HR Management Actions (HPA-005)

Description: Personnel action reports used for HR Management workforce reporting. Individual views include Appointments, Turnover, Separations During Review Period, and Formal Disciplinary Actions. Excludes non-employees.

- **Universe**  WWA EDW Headcount and Personnel Actions.unx
- **Required filter prompt**  Calendar Year Month.
- **Appointments (default view)**  Number and percent of appointment types for which a hiring choice was made. Appointment changes such as reassignments, reallocations, demotions, or status changes are not included. “Permanent Employee Appointments” includes permanent or intended to become permanent employees. Seasonal employees are not included in permanent actions. “All Appointments” has no appointment status restrictions.
- **Turnover**  Number of separations from state service and turnover rate based on percent of average employee count. “Permanent Employee Turnover includes” permanent or intended to become permanent employees separating from state service. Seasonal employees are not included in permanent actions. “All Employee Turnover” has no appointment status restrictions.
- **Separations During Review Period**  Number and percent of voluntary and involuntary separations from state service during the review period.
- **Formal Disciplinary Actions**  Number of disciplinary actions taken.
- **Additional Information**  HR Management Turnover does not meet the criteria for classification and compensation proposals.

The standard report is located in the Washington Workforce Analytics Reports - Web Intelligence > Headcount and Personnel Actions folder.
Prompts

Prompt values restrict the data pulled from the Enterprise Data Warehouse.

**Required Prompts** must include value(s) for Calendar Year Month.

**Optional Prompts**
- Business Area (EE)
- Business Area Code (EE)
- Job (EE)
- Job Class Abbr (EE)
- Job Code (EE)
- Organizational Unit
- Organizational Unit Code
- Personnel Area (EE)
- Personnel Area Code (EE)
- Personnel Subarea (EE)
- Personnel Subarea Code (EE)

Query Results

**Default Data Fields**
These fields are included in the standard report by default and should not be removed. Adding or removing default data fields will impact the integrity of the data.

**Appointments – Permanent:**
- Total Appointments
- New Hires
- Layoff List
- Transfers
- Promotions
- Other Appointments

**Appointments – All:**
- Total Appointments
- New Hires
- Layoff List
- Seasonal Appointments
- Transfers
- Promotions
- Other Appointments
- Non-Permanent Appointments

**Turnover - All:**
- Average Employee Count
- Total Turnover Actions
- Retirements
- Resignations
- Dismissals
- Layoffs
- Other Turnover
- Seasonal Turnover
- Non-Permanent Turnover

**Turnover – Permanent:**
- Average Employee Count
- Total Turnover Actions
- Retirements
- Resignations
- Dismissals
- Layoffs
- Other Turnover

**Separations:**
- Total Separations During Review Period
- Probationary Separations
- Probationary Separations – Voluntary
- Probationary Separations – Involuntary
- Trial Service Separations
- Trial Service Separations – Voluntary
- Trial Service Separations – Involuntary
- Transitional Separations
- Transitional Separations – Voluntary
- Transitional Separations – Involuntary

**Formal Disciplinary Actions:**
- Dismissals
- Demotions
- Reductions in pay
- Suspensions (LOA – Active)
- Suspensions (LOA – Inactive)

**WMS Review Separations**
- WMS Review Separations – Voluntary
- WMS Review Separations – Involuntary
Additional Fields

These optional fields may be added to the standard report views for additional analysis. Adding or removing optional data fields will not impact the integrity of the data.

- Action Reason
- Action Reason Code
- Action Type
- Action Type Code
- Action Calendar Year
- Action Calendar Year Month
- Action Calendar Year Quarter
- Action Fiscal Year
- Action Fiscal Year Month
- Action Fiscal Year Quarter
- Business Area (EE)
- Business Area Code (EE)
- Calendar Year
- Calendar Year Month
- Calendar Year Quarter
- Contract Type
- Duty Station County
- Employee Group (EE)
- Employee Subgroup (EE)
- Employment Status
- Fiscal Year
- Fiscal Year Month
- Fiscal Year Quarter
- Job Class Abbr (EE)
- Name – Full
- Organizational Unit
- Organizational Unit Code
- Pay Area (EE)
- Pay Area Code (EE)
- Personnel Area (EE)
- Personnel Area Code (EE)
- Personnel Number
- Personnel Subarea (EE)
- Personnel Subarea Code (EE)
- Position
- Position Code
- Unemployment County
- Unemployment County Code
- Work Contract
- Work Contract Code
- Workforce Indicator (EE)
- Workforce Indicator Code (EE)

Measures

These measures are included in the standard report and should not be removed. Adding or removing measures will impact the integrity of the data. This report contains combined dimensions.

