

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.

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