

WORKFLOW ACTION-REASON CODES

Row Number	What do I need to do?	Use this Action/Reason when:	Action (Drop-down menu)	Reason (Drop-Down menu)	Send workflow (PAF) requests to:
1	Acting In Position	An employee begins an acting in assignment. Create "Create additional pay" in PeopleSoft.	Data Change	Acting In Position	workflow@slco.org
2	Budget Reduction in Pay	Council approved budget reduction resulted in a decrease in employee's pay.	Pay Rate Change	Budget Reduction in Pay	workflow@slco.org
3	Career Ladder Progression	An employee's pay is changed due to career ladder change.	Pay Rate Change	Career Ladder Progression	workflow@slco.org
4	Career Ladder Progression	Based on the requirements of the position, the grade of the career ladder is being changed; OR The position is vacant and the grade of the career ladder is being changed. For HR use only.	Position Change	Career Ladder Progression	workflow@slco.org
5	Career Mobility Assignment	An employee begins a career mobility assignment.	Data Change	Career Mobility Assignment	workflow@slco.org
6	Classify a vacant position	There is a need to change the classification of a vacant position. For HR use only.	Position Change	Vacant Classification Change	workflow@slco.org
7	Correction-Admin Error	When correcting an administrative error that is not reflected in the current list of action/reason codes.	Data Change	Correction-Admin Error	workflow@slco.org
8	Correction-Benefits	An error was made and an employee's benefits were entered incorrectly.	Data Change	Correction-Benefits	workflow@slco.org
9	Correction-Career Ladder	An error was made and an employee's career ladder was entered incorrectly.	Data Change	Correction-Career Ladder	workflow@slco.org
10	Correction-Department	An error was made and an employee's department was entered incorrectly. Used for position change only.	Data Change	Correction-Department	workflow@slco.org
11	Correction-Job Code	An error was made and an employee's job code was entered incorrectly. Used for position change only.	Data Change	Correction-Job Code	workflow@slco.org
12	Correction-Pay Rate	An error was made and an employee's pay rate was entered incorrectly.	Data Change	Correction-Pay Rate	workflow@slco.org
13	Correction-Position	An error was made and an employee's position was entered incorrectly.	Data Change	Correction-Position	workflow@slco.org
14	Correction-Status Change	An error was made and an employee's status was entered incorrectly. Used for position change only.	Data Change	Correction-Status Change	workflow@slco.org

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15	Correction-Transfer	An error was made and an employee's transfer information was entered incorrectly.	Data Change	Correction-Transfer	workflow@slco.org
16	Cost-of Living Adjustment	An employee's pay is increased due to a cost of living adjustment. For HR use only.	Pay Rate Change	Cost-of Living Adjustment	workflow@slco.org
17	Council Approved Salary Reinst	Council approved salary reinstatement resulting in an increase in employee's pay.	Pay Rate Change	Council Approved Salary Reinst	workflow@slco.org
18	Demotion-Disciplinary Action	An employee has been demoted due to a disciplinary action.	Demotion	Disciplinary	workflow@slco.org
19	Equity Adjustment	An employee's pay is increased due to an equity review. For HR use only. Pay rate changes will be entered by HR.	Pay Rate Change	Equity Adjustment	workflow@slco.org
20	Family and Medical Leave Act	An employee requests and is granted a leave of absence without pay for family and or medical reasons.	Leave of Absence	Family and Medical Leave Act	workflow@slco.org
21	FTE change. Benefitted employees only.	An employee is changing their FTE <u>without changing their benefits eligibility</u> . The job code and division/agency stays the same. Example, changing FTE from 1.0 to .50. Only use this action/reason if the new FTE does not exceed the FTE that is on the employee's current position. Note: If the new FTE exceeds the FTE on the current position, contact your HR Consultant before completing the Workflow Form.	Data Change	FTE	workflow@slco.org
22	Hire Inter-Jurisdictional Transfer	An employee is being transferred inter-jurisdictionally from another public entity with a benefit eligible system. Does not include rehire.	Hire	Inter-Jurisdictional Transfer	workflow@slco.org
23	Hire-Non Recruitment	Use when the appointment was made without requiring a competitive process and with limited HR involvement, such as temporary, elected, appointed, and provisional. Does not include rehire.	Hire	Hire-NonRecruitment	workflow@slco.org
24	Hire-Recruitment	Partners with Human Resources to develop job announcement, collect, review, and certify an applicant list. Does not include rehire.	Hire	Hire-Recruitment	workflow@slco.org
25	Job Reclassification	An employee's pay is adjusted due to a job reclassification.	Pay Rate Change	Job Reclassification	workflow@slco.org
26	Job Reclassification	An employee's position has been reclassified. For HR use only.	Position Change	Job Reclassification	workflow@slco.org

