

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.

The screenshot shows a file explorer on the left with the following structure:

- My Documents
 - Folders
 - Public Folders
 - @Helpdesk Web Intelligence
 - 105 Office of Financial Management - Web Intelligence
 - Daily Reports
 - Daily Reports in ER - Web Intelligence
 - Diversity Compliance
 - Financial Reports
 - Financial Reports - Web Intelligence
 - IT Cost Reports - Project Types X and Y - Web
 - TEMS Reports
 - Washington Workforce Analytics Reports - Web Intelligence

The main window displays the 'Sample - HR Management Actions > Appointments View' report. The report includes a description and two tables:

Permanent Employee Appointments (Table 1)

Appointment Type	Number	Percent
Total Appointments	315	100.00%
New Hires	110	34.92%
Layoff List/ GGTP		0.00%
Transfers	30	9.52%
Promotions	84	26.67%
Other Appointments	91	28.99%

All Employee Appointments (Table 2)

Appointment Type	Number	Percent
Total Appointments	477	100.00%
New Hires	115	24.11%
Layoff List/ GGTP		0.00%
Transfers	30	6.29%
Promotions	112	23.48%
Other Appointments	220	46.12%

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 – Permanent:

- ✓ Average Employee Count
- ✓ Total Turnover Actions
- ✓ Retirements
- ✓ Resignations
- ✓ Dismissals
- ✓ Layoffs
- ✓ Other Turnover

Turnover - All:

- ✓ Average Employee Count
- ✓ Total Turnover Actions
- ✓ Retirements
- ✓ Resignations
- ✓ Dismissals
- ✓ Layoffs
- ✓ Other Turnover
- ✓ Seasonal Turnover
- ✓ Non-Permanent 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

- ✓ WMS Review Separations
- ✓ WMS Review Separations – Voluntary
- ✓ WMS Review Separations – Involuntary

Formal Disciplinary Actions:

- ✓ Dismissals
- ✓ Demotions
- ✓ Reductions in pay
- ✓ Suspensions (LOA – Active)
- ✓ Suspensions (LOA – Inactive)

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

Action Type Code:

- ✓ U6 Rehire

Action Reason Codes:

- ✓ 18 Layoff List
- ✓ 27 GGTP

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

Action Type Code:

- ✓ U6 Rehire

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
- ✓ 15 ZDNU - Reemployment
- ✓ 24 ZDNU – Trial Service Apptmt
- ✓ 30 Higher Ed to Gnl Gvt
- ✓ 31 Permanent

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

Action Reason Code:

- ✓ 53 Seasonal - Career

Action Type Code:

- ✓ U0 New Hire

Action Reason Code:

- ✓ 14 Seasonal - Career

Action Type Code:

- ✓ U6 Rehire

Action Reason Code:

- ✓ 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

Reductions in Pay

Action Type Code:

- ✓ U3 Appointment Change

Action Reason Code:

- ✓ 76 Reduction in Pay-Disciplinary

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

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 | ✓ 5401 Aberdeen Wex | ✓ 5409 Spokane Wex |
| ✓ 2251 WSP Disabled Non-Employee | ✓ 5402 Bingen Wex | ✓ 5410 Tri-Cities Wex |
| ✓ 2451 Mil Dept Misc Active Duty | ✓ 5403 Clallum Wex | ✓ 5411 Americorp Star Vista |
| ✓ 3430 Higher Ed Coor Board | ✓ 5404 Kitsap Wex | ✓ 5412 Wa St Americorps |
| ✓ 3460 Higher Ed Facilities | ✓ 5405 Okanogan Wex | ✓ 5413 JTPA 402 Prog Wen |
| ✓ 4611 Ecology Youth Corps | ✓ 5406 Okanogan Wex 2 | ✓ 5414 Washington Service Corps |
| ✓ 4612 Wa Conservation Corps | ✓ 5407 Rainier Wex | ✓ 5415 Washington Service Team |
| | ✓ 5408 Snohomish Wex | ✓ 5416 Yakima Wex |

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 | ✓ 07 Apprntc/Prob | ✓ 20 Project |
| ✓ 02 Probationary | ✓ 08 Apprntc/Trl Srv | ✓ 21 Project TrSvc |
| ✓ 03 Trial Service | ✓ 10 Transitional | ✓ 22 Project – Prob |
| ✓ 04 InTrng/Prob | ✓ 11 ZDNU-Tran Intra | ✓ 23 WMS Review |
| ✓ 05 In Trng/Trl Srv | ✓ 13 Apprntc/Trnstnl | ✓ 25 Board/Comm |
| ✓ 06 Apprentice | ✓ 16 Exempt | ✓ 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

Action Reason Codes:

- ✓ 01 Abandonment of Position
- ✓ 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
- ✓ 26 ZDNU – RIF Reduction in Force
- ✓ 27 ZDNU – Trans Review Per Not Met
- ✓ 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:

- ✓ 10 Transitional
- ✓ 13 Apprntc/Trnstnl

Transitional 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 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 – LayoffWork Contract
- ✓ 23 WMS Review

Work Contract Code:

- ✓ 23 WMS Review

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

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 ReviewTurnover - Average Employee Count
- ✓ Distinct Employee Count divided by Number of Months.

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 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
- ✓ 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/Unio
- ✓ 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