

Action/Reason Codes

You can go directly to the setup table in PeopleSoft to find a list of valid **Action** codes. Use these codes when you are processing a HR Change Form.

Navigation:

Set Up HRMS > Product Related > Workforce Administration > Action Reasons

Action Reasons
Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value

Action:

Reason Code:

Description:

Include History Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results
View All First 1-75 of 75 Last

Action	Reason Code	Status as of Effective Date	Description
POS	701	Active	70.1 Appointment (transfer)
POS	ACT	Active	Acting Duties w/Title Change
POS	APS	Active	Appt Summer Session
POS	APT	Active	Appt CSEA JC 1 & 3
POS	ASU	Active	Appt Su (unclassified only)
POS	CBU	Active	Chg NU
POS	CBU	Inactive	Chg NU
POS	CHL	Active	Change Line no other changes

Click the magnifying glass next to **Action** and you'll see a list of Action Codes.

To see the **Reason** codes for an action just click the action and when you get to the page below click **Search**

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