When an employee is terminated or retires due to a reduction in force, the following steps should be taken to ensure the correct reason code is used:

1. Enter Transaction PA40 and select Termination or Retirement then execute the Personnel Action.

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Personnel Actions		
•		
Personnel no. 1295 Name Holidayexempt Time EE group 1 Regular State _ Pers.area	ZB15 Little Rock Central Office	
EE subgroup UE Employee Cost Center From 01/30/04	143250 0535 P C Admin	
Personnel Actions	"EE group EE subg 11	
Hire		
Re-employment of Retiree		
Rehire		
Concurrent Employment		
Terminate Concurrent Empl.		
Promotion/Demotion		
LWOP - Inactive Status		
Return from Leave		
Retirement		
DROP		
Change in Pay/Posn Attributes		
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2. On the Action Screen use the Reason for Action drop down menu and select Reason Code 20, Reduction in Force (RIF), then save the record.

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Pers.No. 1295	Restrictions	
Name Holidayexempt Time	Σ	
E group 1 Regular State Em Persor		
E subgroup UE Employee SSN	Action Type: Z5	
Start 01/31/2004 to 12/31.	Name of action type: Termination	
,	Ac ¹ Name of reason for action	
Personnel action	01 Voluntary	
Action Type Termination	02 Involuntary	
Reason for Action 20	03 Seasonal/Temporary	
	04 No Reason Given	
Status	05 Management Conflict	
Customer-specific No Concurrent Emp	06 Probationary Period 07 Career Opportunity	
Employment Withdrawn	08 Military	
Special payment No special paymen	09 Health Reasons - Self	
	10 Health Reasons - Family	
Organizational assignment	11 Education/Retraining	
Position 22096366 G&F #	12 Relocation	
Personnel area ZB15 Little Rock	13 Non-Participating Agency	
Employee group 1 Regular St	14 Limited Advancement	
Employee subgroup UE Employee	15 Insufficient Pay or Benefits	
	16 Working Conditions	
Additional actions	17 Unsatisfactory Job Peformance	
Start date Act. Action Type	18 Non-Reappointment	
	19 Death of Employee 20 Reduction in Force (RIF)	
	20 Reduction in Force (RF) 21 Gross Misconduct	
	22 Declined Job Offer	
	23 Reorganization	
	23 Entries Found	0) 🖻 sapap09 INS 🍃
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3. Process the remaining two screens as you would with any termination or retirement and the process is complete.