- Distinct Employee Count
- Number of Actions

Restrictions and Calculations

Restrictions and calculations are built in to the report to create standardized results across the enterprise. This report contains combined dimensions.

Appointments - Number
- Sum of Number of Actions by Appointment Type

Appointments - Percent
- Number of Appointment Types divided by Total Appointments

Appointments - Total
- Sum of Number of Actions for all Appointment Types
### Appointments - Types

#### Layoff List/GGTP

Action Type Code: U3 Appointment Change  
Action Reason Codes:  
- ✔ 47 Layoff List  
- ✔ 48 GGTP  
- ✔ 60 ZDNU – GGTP Transition Rev App

#### New Hires

Action Type Code: U0 New Hire  
Action Reason Codes:  
- ✔ 02 Probationary  
- ✔ 04 ZDNU – WMS Apptmt With Review  
- ✔ 05 WMS  
- ✔ 06 Employee Business Unit  
- ✔ 07 Retiree  
- ✔ 10 Exempt  
- ✔ 11 In-Training  
- ✔ 13 Project  
- ✔ 19 ZDNU - Reemployment  
- ✔ 25 ZDNU – Trial Service  
- ✔ 26 Higher Ed to Gnl Gvt

#### Non-Permanent Appointments

Action Type Code: U3 Appointment Change  
Action Reason Codes:  
- ✔ 28 Non-Perm On Call  
- ✔ 59 Non-Perm Limited

Action Type Code: U0 New Hire  
Action Reason Codes:  
- ✔ 03 ZDNU - WMS Acting Apptmt  
- ✔ 12 Non-Perm On Call  
- ✔ 18 Non-Perm Limited

Action Type Code: U6 Rehire  
Action Reason Codes:  
- ✔ 03 ZDNU – WMS Acting Apptmt  
- ✔ 12 Non-Perm On Call  
- ✔ 23 Non-Perm Limited

#### Other Appointments

Action Type Code: U3 Appointment Change  
Action Reason Codes:  
- ✔ 09 ZDNU – Full-Time Year Round  
- ✔ 66 Probationary  
- ✔ 67 Project  
- ✔ 71 Permanent  
- ✔ 80 Non-Perm to Permanent
**Promotions**

Action Type Code:
- ✓ U3 Appointment Change

Action Reason Codes:
- ✓ 01 Promotion
- ✓ 03 In-Training
- ✓ 05 ZDNU – WMS Apptmt With Review
- ✓ 07 WMS
- ✓ 10 ZDNU – Classified to Exempt
- ✓ 17 ZDNU – Dual Assign to Higher C
- ✓ 18 Elevation
- ✓ 24 Exempt

**Seasonal Appointments**

Action Type Code:
- ✓ U3 Appointment Change
- ✓ U0 New Hire
- ✓ U6 Rehire

Action Reason Code:
- ✓ 53 Seasonal - Career
- ✓ 14 Seasonal - Career
- ✓ 19 Seasonal – Career

