

## HCM Reason Code Quick Reference Guide

Reason Code	Reason Title: Action Title	Status	Requires a 92
<b>A01</b>	Competitive E-List Action: Hire/Rehire	Classified	Y
<b>A02</b>	Non-Competitive/With or Without E-List Action: Hire/Rehire	Classified	Y
<b>A03</b>	Reinstatement: Hire/Rehire	Classified	Y
<b>A04</b>	Transfer/Promotion Interagency: Rehire	Classified	Y
<b>A05</b>	Transfer/Demotion Interagency: Rehire	Classified	N
<b>A06</b>	Transfer/Lateral Transfer Interagency: Rehire	Classified	Y
<b>A07</b>	Transfer/Class to Same Class: Rehire	Classified	Y
<b>A09</b>	SB 200 (Veterans Act): Hire/Rehire	Classified	Y
<b>A12</b>	Disability Employment Program: Hire/Rehire	Classified	Y
<b>A13</b>	Unclassified Assigned Additional Duties Temporarily: Appointment Change – Same Agency	Unclassified	N
<b>A14</b>	Unclassified Appointment: Hire/Rehire	Unclassified	Y
<b>A15</b>	Unclassified Student Appointment: Hire/Rehire	Unclassified	Y
<b>A16</b>	Unclassified Temporary Appointment: Hire/Rehire	Unclassified	Y
<b>A17</b>	Project Tourism: Hire/Rehire	Unclassified	Y
<b>A18</b>	Priority Consideration Appointment: Rehire	Classified	Y
<b>A19</b>	State Work Incentive: Hire/Rehire	Unclassified	Y
<b>A20</b>	CAPIP *Carl Albert Public Internship Program Hire: Hire/Rehire/Appointment Change – Same Agency	Unclassified	Y
<b>A30</b>	CAPIP Conversion: Appointment Change – Same Agency	Classified/ Unclassified	N
<b>A31</b>	SWIP Conversion: Appointment Change – Same Agency	Classified	N
<b>A40</b>	Competitive E-List Action: Appointment Change – Same Agency	Classified	Y
<b>A41</b>	Non-Competitive E-List Action: Appointment Change – Same Agency	Classified	Y
<b>A42</b>	Reinstatement: Appointment Change – Same Agency	Classified	Y



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A43	Project Indefinite: Appointment Change – Same Agency	Classified	Y
A44	Disability Employment Program: Appointment Change – Same Agency	Classified	Y
A47	State Work Inc. Program: Appointment Change – Same Agency	Unclassified	Y
A48	Direct Hire (Hard-to-Fill): Appointment Change – Same Agency	Classified	Y
A49	Direct Hire – Prof. Licensure (Hard-to-Fill): Appointment Change – Same Agency	Classified	Y
A50	Unclassified Rollover Temp Appointment: Appointment Change – Same Agency	Unclassified	N
A88	Direct Hire – (Hard-to-Fill): Hire/Rehire	Classified	Y
A89	Direct Hire – Professional License (Hard-to-Fill): Hire/Rehire	Classified	Y
C01	Promotion: Promotion	Classified	Y
C02	Detail to Special Duty: Detail	Classified	N
C03	Voluntary Demotion: Demotion	Classified	N
C04	Involuntary Demotion: Demotion	Classified	N
C05	Intra-Agency Lateral Transfer New JFD: Transfer	Classified	Y
C06	Direct Reclass: Job Reclassification	Classified	N
C07	Reallocation/Promotion: Promotion – Classified/ Position Audit Class Dispute	Classified	Y
C08	Reallocation/Involuntary Demotion – Classified/Position Audit Class Dispute	Classified	Y
C09	Reallocation/Lateral Transfer: Transfer – Classified/Position Audit Class Dispute	Classified	Y
C10	Return to Previous Position (From Promotion): Transfer	Classified	N
C11	Classified JFD Revision: Data Change	Classified	N
C12	Expiration of Detail to Special Duty: End of Detail/Return from Leave/Termination/Unclassified Temp Detail to Special Duty	Classified/ Unclassified	N
C13	Extend Detail/Unclassified Temp Detail to Special Duty	Unclassified	N
C16	Career Progression: Promotion	Classified	N
C17	Demotion (Due to RIF): Demotion	Classified	N
C18	Reallocation/Voluntary Demotion: Demotion	Classified	N
C19	Legislative Transfer (not for agency use)	Classified	N
C20	Performance Pay: Pay Rate Change	Classified/ Unclassified	Y
C21	Cost of Living Increase: Pay Rate Change	Classified/ Unclassified	N
C22	Grade/Pay Band Change: Data Change (only use when directed by HCM)	Classified	N
C24	Classified Salary Adjustment Leg. and Others: Pay Rate Change	Classified	Y



