

Appendix A

I-9 - LIST OF ACCEPTABLE DOCUMENTS

List A Documents

Short Title (10)

U.S. Passport	USPassport
Certificate of US Citizenship (N-560 or N-561)	N-560 OR N-561
Certificate of Naturalization (N-550 or N-570)	N-550 OR N-570
Unexpired foreign passport (with I-551 stamp) or unexpired employment authorization (I-94)	I-551 OR I-94
Permanent Resident Card or Alien Receipt Card (I-151 or I-551)	I-151 OR I-551
Unexpired Temporary Resident Card (I-688)	I-688
Unexpired Employment Authorization Card (I-688A)	I-688A
Unexpired Reentry Permit (I-327)	I-327
Unexpired Refugee Travel Document (I-571)	I-571
Unexpired Employment Authorization Document (I-688B)	I-688B

List B Documents

Short Title (10)

Drivers License	DL-TN, DL-AL, DL-KY, etc.
ID Card issued by federal, state or local government agency	GovtID
School ID Card with photograph	SchoolID
Voter's registration card	VoteCrd-TN, VoteCrd-AL, etc.
U.S. Military card or draft record	MilCard
Military dependent's ID card	MilDepID
U.S. Coast Guard Merchant Mariner Card	USCoastGrd
Native American tribal document	TribalDoc
Canadian Driver's License	CANDrLic
School Record or report card	SchoolRcrd
Clinic, doctor or hospital record	HospRcrd
Day-care or nursery school record	NursSchlRcrd

List C Documents

Short Title (10)

U.S. social security card	SocSecCard
Certification of Birth Abroad issued by Department of State	BirthAbrd
Original or certified copy of a birth certificate issued by a US. state, county, municipal, territory	BirthCert
Native American tribal document	TribalDoc
U.S. Citizen ID Card	USCitID
ID Card for use of Resident Citizen in the United States	ResCitID
Unexpired employment authorization document issued by DHS	EmplAuth

Appendix B

Action/Reasons

ACTION	REASON	DESCRIPTION	COMMENTS
ADD	CON	Consultant/Contractor	This action/reason will be used each time a consultant or contractor is hired.
DEM	DFC	Demotion for Cause	This action/reason will be used each time an employee is demoted for a disciplinary reason.
DEM	DAA	Demotion-Agency to Agency	This action/reason will be used each time an employee is demoted and is transferred from one agency to another agency,
DTA	ATC	Appointment Type Change	This action/reason will be used each time an employee changes from one appointment type to another when no change is made to the position number or classification.
DTA	CNH	Conversion (Head of Contract)	This action reason will be used to convert dependents who appear to be an Employee/Head of Contract. After conversion it will be inactivated.
DTA	CNV	Conversion	This action reason will be used for conversion purposes only and after conversion it will be inactivated.
DTA	COR	Correction (DOHR USE ONLY)	This action/reason is used to correct an error on the employee's record. Used by DOHR only.
DTA	EC1	Eligibility Configuration 1	Benefits Use - This action/reason will be used when Elig/Config 1 is updated with the Salary Range code for the Basic Life insurance flat amounts.
DTA	EC2	Eligibility Configuration 2	Benefits Use - This action/reason will be used when Elig/Config 2 is updated with Split Contract information.
DTA	EC3	Eligibility Configuration 3	Benefits Use - This action/reason will be used when Elig/Config 3 is updated to identify the Retirees (Legislators & non contributors to Social Security) who will remain in the Pre Medicare.
DTA	EC4	Eligibility Configuration 4	Benefits Use - This action/reason will be used when Elig/Config 4 is updated to identify the retired population who are enrolled in the MedSupp plan by virtue of age.
DTA	EC5	Eligibility Configuration 5	Benefits Use - This action/reason will also be used when Elig/Config 5 is updated to identify the 1450 hour certified Payroll employees who are eligible for insurance. This action/reason will be used when Elig/Config 5 is updated to identify the 25-hour K-12, Local Education Support Staff who are eligible for insurance.
DTA	EC6	Eligibility Configuration 6	Benefits Use - This action/reason will be used when Elig/Config 6 is updated to identify the employees who are enrolled in Perma Plan.
DTA	EC7	Eligibility Configuration 7	Benefits Use - Not defined
DTA	EC8	Eligibility Configuration 8	Benefits Use - Not defined
DTA	EC9	Eligibility Configuration 9	Benefits Use - Not defined
DTA	FBB	FMLA Benefits Billing	Benefits Use - This action/reason will be used when an employee on FMLA does not earn sufficient pay to cover the cost of insurance deductions.
DTA	FTP	Full Time to Part Time	This action/reason will be used each time an employee is changed from full-time employment to part-time employment.
DTA	MCH	Mass Change (Job Codes)	This action/reason will be used when making a mass change to job codes.
DTA	NPD	X-Benefits Emp Data Change	This action/reason will be used when a benefits employee is changed from a full-time to a part-time position or when a benefits employees is changed from a part-time to full-time position.
DTA	PAY	Pay Group Change	This action/reason will be used when an employee is changing from one Pay Group to another when no other change is made to Job Data.
DTA	PSL	Prbn/Srvc/Lgnty(DOHR USE ONLY)	This action/reason will be used each time a change is made to probation expiration, service or longevity date. Used by DOHR only.
DTA	PTF	Part Time to Full Time	This action/reason will be used each time an employee is changed from part-time employment to full-time employment.
DTA	TIP	Tipped Status Change	This action/reason will be used each time an employee's Tipped Status is changed.
DTA	XFP	X-Benefits Full to Part Time	This action/reason will be used each time a benefits employee is changed from full-time employment to part-time employment.
DTA	XPF	X-Benefits Part to Full Time	This action/reason will be used each time a benefits employee is changed from part-time employment to full-time employment.
HIR	CNV	Conversion (Non-Payroll)	This action/reason will be used to convert dependents who appear to be an employee/Head of Contract in the legacy system. After conversion, this action/reason will be made inactive.
HIR	EME	Emergency	This action/reason will be used each time an employee is appointed to a career service position, for a period not to exceed 120 days, when it is impractical or impossible to fill the position through standard appointment procedures. This appointment may not be renewed and no person may receive more than one emergency appointment in a 12-month period.
HIR	INT	Interim	This action/reason will be used each time an employee is appointed to a career service position for a period of service not to exceed one year, and appointment must be made from a certificate of eligibles.