**Transfers**

Action Type Code:
- ✓ U3 Appointment Change

Action Reason Code:
- ✓ 58 Transfer

**Formal Disciplinary Actions – Number**

✓ Sum of Formal Disciplinary Actions by Type

**Formal Disciplinary Action - Types**

**Demotions**

Action Type Code:
- ✓ U3 Appointment Change

Action Reason Code:
- ✓ 13 Demotion-Disciplinary

**Dismissals**

Action Type Code:
- ✓ U5 Separations

Action Reason Code:
- ✓ 07 Dismissal

**Suspensions (LOA – Active)**

Action Type Code:
- ✓ U8 Leave of Absence – Active

Action Reason Code:
- ✓ 23 Suspension

**Suspensions (LOA – Inactive)**

Action Type Code:
- ✓ U9 Leave of Absence – Inactive

Action Reason Code:
- ✓ 14 Suspension

**Reductions in Pay**

Action Type Code:
- ✓ U3 Appointment Change

Action Reason Code:
- ✓ 76 Reduction in Pay-Disciplinary
Non-Employee Exclusions

Excludes the following Organizational Unit Codes:
- ✔ 31002393 FPB – Preparedness - Mobes
- ✔ 31000100 EMERGENCY FIRE FIGHTERS
- ✔ 31000101 EMERGENCY FIRE FIGHTERS
- ✔ 31000175 EMERGENCY FIRE FIGHTERS
- ✔ 31000176 EMERGENCY FIRE FIGHTERS
- ✔ 31000177 EMERGENCY FIRE FIGHTERS
- ✔ 31000178 EMERGENCY FIRE FIGHTERS
- ✔ 31000179 EMERGENCY FIRE FIGHTERS
- ✔ 31007000 FPB – Preparedness – Fire Mobes

Excludes the following Pay Area Code (EE):
- ✔ 44 Work Study Student

Excludes the following Personnel Area Code (EE):
- ✔ 2201 Vol Firefighters/Res Officers
- ✔ 2251 WSP Disabled Non-Employee
- ✔ 2451 Mil Dept Misc Active Duty
- ✔ 3430 Higher Ed Coor Board
- ✔ 3460 Higher Ed Facilities
- ✔ 4611 Ecology Youth Corps
- ✔ 4612 Wa Conservation Corps
- ✔ 4613 JTPA 402 Prog Wen
- ✔ 5401 Aberdeen Wex
- ✔ 5402 Bingen Wex
- ✔ 5403 Clallum Wex
- ✔ 5404 Kitsap Wex
- ✔ 5405 Okanogan Wex
- ✔ 5406 Okanogan Wex 2
- ✔ 5407 Rainier Wex
- ✔ 5408 Snohomish Wex
- ✔ 5409 Spokane Wex
- ✔ 5410 Tri-Cities Wex
- ✔ 5411 Americorp Star Vista
- ✔ 5412 Washington Service Corps
- ✔ 5413 Washington Service Team
- ✔ 5414 Wa St Americorps

Excludes the following Personnel Subarea Code:
- ✔ 0005 Non-Employee

Excludes the following Work Contract Code:
- ✔ 24 Non-Employee

Permanent or Intended to become Permanent Employee Actions

Work Contract Codes:
- ✔ 00 In Training
- ✔ 02 Probationary
- ✔ 03 Trial Service
- ✔ 04 InTrng/Prob
- ✔ 05 In Trng/Trl Srv
- ✔ 06 Apprentice
- ✔ 07 Apprntc/Prob
- ✔ 08 Apprntc/Trl Srv
- ✔ 10 Transitional
- ✔ 11 ZDNU-Tran Intra
- ✔ 13 Apprntc/Trnstnl
- ✔ 16 Exempt
- ✔ 20 Project
- ✔ 21 Project TrSvc
- ✔ 22 Project – Prob
- ✔ 23 WMS Review
- ✔ 25 Board/Comm
- ✔ NULL Permanent

Separations During Review Period - Number
- ✔ Sum of Number of Separations During Review Period by Type

Separations During Review Period - Percent
- ✔ Number of Separations During Review Period divided by Total Separations During Review Period

Separations During Review Period – Total
- ✔ Sum of Number of Separations During Review Period for all Separation Types
Separations During Review Period - Types

**Action Type Code:**
- ✔ U5 Separation

### Probationary Period – Involuntary

**Action Reason Codes:**
- ✔ 01 Abandonment of Position
- ✔ 02 Seasonal – Career Layoff 3-8 m
- ✔ 03 Seasonal – Career Layoff 9+ mo
- ✔ 06 Disability - Involuntary
- ✔ 07 Dismissal
- ✔ 09 End of Appt – Erroneous Appt
- ✔ 11 ZDNU – Failed to Comply W/Unio
- ✔ 13 ZDNU – Formal Union Layoff
- ✔ 16 ZDNU – Non-Disciplinary Sep
- ✔ 17 Conditions Not Met
- ✔ 18 ZDNU – Probationary Separation
- ✔ 19 ZDNU – Project Apptmt Sep
- ✔ 26 ZDNU – RIF Reduction in Force
- ✔ 35 ZDNU – WMS Separation
- ✔ 38 ZDNU – Layoff Lack of Position
- ✔ 39 Layoff Lack of Funds
- ✔ 40 ZDNU – Layoff Lack of Work
- ✔ 41 ZDNU – Layoff Term of Project
- ✔ 43 ZDNU – Layoff Organization Ch
- ✔ 44 ZDNU – Temporary Layoff
- ✔ 45 ZDNU – Temp Layoff Lack of Wor
- ✔ 46 ZDNU – Temp Loss of F
- ✔ 47 ZDNU – Temp Layoff Reduced Hou
- ✔ 48 ZDNU – Temp Layoff Inclm Weath
- ✔ 49 ZDNU – Temp Layoff Mat/Equip S
- ✔ 50 ZDNU – Temp Layoff Unexp Circ
- ✔ 54 End of Appointment
- ✔ 55 ZDNU – Layoff

