employee is temporarily transferred to a new position within the ANU (NOTE: a 'return' row is required for end of transfer period)	Transfer (XFR) Transfer (XFR)	Temporary Transfer (TTR) Return to Substantive Position (RET)	
Employee's temporary transfer is extended for a period of time	Data Change (DTA)	Temporary Transfer Extended (TTE)	Delete the existing RET row. Insert a new row with DTA/TTE and enter the date that the extension begins. Enter a new RET row for the expected return date.
PROMOTIONS and JOB RECLASSIFICATIONS			
Academic promotions	Posn Chg (POS) – Position Change	Promotion (PRO)	
General job reclassifications	Posn Chg (POS) – Position Change	Job Reclassification (JRC)	General staff positions are reclassified (up or down) rather than the staff member being promoted. Position must first be changed to reflect new job code.
FIXED TERM APPOINTMENTS			
Employee on a fixed term appointment transfers to another fixed term appointment. (NOTE: a termination row is also required for end of fixed term)	Transfer (XFR) Terminatn (TER) – Termination	Fixed Term Appointment (FXT) End Fixed Term Appointment (EFT)	Delete the existing TER row. Insert a new row for Transfer – Fixed Term Appointment. A new TER row needs to be entered for the expected termination date of the new position.
Employee on a fixed term appointment has that fixed appointment extended. (NOTE: a termination row is usually required)	Data Chg (DTA) – Data Change Terminatn (TER) – Termination	Extension of Fixed Term Appointment (EXT) End Fixed Term Appointment (EFT)	Delete the existing TER row. Insert a new row for the date of the extension (usually the previous termination date). Enter a TER row for the new expected termination date.

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Employee on a fixed term appointment transfers to a continuing appointment.	Job Conversion (JCV)	Fixed Term to Continuing (FCN)	Delete the existing TER row. Insert a new row for JCV-FCN with the start date of the continuing contract.
Employee is transferred to a Pre-Retirement Contract	Data Chg (DTA) – Data Change	Contract (CNT)	Used for when an employee moves from a continuing appointment to a fixed term pre-retirement contract.
SECONDMENT TO EXTERNAL			
Person is seconded to work at the ANU from an outside organisation and is paid by the ANU.	Hire (HIR) Terminatn – Termination (TER)	Secondment from External (SCO) End Fixed Term Appointment (EFT)	
Person is seconded to the ANU from an outside organisation and is not paid by the ANU.	N/A	N/A	
Employee is seconded external to the ANU and is not paid by the ANU.	Suspension (SUS) Recall (REC) – Recall from Suspension/Layoff	Secondment External (SCX) Recall from Suspension (REC)	
SUSPENSIONS			
Job is suspended.	Suspension (SUS) Recall (REC) – Recall from Suspension/Layoff	Job Suspended (JOB) Recall from Suspension (REC)	
Scholarship is suspended (Student takes a break form studies or abandons studies).	Suspension (SUS) Recall (REC) – Recall from Suspension/Layoff	Scholarship Suspension (SCH) REC – Recall from Suspension	
Employee is seconded external to the ANU and is not paid by the ANU.	Suspension (SUS) Recall (REC) – Recall from Suspension/Layoff	Secondment External (SCX) Recall from Suspension (REC)	.