Action/Reasons			
ACTION	REASON	DESCRIPTION	COMMENTS
HIR	LMT	Limited Term	This action/reason will be used each time an employee is appointed to an executive service position for a limited term pursuant to statute. Does not require the use of certificates or lists.
HIR	NPE	X-Benefits Employee Hire	This action/reason will be used each time a benefits employee is hired by a Local Education, Local Government or Higher Education agency
HIR	RET	120 Day Retiree	This action/reason will be used to convert 120 day retired employees into PeopleSoft. This action/reason will be inactivated when conversion is complete.
HIR	RGC	Career Service	This action/reason will be used each time an employee is appointed to either a standard career service or non-competitive career service position for an indeterminate period of time. Regular positions are expected to continue contingent upon satisfactory performance and behavior by the employee.
HIR	RGE	Regular Executive/Non-Career	This action/reason will be used each time an employee is appointed to either an executive service or non-career service position for an indeterminate period of time.
HIR	SEA	Seasonal	This action/reason will be used each time an employee is appointed to an executive service position for an indeterminate period of time to be scheduled to work for a certain period, usually recurring each year. Does not require the use of certificates or lists.
HIR	TMA	Temporary Assignment	This action/reason will be used each time an employee is hired to an executive service position for a temporary period, usually less than six (6) months. Does not require the use of certificates or lists.
HIR	TMP	Temporary Provisional	This action/reason will be used each time an employee is hired to a career service position, for a period not to exceed four (4) months, when there is no established register.
HIR	XHE	X-Benefits Higher Educ Empl	This action/reason will be used for the initial hire each time a Higher Education employee is hired using the Interface file.
JRC	IAA	Invol Reduction Agency/Agency	This action/reason will be used each time an employee is involuntary reduced in classification and is transferred from one agency to another agency,
JRC	IRR	Involuntary Reduction in Rank	This action/reason will be used each time an employee is reduced in rank due to a reduction in force.
JRC	LAA	Lateral Reclass Agency/Agency	This action/reason will be used each time an employee is laterally reclassified and is transferred from one agency to another agency,
JRC	LRE	Lateral Reclassification	This action/reason will be used each time an employee changes from a position in one classification to a position in another classification having significantly different duties, authority and responsibilities but at a salary grade equal to or lower than their previous classification, with no change made to base pay.
JRC	RAA	Reassignment Agency to Agency	This action/reason will be used each time an employee is reassigned and is transferred from one agency to another agency,
JRC	RST	Reassignment	This action/reason will be used each time an employee changes from a position in one classification to a position in another classification having significantly different duties, authority and responsibility but at a salary grade equal to their previous classification and a pay rate change is processed.
JRC	RLC	Reallocation	This action/reason will be used each time a career service employee's classification plan is changed due to a modification in the structure of the classification. A certification is not required for this transaction.
JRC	VAA	Vol Reduction Agency to Agency	This action/reason will be used each time an employee is voluntary reduced in classification and is transferred from one agency to another agency,
JRC	VRR	Voluntary Reduction in Rank	This action/reason will be used each time an employee is reduced in rank to a position of a lower salary rank based on an employee's request and the concurrence of the appointing authority.
LOA	BBN	X-Benefits Emp Benefit Billing	This action reason will be used when a benefits employee has been on a leave without pay status for a full calendar month and should be billed directly.
LOA	CA1	Childbirth/Adoption	This action/reason will be used each time an employee who has been employed in State service for at least 12 consecutive months as a full-time employee is absent for employment for a period not to exceed four (4) months for pregnancy, childbirth, nursing the infant, or adoption without pay.
LOA	EL1	Education Leave	This action/reason will be used each time an employee requests leave without pay to continue their education on a full-time basis.
LOA	ML1	Military Leave	This action/reason will be used each time each time an employee is granted leave for periods of active duty or training activity with the Armed Forces, etc., beyond the 15 days of paid leave in a calendar year. Employee retains all accumulated sick, annual leave, retirement status, and continues to earn time toward seniority, retirement, and longevity pay.
LOA	PRV	Pending Review	This action/reason will be used each time an employee is placed on leave without pay pending a review.
LOA	SCL	Seasonal Closure	This action/reason will be used each time an employees is placed on leave of absence due to the closing of a seasonal facility.

