19. Action Codes

An action code is a 2 digit numeric code that defines and describes the type of employment action or change for an individual. Action codes can be at the employee level, appointment level, and distribution level.

There are two types of action codes: assigned and derived. An assigned action code is entered by the department at the time the employment information is input into the computer. An example of an assigned action code is Code 17 which is entered at the appointment level to indicate an extension of an end date. A derived action code is assigned automatically by the computer based upon the information input by the user. An example of a derived action code is Code 16 which indicates a change in percent time.

The PAN notice will include the action codes so that reviewers can quickly determine what action has taken place. When making a change to a record (other than appointment change in percent time), if you do not assign an action code, the system will assign a ‘40’ or ‘50’ - ‘Other’. This provides no clue as to what action has taken place. For this reason, you should make some effort to correctly assign action codes. In some cases, it will be clear what action code you should assign, such as the examples given for action codes 13, 14, 17 and 18; however, there will be many cases where it will be perfectly appropriate to let the system default to a ‘40’ – ‘Other’ because no action code accurately describes the action.

**DERIVED ACTION CODES – YOU DO NOT INPUT CODE**

**01 – New hire (Employee Level)**

The student has never been previously appointed/employed at UCSD and does not have an assigned Payroll identification number. Use the new hire (HIRE) bundle for data entry. The system will automatically show action code 01 on the PAN.

**02 – Rehire (Employee Level)**

A student has previously been appointed/employed at UCSD and already has an assigned Payroll number. Use the re-hire (RHIR) bundle for data entry. The system will automatically show action code 06 on the PAN.

**06 – Separation (Employee Level)**

A student is terminating his appointment with the university. Use the separation bundle for data entry. The system will automatically show action code 06 on the PAN.

**40 – Other (Appointment Level)**

Other appointment level change. Use the EAPC screen for data entry. The system will automatically show action code 40 on the PAN.
50 – Other (Distribution Level)
Other distribution level change. Use the EAPC screen for data entry. The system will automatically show action code 50 on the PAN.

ASSIGNED ACTION CODES – YOU MUST INPUT CODE

13 – Additional Appointment (Appointment Level)
The student currently has an appointment. An additional appointment is being added simultaneously. Use the EAPC screen. Example: The student is already set up as a fall quarter TA and you are now adding a fall quarter Reader.

17 – Extension of Appointment (Appointment Level)
The appointment end date is being extended. Use the EAPC screen. Example: The student is already set up as a fall quarter TA and you are now extending the TA through the winter.