**Work Contract Codes:**
- ✔ 02 Probationary
- ✔ 04 In Trng/Prob
- ✔ 07 Apprntc/Prob
- ✔ 19 Seasonal – Prob
- ✔ 22 Project – Prob

### Probationary Period – Voluntary

**Action Reason Codes:**
- ✔ 04 Death
- ✔ 05 Disability – Voluntary
- ✔ 15 ZDNU – Moving from Vicinity
- ✔ 20 ZDNU – Resign Illness
- ✔ 21 Resign
- ✔ 23 Retirement
- ✔ 33 Layoff - Voluntary
- ✔ 52 Retirement – Incentive Pay
- ✔ 53 Voluntary – Incentive Pay

**Work Contract Codes:**
- ✔ 02 Probationary
- ✔ 04 In Trng/Prob
- ✔ 07 Apprntc/Prob
- ✔ 19 Seasonal – Prob
- ✔ 22 Project – Prob
Separations During Review Period - Types, continued…

**Transitional Review – Involuntary**

<table>
<thead>
<tr>
<th>Action Reason Codes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ 01 Abandonment of Position</td>
</tr>
<tr>
<td>✓ 06 Disability - Involuntary</td>
</tr>
<tr>
<td>✓ 07 Dismissal</td>
</tr>
<tr>
<td>✓ 09 End of Appt – Erroneous Appt</td>
</tr>
<tr>
<td>✓ 11 ZDNU – Failed to Comply W/Unio</td>
</tr>
<tr>
<td>✓ 13 ZDNU – Formal Union Layoff</td>
</tr>
<tr>
<td>✓ 16 ZDNU – Non-Disciplinary Sep</td>
</tr>
<tr>
<td>✓ 17 Conditions Not Met</td>
</tr>
<tr>
<td>✓ 26 ZDNU – RIF Reduction in Force</td>
</tr>
<tr>
<td>✓ 27 ZDNU – Trans Review Per Not Met</td>
</tr>
<tr>
<td>✓ 35 ZDNU – WMS Separation</td>
</tr>
<tr>
<td>✓ 38 ZDNU – Layoff Lack of Position</td>
</tr>
<tr>
<td>✓ 39 Layoff Lack of Funds</td>
</tr>
<tr>
<td>✓ 40 ZDNU – Layoff Lack of Work</td>
</tr>
<tr>
<td>✓ 41 ZDNU – Layoff Term of Project</td>
</tr>
<tr>
<td>✓ 43 ZDNU – Layoff Organization Ch</td>
</tr>
<tr>
<td>✓ 44 ZDNU – Temporary Layoff</td>
</tr>
<tr>
<td>✓ 45 ZDNU – Temp Layoff Lack of Wor</td>
</tr>
<tr>
<td>✓ 46 ZDNU – Temp Loss of F</td>
</tr>
<tr>
<td>✓ 47 ZDNU – Temp Layoff Reduced Hou</td>
</tr>
<tr>
<td>✓ 48 ZDNU – Temp Layoff Inclm Weath</td>
</tr>
<tr>
<td>✓ 49 ZDNU – Temp Layoff Mat/Equip S</td>
</tr>
<tr>
<td>✓ 50 ZDNU – Temp Layoff Unexp Circ</td>
</tr>
<tr>
<td>✓ 54 End of Appointment</td>
</tr>
<tr>
<td>✓ 55 ZDNU – Layoff</td>
</tr>
</tbody>
</table>