Action/Reasons			
ACTION	REASON	DESCRIPTION	COMMENTS
LOA	SPL	Special Leave	This action/reason will be used each time an employee is without leave the major portion of the month.
LOA	TBB	10-Mo Employee-Ben Billing	This action/reason will be used when a ten-month employee (usually a State teacher) has been on a leave without pay status for a full calendar month and should only be billed for the 20% portion of their insurance premium.
PAY	ATB	Across the Board	This action/reason will be used each time all employees receive an equal increase in base pay.
PAY	ADA	Administrative Adjustment	This action/reason will be used each time an employee receives a pay increase not covered by any other category.
PAY	ASD	Assignment Differential	This action/reason will be used each time an employee is assigned a higher rate of pay because the employee has been working a special assignment in addition to normal duties.
PAY	CER	Professional Certification	This action/reason will be used each time an employee's base pay is increased by attaining a professional certification.
PAY	CLU	Class Upgrade	This action/reason will be used each time an employee's base pay is increased for a class upgrade.
PAY	COM	Compression	This action/reason will be used each time base pay is increased to address compression issues.
PAY	CPS	CPS Certification	This action/reason will be used each time the two-step increase is awarded for passing the CPS certification exam.
PAY	EDP	Education/Knowledge-Based Pay	This action/reason will be used when base pay is increased as part of an approved knowledge/competency-based pay program.
PAY	EQT	Equity	This action/reason will be used each time an employee is compensated either for assuming additional duties or to address internal or external equity.
PAY	PRC	Pay Rate Corr (DOHR USE ONLY)	This action/reason will be used to correct an error entered for a pay rate change or when making a correction to an employee's history screen for retroactive corrections. Used by DOHR only.
PAY	SHD	Shift Differential	This action/reason will be used each time an employee is approved a higher rate of pay because the employee is working a special shift.
PAY	SKL	Skill-Based Pay	This action/reason will be used when base pay is increased as part of an approved skill-based pay program.
PAY	SPC	Salary Plan Change	This action/reason will be used when base pay is increased due to a change in the salary range of a classification.
PAY	WOC	Working Out of Class	This action/reason will be used each time an employee is compensated for being assigned the majority of duties and responsibilities of a position in a higher level classification for more than 90 days. (Additional pay starts on the 91st day of the assignment and must be removed after nine (9) months).
PLA	ADM	Administrative Leave	This action/reason will be used each time an employee is placed on Administrative Leave.
PLA	ASP	Assault Pay	This action/reason will be used each time an employee is approved for assault pay up to 90 calendar days.
PLA	CA2	Childbirth/Adoption	This action/reason will be used each time an employee who has been employed in State service for at least 12 consecutive months as a full-time employee that is absent for employment for a period not to exceed four (4) months for pregnancy, childbirth, nursing the infant and adoption with pay.
PLA	DOC	Division Of Claims	This action/reason will be used each time an employee on leave is in a without pay status due to injury or job related illness for more than seven (7) calendar days and is placed on Division of Claims. If the employee is unable to work after more than 14 calendar days, lost time compensation from the DOC administration will be paid effective from the first day the employee is in a without pay status following the injury.
PLA	EL2	Educational Leave	This action/reason will be used each time an employee requests leave with pay to continue their education if the training is directly applicable to the needs of the agency and/ or the position the employee holds or for which they are being trained.
PLA	EXS	Special Leave - Extended Sick	This action/reason will be used when an employee has exhausted their FMLA entitlement, but remain in a paid sick leave status.
PLA	FM2	FMLA	This action/reason will be used each time an employee that has worked for the State for 12 months and 1,250 hours is eligible for 12 workweeks of leave each year for specified family and medical reasons that have accumulated sick, annual and/or compensatory leave balances.
PLA	INJ	Injured In Line of Duty	This action/reason will be used each time an employee is approved for injured in the line of duty pay for eligible agencies.
PLA	ML2	Military Leave	This action/reason will be used each time an employee who is a member of the reserve components of the Armed Forces of the U.S., etc., is granted a leave of absence not to exceed 15 regular work days per calendar year with pay.
PLA	SDR	Special Disaster Relief	This action/reason will be used for employees who are certified disaster service volunteers of the American Red Cross. These employees are granted administrative leave with pay, not to exceed 15 regularly scheduled work days in each calendar year to participate in specialized relief services for the American Red Cross.
PLA	SLB	Sick Leave Bank	This action/reason will be used each time an employee is placed on a paid leave of absence for the sick leave bank.
PLA	SMO	Special Military Operation	This action/reason will be used for employees who are called to active military duty as part of a special operation and eligible for benefits based on an Executive Order by the Governor. These employees are considered active State employees while on military duty for the purpose of accruing annual and sick leave and receiving service credit for longevity pay.