Employee on suspension with pay	Data Change (DTA) Recall (REC) – Recall from Suspension w Pay	Suspension with Pay (SWP) Recall from Suspension w Pay (REC)	
TERMINATIONS			
Employee resigns	Terminatn (TER) – Termination	Resignation (RES)	
Employee retires	Terminatn (TER) – Termination	Age Retirement (AGE)	
Employee retires between age 55-64	Terminatn (TER) – Termination	Early Age Retirement (54-65) (EAR)	
Employee retires between age 55-64 w/Package	Terminatn (TER) – Termination	Early Age Retirement (Package) (EAP)	
Employee retires on grounds of invalidity	Terminatn (TER) – Termination	Invalidity Retirement (RIV)	
Employee is made redundant	Terminatn (TER) – Termination	Redundant (RED)	
Employee dies whilst still employed	Terminatn (TER) – Termination	Death in Service (DIS)	
End of fixed term appointment and employee is not taking up another appointment	Terminatn (TER) – Termination	End Fixed Term Appointment (EFT)	
End of Casual appointment	Terminatn (TER) – Termination	End Casual Appointment (CAS)	Use this action reason when there you need to close a casual employment record
Employee is Hired when they already have an existing Uni ID	Terminatn (TER) – Termination	Duplicate ID (DUP)	This is to indicate that an employee has two Uni Ids. The duplicate ID may be deleted from theHRMS if no payment has been made using the ID, otherwise the ID will exist in the HRMS for the life of the system. The action reason is to indicate that you should not use this ID, look for the original ID and use this for the employee.
Employee fails to return from leave or abandons job	Terminatn (TER) – Termination	Job Abandonment (JOB)	
Employee does not meet performance criteria eg appointment is annulled at end of probationary period.	Terminatn (TER) – Termination	Appointment Review (REV)	

Scenario	Action	Reason	Comments
Scholar: Submission of thesis due	Terminatn (TER) – Termination	Scholar Submission (SCS)	
Scholar: Scholarship expires	Terminatn (TER) – Termination	Scholarship Expiry (SCX)	
Employee on fixed term appointment or scholarship/thesis submission has that appointment extended.	Data Chg (DTA) – Data Change Terminatn (TER) – Termination	Extension of Fixed Term Appointment (EXT) End Fixed Term Appointment (EFT)	The original future dated TER row would be changed to DTA/EXT row and new future dated TER/EFT (or SCX/SCS) row would be added (see 'Scholars' for further clarification).
Employee's fixed term Pre-Retirement Contract ends	Terminatn (TER) – Termination	End of Pre-Retirement Contract (PRE)	Used to denote when an employee on a fixed term Pre-Retirement Contract has ceased employment.
ANU Medical School (ANUMS) Academic title holders who are non-paid staff members on job codes HMSEA, HMSEAC, HMSEB, HMSEBC, HMSEC, HMSECC, HMSED, HMSEDC, MHSEE, HMSEEC	Terminatn (TER) – Termination	Non-Renewal (ANUMS only) (MST)	Used to denote when a medical school Academic title holder has ceased employment
REHIRES			
Employee is terminated and paid out and shouldn't have been. Employee returns the money.	Rehire (REH)	Rehire (REH)	NOTE: Payroll need to be notified
Employee is terminated and not paid out and shouldn't have been terminated.	Data Chg (DTA) – Data Change	Terminated in Error (TIE)	A new row is entered for the same date, next sequence no., with this reason. Need to check with payroll that termination process has not been activated.
Employee is terminated and paid out and returns and receives continuity of service.	Rehire (REH)	Rehire (REH)	Remember to check, and adjust if required, eligibility group and work schedule details. NOTE: Payroll need to be notified as there may be a return of moneys due or Leave issues to adjust.
PAID LEAVE OF ABSENCE			
Employee is on Time Release upon return to work from Maternity Leave	Data Chg (DTA) – Data Change	Time Release Start - Mat Lve Ret (TRS) Time Release End (TRE)	Used to record, for statutory reporting purposes, a staff member who is returning to work from Maternity Leave and is availing themselves of time release upon return to work as specified in the ANU Enterprise Agreement. Two rows should be entered in Job Data – the first to indicate when the period of time-release starts and the second to indicate when the period of time release ends.
