Human Capital Management: Job Aid

Transfer Action and Reason Codes

The following table describes Transfer Action Reasons and when to use them in a TBT transfer transaction. Your individual campus may have specific codes for you to use. Contact your Campus HR for further clarification.

<table>
<thead>
<tr>
<th>Action</th>
<th>Reason</th>
<th>Description</th>
<th>Short Description</th>
<th>Comment</th>
<th>Benefit Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>XFR</td>
<td>CMT</td>
<td>Transfer to Another Campus</td>
<td>XFRCampus</td>
<td>To move an employee from one position to another position on a different campus.</td>
<td>Assumes some benefit eligibility change.</td>
</tr>
<tr>
<td></td>
<td>DEM</td>
<td>Demotion</td>
<td>Demotion</td>
<td>To move an employee (usually Classified Staff) from one position to another position (must change position number).</td>
<td>The benefit administration module evaluates eligibility and offers new options or termination of benefits, if applicable.</td>
</tr>
<tr>
<td>DPT</td>
<td>To Another Department</td>
<td>XFRDepart</td>
<td>To move an employee from one position to another position within a different department on the same campus.</td>
<td>Assumes some benefit eligibility change.</td>
<td></td>
</tr>
<tr>
<td>XFR</td>
<td>Transfer</td>
<td>Transfer</td>
<td>To move an employee from one position to another position within the same employment group, department and campus. Use PAY/PRO or PAY/DEM when the transfer is tied to a promotion or demotion. Also to move a classified employee to another classified role in another department.</td>
<td>Assumes no benefit eligibility change; however, the benefit administration module evaluates eligibility and offers new options, if applicable.</td>
<td></td>
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<tr>
<td>TCL</td>
<td>To Classified Staff</td>
<td>Class Stf</td>
<td>To move an employee to a Classified Staff position from another employment group on the same campus (must change position number).</td>
<td>Assumes some benefit eligibility change.</td>
<td></td>
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<tr>
<td>TFC</td>
<td>To Faculty</td>
<td>Faculty</td>
<td>To move an employee to a Faculty position from another employment group on the same campus (must change position number).</td>
<td>Assumes some benefit eligibility change.</td>
<td></td>
</tr>
<tr>
<td>TMP</td>
<td>To Temporary Staff</td>
<td>TmpStaff</td>
<td>To move an employee to a Temporary position from another employment group on the same campus (must change position number).</td>
<td>Assumes some benefit eligibility change.</td>
<td></td>
</tr>
<tr>
<td>TPE</td>
<td>To University Staff</td>
<td>UnivStaff</td>
<td>To move an employee to a University Staff position from another employment group on the same campus (must change position number).</td>
<td>Assumes some benefit eligibility change.</td>
<td></td>
</tr>
<tr>
<td>TST</td>
<td>To Student</td>
<td>Student</td>
<td>To move an employee to a student position from another employment group on the same campus (must change position number). <strong>Note:</strong> Transfer of a student is self-approved.</td>
<td>Assumes some benefit eligibility change.</td>
<td></td>
</tr>
<tr>
<td>TTP</td>
<td>Temporary to Permanent</td>
<td>Tem/Perm</td>
<td>To move an employee to a Permanent (Regular) position who currently holds a Temporary position on the same campus (must change position number).</td>
<td>Assumes some benefit eligibility change.</td>
<td></td>
</tr>
</tbody>
</table>