Action/Reasons			
ACTION	REASON	DESCRIPTION	COMMENTS
PLA	SUS	Disciplinary Action	This action/reason will be used each time an employee is suspended for disciplinary reasons. The employee must receive appropriate written notice before being suspended.
PLA	TRP	10-month Employee, 12-mo Pay	This action/reason will be used when a 10 month employee (usually a State teacher) receives pay over the course of 12 month (10 months of pay over 12 months)
POI	BDM	Board Member	This action/reason will be used each time a non-payroll board member needs to be entered into the database as a person of interest.
POI	EXI	External Instructor	This action/reason will be used each time a non-payroll external instructor needs to be entered into the database as a person of interest.
POI	EXT	External Trainee	This action/reason will be used each time an external trainee needs to be entered into the database as a person of interest.
POI	OTH	Other	This action/reason will be used each time someone other than volunteer, board member, external instructor, or external trainee needs to be entered into the database as a person of interest.
POI	VOL	Volunteer	This action/reason will be used each time a non-payroll volunteer needs to be entered into the database as a person of interest.
POI	003	X-Benefits Cobra Participant	This action/reason will be used by Benefits for COBRA processing.
PRO	FLX	Flex Reclassification	This action/reason will be used each time an employee is reclassified due to a flex reclassification.
PRO	PAA	Promotion-Agency to Agency	This action/reason will be used each time an employee is demoted and is transferred from one agency to another agency,
PRO	PRO	Promotion	This action/reason will be used each time an employee is promoted in either a career service or executive service position within the same agency.
REH	RET	120 Day Retiree	This action/reason will be used each time a retired employee is rehired for 120 days.
REH	EME	Emergency	This action/reason will be used each time an employee is rehired into a career service position, for a period not to exceed 120 days, when it is impractical or impossible to fill the position through standard appointment procedures. This appointment may not be renewed and no person may receive more than one emergency appointment in a 12-month period.
REH	INT	Interim	This action/reason will be used each time an employee is rehired into a career service position for a period of service not to exceed one year, and appointment must be made from a certificate of eligibles.
REH	LMT	Limited Term	This action/reason will be used each time an employee is rehired into an executive service position for a limited term pursuant to statute. Does not require the use of certificates or lists.
REH	RER	Recall - RIF	This action/reason will be used each time an employee, who had been laid off due to a reduction in force and is rehired into a vacant position either at the level of their previous classification or to another classification within their previous class series.
REH	NPR	X-Benefits Employee Rehire	This action/reason will be used each time a retired employee is rehired to provide retirement benefits.
REH	RGC	Career Service	This action/reason will be used each time an employee is rehired into either a career or non-competitive position for an indeterminate period of time. Regular positions are expected to continue contingent upon satisfactory performance and behavior by the employee.
REH	RGE	Regular Executive/Non-Career	This action/reason will be used each time an employee is rehired into either an executive service or non-career service position for an indeterminate period of time.
REH	RNP	X-Benefits Employee Rehire	This action reason will be used each time a previous employee is rehired into a Non-Payroll Department.
REH	SEA	Seasonal	This action/reason will be used each time an employee is rehired into an executive service position for an indeterminate period of time to be scheduled to work for a certain period, usually recurring each year. Does not require the use of certificates or lists.
REH	TMA	Temporary Assignment	This action/reason will be used each time an employee is rehired to an executive service position for a temporary period, usually less than six (6) months. Does not require the use of certificates or lists.
REH	TMP	Temporary Provisional	This action/reason will be used each time an employee is rehired into a career service position, for a period not to exceed four (4) months, when there is no established register.
RET	DST	Disability Retirement	This action/reason will be used each time an employee has a disabling condition occurring during active employment after five years of creditable service. To be eligible, the employee must be ineligible for service retirement, but unable to work due to a medically-determined total and permanent disability.
RET	INT	Incentive Retirement	This action/reason will be used each time an employee retires as a result of an early incentive retirement offering.
RET	MAT	Mandatory Retirement	This action/reason will be used each time an employee is assigned to a classification having a mandatory retirement age.
RET	RET	Retirement	This action/reason will be used each time an employee retires from the state upon reaching the required number of years of service or retirement age.