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27	Leave of Absence	An employee requests and is granted a leave of absence without pay.	Leave of Absence	Leave of Absence	workflow@slco.org
28	Legal Termination of Contract	An employee is separated from County employment due to legal termination of contract.	Termination	Legal Termination of Contract	workflow@slco.org
29	Long Term Disability	An employee requests and is granted a leave of absence without pay because of a long term disability.	Leave of Absence	Long Term Disability	workflow@slco.org
30	Long Term Disability	An employee has been separated from County employment due to long term disability.	Termination	Long Term Disability	workflow@slco.org
31	Market Adjustment	A employee's pay is modified due to a market adjustment. For HR use only.	Pay Rate Change	Market Adjustment	workflow@slco.org
32	Market Grade Change	A change of grade based upon salary survey data collected by the HR Department. For HR use only.	Position Change	Market Grade Change	workflow@slco.org
33	Merit Pay	An employee's pay is adjusted due to performance and meeting expectation on performance appraisal.	Pay Rate Change	Merit	workflow@slco.org
34	Military Service	An employee requests and is granted a leave of absence without pay for military service.	Leave of Absence	Military Service	workflow@slco.org
35	Name, marital status, or education updates.	An employee is requesting an update to their Personal Information to change name or marital status. The employee must provide documentation of change before this action can be submitted	Data Change	Personal Information	workflow@slco.org
36	New Position	Human Resources has created a new position. For HR use only.	Position Change	New Position	workflow@slco.org
37	Off Acting in Position	An employee has completed the duration of acting in assignment. Go to "create additional pay" and update additional pay in PeopleSoft.	Data Change	Off Acting in Position	workflow@slco.org
38	Off Career Mobility Assignment	An employee has completed a career mobility assignment.	Data Change	Off Career Mobility Assignment	workflow@slco.org
39	Pay Adjustment	An employee's pay has been adjusted for reasons not reflected in the current list of action/reason codes. Such as job title consolidation.	Pay Rate Change	Adjustment	workflow@slco.org
40	Position Data Update	There has been a data update/change in an employee's position. For HR use only.	Position Change	Position Data Update	workflow@slco.org

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41	Position Status Change	The status of a position has changed. Example, Active, Inactive, New, Proposed. For HR use only.	Position Change	Position Status Change	workflow@slco.org
42	Probation Completed	An employee has completed their probation period and is changed to regular status.	Data Change	Probation Completed	workflow@slco.org
43	Range Adjustment	A employee's pay is modified due to a range adjustment. For HR use only.	Pay Rate Change	Range Adjustment	workflow@slco.org
44	Rehire Reinstatement	Mandatory rehire of a former County merit employee who (a) has been reduced-in-force within the last six months, or (b) is a veteran eligible under the Uniformed Services Employment and Reemployment Rights Act, or (c) has been reinstated as a result of Career Service Council or subsequent court action. The employee has been reinstated to regular employment with Salt Lake County.	Rehire	Reinstatement	workflow@slco.org
45	Rehire-NonRecruitment	The reemployment of a former County employee, including previous temporary employees. The employee has been re-hired but has not gone through the recruitment process. Use when the appointment was made without requiring a competitive process and with limited HR involvement.	Rehire	Rehire-NonRecruitment	workflow@slco.org
46	Rehire-Recruitment	The reemployment of a former County employee, including previous temporary employees. The employee has been re-hired and has gone through the recruitment process. Partners with Human Resources to develop job announcement, collect, review and certify an applicant list.	Rehire	Rehire-Recruitment	workflow@slco.org
47	Re-Organization / Restructure	An employee's position has been modified due to a re-organization/restructure. For HR use only.	Position Change	Re-Organization/Restructure	workflow@slco.org
48	Retirement--Early	An employee applies for and is granted early retirement.	Retirement	Early Retirement	workflow@slco.org
49	Retirement--Full	An employee retires.	Retirement	Normal Retirement	workflow@slco.org
50	Return Family and Medical Leave	An employee returns from family and medical leave.	Return from Leave	Return Family and Medical Leave	workflow@slco.org
51	Return Long Term Disability	An employee returns from long term disability leave.	Return from Leave	Return Long Term Disability	workflow@slco.org
52	Return Military Service	An employee returns from military service leave.	Return from Leave	Return Military Service	workflow@slco.org

