\*\*If unsure of which Action Type or Action Reason to choose, consult with your assigned Human Resource Consultant.\*\*

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| **ACTION TYPE**  **(the type of action)** | **DESCRIPTION** | **CORRESPONDING ACTION REASONS**  **(the specific reason for performing an action)** | | |
| **Appointment Change** | Use this action to indicate a change to an employee’s appointment within the agency or movement of an employee between different agencies without a break in service. | * Adjust Hours Worked * Demotion (specify Disciplinary, In Lieu of Layoff, or Voluntary) * Elevation * Exempt * In-Training (specify Begin, Level Complete, Series Complete or Extend) * Layoff (specify Layoff List or Layoff Option Accepted) * Non-Employee * Non-Perm (specify Limited, On Call, or Extend) | | * Non-Perm to Permanent * Other (specify) * Permanent * Probationary * Project * Promotion * Reallocation * Reassignment * Retiree * Season-Career * Transfer * WMS |
| **Change of Status** | Use this action type when an employee’s status in their position or state status changes. | * In-Training (specify Level Complete, Series Complete, or Extend) * Non-Perm (specify Extend) * Review Period-Extend (specify Probationary Period, Transitional Review Period, Trial Service Period, or WMS Review Period) | | |
| **Concurrent Employment** | Use this action type when an employee works in more than one position at the same time, either:   * in two different agencies; or * in the same agency, when one appointment is hourly and the other appointment is monthly. | * Exempt * Internship * In-Training (specify Begin) * Layoff (specify Layoff List) * Non-Employee * Non-Perm (Specify Limited or On-Call) | * + Other (specify)   + Permanent   + Probationary   + Project Promotion   + Retiree   + Seasonal-Career   + WMS | |
| **Leave of Absence – Active** | Use this action type when an employee is on a leave of absence for a significant amount of time and **will** use paid leave during the absence. State HR defines this as absences in excess of 15 days, OR for circumstances that require additional tracking outside the leave system – i.e. FMLA, Disciplinary, Military, etc. | * LOA Reason (specify Family Medical Leave, Leave Without Pay, Medical, or Other and describe) | | |
| **Leave of Absence – Inactive** | Use this action type when an employee is on a leave of absence for a significant amount of time and **will not** use any paid leave during the absence. State HR defines this as absences in excess of 15 days, OR for circumstances that require additional tracking outside the leave system – i.e. FMLA, Disciplinary, Military, etc. | * LOA Reason (specify Family Medical Leave, Leave Without Pay, Medical, or Other and describe) | | |

\*\*If unsure of which Action Type or Action Reason to choose, consult with your assigned Human Resource Consultant.\*\*

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| **ACTION TYPE**  **(the type of action)** | **DESCRIPTION** | **CORRESPONDING ACTION REASONS**  **(the specific reason for performing an action)** | | |
| **New Hire** | Use this action when an employee is hired into your agency and does not have an existing personnel number in HRMS. | * Exempt * Internship * In-Training (specify Begin) * Non-Employee * Non-Perm (specify Limited or On Call) | * Other (specify) * Probationary * Project * Retiree * Seasonal-Career * WMS | |
| **Rehire** | Use this action for an employee who is has previously worked for the state of Washington, has an existing personnel number in HRMS, and whose current status in HRMS is Withdrawn. The rehire action is used to indicate an employee has had a break in service. | * Exempt * Internship * In-Training (specify Begin) * Layoff (specify Layoff List) * Non-Employee * Non-Perm (specify Limited or On Call) | * + Other (specify)   + Permanent   + Probationary   + Project   + Retiree   + Seasonal-Career   + WMS | |
| **Return from Leave of Absence** | Use this action for an employee who is returning from an active or inactive leave of absence. | * LOA Reason (specify Family Medical Leave, Leave Without Pay, Medical, or Other and describe) | | |
| **Separation** | Use this action for an employee who is leaving Washington State service for voluntary or involuntary reasons. | * Abandonment of Position * Conditions Not Met * Death * Disability – Involuntary * Disability – Voluntary * Dismissal * End of Appointment * General Government to Higher Ed * Layoff * Layoff – Voluntary | | * Non-Employee * Resign * Retirement * Retirement – Incentive Pay * Reversion * Seasonal – Career Layoff 3-8 months * Seasonal – Career Layoff 9+ months * Settlement Pay * Voluntary – Incentive Pay |