Action/Reasons			
ACTION	REASON	DESCRIPTION	COMMENTS
RET	XRT	X-Benefits Employee Retirement	This action/reason will be used each time a benefits employee retires.
RFL	REB	X-Benefits Emp Ret-End Ben B	This action reason will be used when a benefits employee has been placed on a leave of absence and is being returned from that leave, ending the need for Benefits Billing.
RFL	RFL	Return From Leave	This action/reason will be used each time an employee has been placed on a leave of absence and is being returned from that leave.
RFL	SLB	Return From Sick Leave Bank	This action/reason will be used each time an employee has been placed on sick leave bank and is being returned to work.
TER	AGR	X-Benefits Agency Request	This action/reason will be used each time a benefits employee is terminated due to withdrawing from a State Insurance program.
TER	CAE	Cancel Appt - Disapproved	This action/reason will be used each time a recommended person cannot start employment with the State as a result of DOHR's disapproval of the appointment due to either insufficient documentation submitted to justify the recommendation or other issues.
TER	COA	Cancellation of Appointment	This action/reason will be used each time a recommended person fails to start employment with the State, but has already been approved as a hire in the system.
TER	DEA	Death	This action/reason will be used each time an employee terminates for death.
TER	DI1	Dismiss	This action/reason will be used each time an employee is dismissed for unsatisfactory conduct and/or unsatisfactory performance.
TER	DI2	Dismiss (No Rehire Agency)	This action/reason will be used each time an employee is dismissed for unsatisfactory conduct and/or unsatisfactory performance and is not recommended for rehire in the employee's agency.
TER	DLD	Death In Line Of Duty	This action/reason will be used each time an employee dies in the line of duty.
TER	EOA	End of Temp/Part Time Assgnmt	This action/reason will be used each time an emergency, interim, seasonal, temporary or temporary provisional employee reaches the end of their appointment length.
TER	EXT	Expiration of Exec Service Apt	This action/reason will be used each time an executive service appointment expires.
TER	GM1	Gross Misconduct	This action/reason will be used each time an employee is terminated for gross misconduct.
TER	GM2	Gross Mscndct (No Reh Agency)	This action/reason will be used each time an employee is terminated for gross misconduct. The employee is not recommended for rehire in their respective agency.
TER	GM3	Gross Mscndct(No Rehire State)	This action/reason will be used each time an employee is terminated for gross misconduct. The employee is not recommended for rehire statewide.
TER	HRS	Health Reasons	This action/reason will be used each time an employee terminates for health reasons.
TER	JA1	Job Abandonment	This action/reason will be used each time an employee is terminated for being absent from duty for more than three (3) consecutive business days without giving notice to the appointing authority or appropriate manager concerning the reason for such absence and without securing permission to be on leave, or who fails to report for duty, or to the immediate supervisor or the appointing authority within two (2) business days after the expiration of any authorized leave of absence, absent unusual circumstances causing the employee's absence or preventing the employee's return.
TER	JA2	Job Abandonment(No Reh Agency)	This action/reason will be used each time an employee is terminated for being absent from duty for more than three (3) consecutive business days without giving notice to the appointing authority or appropriate manager concerning the reason for such absence and without securing permission to be on leave, or who fails to report for duty, or to the immediate supervisor or the appointing authority within two (2) business days after the expiration of any authorized leave of absence, absent unusual circumstances causing the employee's absence or preventing the employee's return.
TER	OTH	Other	This action/reason will be used to convert code 46 terminations from the legacy system. This action/reason will be inactive when conversion is complete.
TER	PD1	Probationary Dismissal	This action/reason will be used each time a probationary employee is dismissed for unsatisfactory conduct, but recommended for rehire.
TER	PD2	Probation Dismiss(No Reh Agcy)	This action/reason will be used each time a probationary employee is dismissed for unsatisfactory conduct and not recommended for rehire in that agency.
TER	PD3	Probation Dismiss(No Rh State)	This action/reason will be used each time a probationary employee is dismissed for unsatisfactory conduct and not recommended for rehire statewide.
TER	QN1	Qualifications Not Met	This action/reason will be used each time an employee does not meet or pass mandatory special qualifications of a position.
TER	QN2	Qualif Not Met (No Reh Agcy)	This action/reason will be used each time an employee does not meet or pass mandatory special qualifications of a position. Recommended no rehire in agency.
TER	RAT	Retired from Affiliate	This action/reason is needed by Benefits for conversion purposes and needs to be inactivated at GO LIVE (added per Debbie 12/12/2007).