**Work Contract Codes:**

| ✓ 10 Transitional |
| ✓ 13 Apprntc/Trnstnl |

**Transitional Review – Voluntary**

<table>
<thead>
<tr>
<th>Action Reason Codes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ 04 Death</td>
</tr>
<tr>
<td>✓ 05 Disability - Voluntary</td>
</tr>
<tr>
<td>✓ 15 ZDNU – Moving from Vicinity</td>
</tr>
<tr>
<td>✓ 20 ZDNU – Resign Illness</td>
</tr>
<tr>
<td>✓ 21 Resign</td>
</tr>
<tr>
<td>✓ 23 Retirement</td>
</tr>
<tr>
<td>✓ 33 Layoff – Voluntary</td>
</tr>
<tr>
<td>✓ 52 Retirement – Incentive Pay</td>
</tr>
<tr>
<td>✓ 53 Voluntary – Incentive Pay</td>
</tr>
</tbody>
</table>

**Work Contract Codes:**

| ✓ 10 Transitional |
| ✓ 13 Apprntc/Trnstnl |
## Separations During Review Period - Types, continued…

### Trial Service – Involuntary

**Action Reason Codes:**
- ✓ 01 Abandonment of Position
- ✓ 02 Seasonal – Career Layoff 3-8 m
- ✓ 03 Seasonal – Career Layoff 9+ mo
- ✓ 06 Disability - Involuntary
- ✓ 07 Dismissal
- ✓ 09 End of Appt – Erroneous Appt
- ✓ 11 ZDNU – Failed to Comply W/Unio
- ✓ 13 ZDNU – Formal Union Layoff
- ✓ 16 ZDNU – Non-Disciplinary Sep
- ✓ 17 Conditions Not Met
- ✓ 19 ZDNU – Project Apptmt Sep
- ✓ 25 Reversion
- ✓ 26 ZDNU – RIF Reduction in Force
- ✓ 35 ZDNU – WMS Separation
- ✓ 38 ZDNU – Layoff Lack of Position
- ✓ 39 Layoff Lack of Funds
- ✓ 40 ZDNU – Layoff Lack of Work
- ✓ 41 ZDNU – Layoff Term of Project
- ✓ 43 ZDNU – Layoff Organization Ch
- ✓ 44 ZDNU – Temporary Layoff
- ✓ 45 ZDNU – Temp Layoff Lack of Wor
- ✓ 46 ZDNU – Temp Loss of F
- ✓ 47 ZDNU – Temp Layoff Reduced Hou
- ✓ 48 ZDNU – Temp Layoff Inclm Weath
- ✓ 49 ZDNU – Temp Layoff Mat/Equip S
- ✓ 50 ZDNU – Temp Layoff Unexp Circ
- ✓ 54 End of Appointment
- ✓ 55 ZDNU – Layoff

**Work Contract Codes:**
- ✓ 03 Trial Service
- ✓ 05 In Trng/Trl Srv
- ✓ 08 Apprntc/Trl Srv
- ✓ 18 Seasonal TrSvc
- ✓ 21 Project TrSvc

### Trial Service – Voluntary

**Action Reason Codes:**
- ✓ 04 Death
- ✓ 05 Disability - Voluntary
- ✓ 15 ZDNU – Moving from Vicinity
- ✓ 20 ZDNU – Resign Illness
- ✓ 21 Resign
- ✓ 23 Retirement
- ✓ 33 Layoff – Voluntary
- ✓ 52 Retirement – Incentive Pay
- ✓ 53 Voluntary – Incentive Pay

**Work Contract Codes:**
- ✓ 03 Trial Service
- ✓ 05 In Trng/Trl Srv
- ✓ 08 Apprntc/Trl Srv
- ✓ 18 Seasonal TrSvc
- ✓ 21 Project TrSvc
Separations During Review Period - Types, continued…

**WMS Review – Involuntary**

Action Reason Codes:
- ✓ 01 Abandonment of Position
- ✓ 06 Disability - Involuntary
- ✓ 07 Dismissal
- ✓ 09 End of Appt – Erroneous Appt
- ✓ 16 ZDNU – Non-Disciplinary Sep
- ✓ 17 Conditions Not Met
- ✓ 19 ZDNU – Project Apptmt Sep
- ✓ 26 ZDNU – RIF Reduction in Force
- ✓ 35 ZDNU – WMS Separation
- ✓ 38 ZDNU – Layoff Lack of Position
- ✓ 39 Layoff Lack of Funds
- ✓ 40 ZDNU – Layoff Lack of Work
- ✓ 41 ZDNU – Layoff Term of Project
- ✓ 43 ZDNU – Layoff Organization Ch
- ✓ 44 ZDNU – Temporary Layoff
- ✓ 45 ZDNU – Temp Layoff Lack of Wor
- ✓ 46 ZDNU – Temp Loss of F
- ✓ 47 ZDNU – Temp Layoff Reduced Hou
- ✓ 48 ZDNU – Temp Layoff Inclm Weath
- ✓ 49 ZDNU – Temp Layoff Mat/Equip S
- ✓ 50 ZDNU – Temp Layoff Unexp Circ
- ✓ 54 End of Appointment
- ✓ 55 ZDNU – Layoff Work Contract
- ✓ 23 WMS Review