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53	Short-Term Disability	An employee is granted a paid leave of absence due to short term disability.	Paid Leave of Absence	Short-Term Disability	workflow@slco.org
54	Suspension Disciplinary	An employee has been suspended due to disciplinary action.	Suspension	Disciplinary Action	workflow@slco.org
55	Terminate an employee. An employee resigns voluntarily.	An employee has voluntarily separated from County employment.	Termination	Voluntary Resignation	workflow@slco.org
56	Termination Did not Start	An employee did not report for work. No hours worked	Termination	Did not Start	workflow@slco.org
57	Termination Disciplinary-Involuntary Termination	An employee is separated from County employment for disciplinary action.	Termination	Involuntary Termination	workflow@slco.org
58	Termination due to death	An employee passed away.	Termination	Death	workflow@slco.org
59	Termination End Temporary Employment	An employee has been separated from County employment due to the conclusion of their temporary assignment.	Termination	Voluntary Resignation	workflow@slco.org
60	Termination through a Reduction in Force	An employee has been separated from County employment due to a reduction in force.	Termination	Reduction in Force	workflow@slco.org
61	Title Change	The title of an employee's position has been modified with no change in duties or responsibilities. For HR use only.	Position Change	Title Change	workflow@slco.org
62	Title/Ladder Consolidation	More than one position with the same duties and responsibilities with different job titles/job codes have been consolidated into one title/job code. OR a career ladder has been consolidated into fewer levels. May or may not result in a pay rate change. For HR use only.	Position Change	Title/Ladder Consolidation	workflow@slco.org
63	Transfer a position to a different department, agency or elected office	A position is transferred to another department, agency or elected office may or may not be encumbered. For HR use only.	Position Change	Transfer	workflow@slco.org
64	Transfer Non-Recruitment - Job Change - Loss of Benefits	An employee transfers from a benefited job to a non-benefited job.	Transfer Non-Recruitment	Job Change - Loss of Benefits	workflow@slco.org
65	Transfer Lateral - Non Recruitment - Benefited Job	A benefited employee has made a lateral career change at the same grade level without going through a recruitment process. Use when the transfer was made without requiring a competitive process and with limited HR involvement.	Transfer Non-Recruitment	Lateral - Benefited	workflow@slco.org

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66	Transfer Lateral-Non Recruitment - Non-Benefited Job	A temporary employee has made a lateral career change at the same grade level without going through a recruitment process. Use when the appointment was made without requiring a competitive process and with limited HR involvement.	Transfer Non-Recruitment	Lateral - Non-Benefited	workflow@slco.org
67	Transfer Promotion - Non-Recruitment - Benefited Job	A benefited employee has been promoted to higher grade level without going through a recruitment process. Use when the promotion was made without requiring a competitive process and with limited HR involvement.	Transfer Non-Recruitment	Promotion - Benefited	workflow@slco.org
68	Transfer Promotion - Non-Recruitment - Non-Benefited Job	A temporary employee has been promoted to higher grade level without going through a recruitment process. Use when the promotion was made without requiring a competitive process and with limited HR involvement.	Transfer Non-Recruitment	Promotion - Non-Benefited	workflow@slco.org
69	Transfer Reassignment - Non-Recruitment - Benefited Job	A benefited employee has been reassigned without going through a recruitment process; change in duties, position or voluntary demotion. Use when the appointment was made without requiring a competitive process and with limited HR involvement.	Transfer Non-Recruitment	Reassignment - Benefited	workflow@slco.org
70	Transfer Reassignment - Non-Recruitment - Non-Benefited Job	A temporary employee has been reassigned without going through a recruitment process; change in duties, position or voluntary demotion. Use when the appointment was made without requiring a competitive process and with limited HR involvement.	Transfer Non-Recruitment	Reassignment - Non-Benefited	workflow@slco.org
71	Transfer Lateral-Recruitment - Benefited	A benefited employee has made a lateral career change through the recruitment process. Partners with Human Resources to develop job announcement, collect, review and, certify an applicant list.	Transfer Recruitment	Lateral - Benefited	workflow@slco.org
72	Transfer Promotion-Recruitment	A benefited employee has been promoted to higher grade level through the recruitment process. Partners with Human Resources to develop job announcement, collect, review, and certify an applicant list.	Transfer Recruitment	Promotion - Benefited	workflow@slco.org
73	Transfer Reassignment - Recruitment - Benefited	A benefited employee has been reassigned through the recruitment process; change in duties, position or voluntary demotion. Partners with Human Resources to develop job announcement, collect, review, and certify an applicant list.	Transfer Recruitment	Reassignment - Benefited	workflow@slco.org
74	Worker's Compensation	An employee requests and is granted a leave of absence due to approved worker's compensation.	Leave of Absence	Worker's Compensation	workflow@slco.org