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C26	Completion Prob/Trial Period and Pay Increase: Completion of Probation/Trial	Classified	N
C27	Recall from RIF Demotion: Transfer	Classified	N
C28	Equity Adjustment: Pay Rate Change	Classified	Y
C29	Skill-Based Pay Adjustment: Pay Rate Change	Classified/ Unclassified	Y
C30	Transfer Intra-Agency (Sub Agency Only)	Classified	N
C31	Lateral Transfer, Intra-Agency, Same JFD and LVL/PIN Change	Classified	Y (if increase in pay)
C32	Classified to Unclassified Service: Appointment Change – Same Agency	Unclassified	Y
C33	Unclassified Increased Level and Increased Pay: Appointment Change – Same Agency	Unclassified	Y
C34	Unclassified Assigned Additional Duties/Increase in Pay: Appointment Change – Same Agency	Unclassified	Y
C35	Unclassified Lower Level/Decrease in Pay: Appointment Change – Same Agency	Unclassified	N
C36	Unclassified Appointment Change Same Agency/PIN Change – No Pay Increase	Unclassified	N
C37	Unclassified Increase to Market Rate: Pay Rate Change	Unclassified	Y
C38	Unclassified Increase to Equitable Rate: Pay Rate Change	Unclassified	Y
C39	Unclassified Salary Adjustment - Legislative: Pay Rate Change	Unclassified	Y
C40	Full- to Part-Time: Data Change	Classified/ Unclassified	N
C41	Part- to Full-Time: Data Change	Classified/ Unclassified	N
C42	Change in Part-Time Percentage: Data Change	Classified/ Unclassified	N
C43	Unclassified Temp to Unclassified Regular: Appointment Change – Same Agency	Unclassified	Y
C45	Market Adjustment: Pay Rate Change	Classified/ Unclassified	Y
C50	Probationary Extension/Adjustment: Probation	Classified	N
C51	Permanent Status: Completion of Probation/Trial	Classified	N
C52	Permanent (Project Indefinite): Completion of Probation/Trial	Classified	N
C60	Add Pay Differential: Pay Rate Change	Classified/ Unclassified	N
C61	Remove Pay Differential: Pay Rate Change	Classified/ Unclassified	N
C62	Change Existing Pay Differential: Pay Rate Change	Classified/ Unclassified	N
C63	FLSA Rate Adjustment: Pay Rate Change	Classified/ Unclassified	Y
C70	Contract Renewal: Data Change	Classified/ Unclassified	N
C71	Interchange Program: Transfer	Classified/ Unclassified	N



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<b>C72</b>	End Interchange Program: Transfer	Classified/ Unclassified	N
<b>L01</b>	Leave Without Pay: Leave of Absence	Classified/ Unclassified	N
<b>L02</b>	Sick Leave Without Pay: Leave of Absence	Classified/ Unclassified	N
<b>L03</b>	Extension of Leave With/Without Pay: Leave of Absence	Classified/ Unclassified	N
<b>L04</b>	Military Leave With Pay: Paid Leave of Absence	Classified/ Unclassified	N
<b>L05</b>	Military Leave Without Pay: Leave of Absence	Classified/ Unclassified	N
<b>L06</b>	Educational Leave With Pay: Paid Leave of Absence	Classified/ Unclassified	N
<b>L07</b>	Educational Leave Without Pay: Leave of Absence	Classified/ Unclassified	N
<b>L08</b>	Return from Leave With/Without Pay: Return From Leave	Classified/ Unclassified	N
<b>L09</b>	LWOP Extension Disability: Leave of Absence	Classified/ Unclassified	N
<b>L10</b>	Furlough LWOP: Leave of Absence	Classified/ Unclassified	N
<b>L11</b>	Return from Furlough: Return From Leave	Classified/ Unclassified	N
<b>L20</b>	Suspension With Pay: Paid Leave of Absence/Suspension	Classified/ Unclassified	N
<b>L21</b>	Suspension Without Pay: Unpaid Leave of Absence/Suspension	Classified/ Unclassified	N
<b>L22</b>	Return from Suspension With/Without Pay: Return From Leave/Return from Suspension	Classified/ Unclassified	N
<b>S01</b>	Resignation: Termination	Classified/ Unclassified	N
<b>S02</b>	Retirement: Retirement	Classified/ Unclassified	N
<b>S03</b>	Discharge: Termination	Classified/ Unclassified	N
<b>S04</b>	Deceased: Termination	Classified/ Unclassified	N
<b>S05</b>	Expiration of Unclassified Appointment: Termination	Unclassified	N
<b>S06</b>	Transferred Out: Termination	Classified	N
<b>S07</b>	Reduction In Force: Termination	Classified	N
<b>S08</b>	VOBO: Termination	Classified/ Unclassified	N
<b>S09</b>	VOBO (Retirement): Retirement	Classified/ Unclassified	N
<b>S10</b>	Transfer to Non-merit Agency: Termination	Classified/ Unclassified	N
<b>S11</b>	No Payable Hours: Termination	Classified/ Unclassified	N
<b>S12</b>	Resignation/Abandonment: Termination	Classified/ Unclassified	N
<b>X01</b>	Payroll Correction: Data Change	Classified/ Unclassified	N