Work Contract Code:
- ✓ 23 WMS Review

**WMS Review – Voluntary**

Action Reason Codes:
- ✓ 04 Death
- ✓ 05 Disability - Voluntary
- ✓ 15 ZDNU – Moving from Vicinity
- ✓ 20 ZDNU – Resign Illness
- ✓ 21 Resign
- ✓ 23 Retirement
- ✓ 33 Layoff – Voluntary
- ✓ 52 Retirement – Incentive Pay
- ✓ 53 Voluntary – Incentive Pay

Work Contract Code:
- ✓ 23 WMS Review

**Turnover - Average Employee Count**

Distinct Employee Count divided by Number of Months.

**Turnover - Number**
- ✓ Sum of Number of Turnover Actions by Type

**Turnover - Rate**
- ✓ Number of Turnover Types divided by Average Employee Count

**Turnover – Total Actions**
- ✓ Sum of Number of Actions for all Turnover Types
Turnover - Types
Action Type Code:
✓ U5 Separation

Dismissals
Action Reason Code:
✓ 07 Dismissal

Layoffs
Action Reason Codes:
✓ 13 ZDNU – Formal Union Layoff
✓ 22 ZDNU – Resign with RIF Rights
✓ 24 ZDNU – Retirement W/RIF Rights
✓ 26 ZDNU – RIF Reduction in Force
✓ 32 ZDNU – Temporary Union Layoff
✓ 33 Layoff – Voluntary
✓ 38 ZDNU – Layoff Lack of Position
✓ 39 ZDNU – Layoff Lack of Funds
✓ 40 ZDNU – Layoff Lack of Work
✓ 41 ZDNU – Layoff Term of Project
✓ 43 ZDNU – Layoff Organization Ch
✓ 44 ZDNU – Temporary Layoff
✓ 45 ZDNU – Temp Layoff Lack of Work
✓ 46 ZDNU – Temp Loss of F
✓ 47 ZDNU – Temp Layoff Reduced Hou
✓ 48 ZDNU – Temp Layoff Inclm Weath
✓ 49 ZDNU – Temp Layoff Mat/Equip S
✓ 50 ZDNU – Temp Layoff Unexp Circ
✓ 55 ZDNU – Layoff

Non-Permanent Turnover
Action Reason Codes:
✓ 14 ZDNU – Non-Perm On Call Sep
✓ 36 ZDNU – Non-Perm Limited Sep

Other Turnover
Action Reason Codes:
✓ 01 Abandonment of Position
✓ 04 Death
✓ 05 Disability - Voluntary
✓ 06 Disability - Involuntary
✓ 09 End of Appt – Erroneous Appt
✓ 10 ZDNU – Exempt Separation
✓ 11 ZDNU – Failed to Comply W/Union
✓ 16 ZDNU – Non-Disciplinary Sep
✓ 17 Conditions Not Met
✓ 18 ZDNU – Probationary Separation
✓ 19 ZDNU – Project Apptmt Sep
✓ 25 Reversion
✓ 27 ZDNU – Trans Review Per Not Met
✓ 34 ZDNU – WMS Acting Apptmt Sep
✓ 35 ZDNU – WMS Separation
✓ 54 End of Appointment

Resignations
Action Reason Codes:
✓ 15 ZDNU – Moving from Vicinity
✓ 20 ZDNU – Resign Illness
✓ 21 Resign
✓ 53 Voluntary – Incentive Pay

Retirements
Action Reason Codes:
✓ 23 Retirement
✓ 52 Retirement – Incentive Pay

Seasonal Turnover
Action Reason Codes:
✓ 02 Seasonal – Career Layoff 3-8 m
✓ 03 Seasonal – Career Layoff 9+ mo
✓ 28 ZDNU - Season RIF Separation
✓ 29 ZDNU – Seasonal Separation