Scholar is absent but continues to receive scholarship.	Paid LOA (PLA) - Paid Leave of Absence	Scholar (SCH)	
Ex gratia sick leave	N/A	N/A	Record as History Only Sick Leave
Employee is on Graduated Return to Work (Workers Compensation)	STD w/Pay	WCP- Workers Compensation	
POSITION CHANGES	*This is only for changes made from Position Data that need to be reflected in the incumbent's job data rows – not to be initiated from Job Data. If future/current dated (or will become the most recent row in job data), a row will automatically be inserted into Job Data. Job Data will then need to be checked and updated if required by inserting a row, same effective date and next sequence no..*		
Create new position.	Posn Chg (POS) – Position Change	New Position (NEW)	This will not be included in the incumbent update on Job Data
Changes to departments or reports to positions	Posn Chg (POS) – Position Change	Reorganisation (REO)	
Position is made inactive.	Posn Chg (POS) – Position Change	Position Inactivated (INA)	This will not be included in the incumbent update on Job Data
Academic promotions	Posn Chg (POS) – Position Change	Promotion (PRO)	
Job Code on Position is changed.	Posn Chg (POS) – Position Change	Job Reclassification (JRC)	

Scenario	Action	Reason	Comments
Job Code on Position is changed (for broadbanding)	Posn Chg (POS) – Position Change	Broadband-Sal Inc Lvl1,2&3only (BDB)	Used to move staff across the broadbanded positions at the 1/2 or 1/2/3 levels as specified in the ANU Enterprise Agreement
Position is transferred to another Department.	Posn Chg (POS) – Position Change	Transfer (XFR)	
Position Status is changed (Approved, Frozen, Proposed).	Posn Chg (POS) – Position Change	Position (POS)	
Reports to Posn is changed.	Posn Chg (POS) – Position Change	POS – Position	
When position changes forces a row in Job data it does not fill in all details. Job data details are required to be checked for accuracy and updated as required.	Data Chg (DTA) – Data Change	Correction Position (CPO)	Often the Step, hours, and/or all other items related to the position change now need to be updated. Wherever possible insert a new row with same effective date, increase the sequence number and use DTA/CPO
PAY RATE CHANGE	*This entire section seems to be in here twice, is that right??*		
Award increase.	Pay Rt Chg (PAY) – Pay Rate Change	Award Increase (AWD)	
Employee progresses to the next step in the salary scale.	Pay Rt Chg (PAY) – Pay Rate Change	Increment (INC)	
Pay rate is changed because of indexation change.	Pay Rt Chg (PAY) – Pay Rate Change	Indexation (IND)	
Adjustment is made to job data compensation rate	Pay Rt Chg (PAY) – Pay Rate Change	Adjustment (ADJ)	
MISCELLANEOUS			
Changes to superannuation details (choice of fund etc)	Data Chg (DTA) – Data Change	Change to Super Details (SUP)	Change the Superannuation indicator in Job Data
General Salary increase in response to EB agreement	Pay Rt Chg (PAY) – Pay Rate Change	Mass Change (MSC)	Only used for mass salary changes by HRBS
CORRECTIONS			
Data has been entered incorrectly into position for a current or past date OR position data is entered and job data needs to be updated. Page has already been saved.	Data Chg (DTA) – Data Change	Correction-Position (CPO)	First change positions data then, wherever possible, insert new row with same effective date, increase the sequence number and use the same action code as the original one with a reason of correction. Alternative is to use DTA with relevant reason code.
SCHOLARS			
Scholar is to be paid scholarship through the HRMS.	Add Person of Interest (ADD) Terminatn (TER) – Termination	GP Payee (002) Scholarship Submission (SCS) OR Scholarship Expiry (SCX)	
Scholarship is suspended (Student takes a break from studies or abandons studies).	Suspension (SUS) Recall (REC) – Recall from Suspension/Layoff	SCH – Scholarship suspension REC- Recall from Suspension	
Scholar has submission date or expiry date extended.	Data Chg (DTA) – Data Change Terminatn (TER) – Termination	EXT- extension to fixed term appointment SCS – Scholar Submission OR SCX – Scholarship Expiry	Change Future dated TER row to DTA/EXT row and add new TER/ SCS or SCX row.