Action/Reasons			
ACTION	REASON	DESCRIPTION	COMMENTS
TER	RE1	Resignation	This action/reason will be used each time an employee voluntarily resigns for any other reason not noted.
TER	RE2	Resignation (No Rehire Agency)	This action/reason will be used each time an employee voluntarily resigns for other reasons not noted and is not being recommended for rehire in the employee's agency.
TER	RE3	Resignation (No Rehire State)	This action/reason will be used each time an employee voluntarily resigns in lieu of being dismissed for Gross Misconduct and is not being recommended for rehire statewide.
TER	RIF	Reduction in Force	This action/reason will be used each time an employee is laid off due to a reduction in force.
TER	XAT	X-Benefits Term-Admin Decision	This action reason will be used when an Administrative Decision is made to terminate a Benefits Participants enrollment
TER	XDE	X-Benefits Employee Death	This action/reason will be used each time a benefits employee is terminated for death.
TER	XMC	X-Benefits Gross Misconduct	This action/reason will be used each time a benefits employee is terminated for gross misconduct.
TER	XRS	X-Benefits Emp Resignation	This action/reason will be used each time a benefits employee voluntarily resigns.
TWP	DST	Disability Retirement	This action/reason will be used each time an employee has a disabling condition occurring during active employment after five years of creditable service. To be eligible, the employee must be ineligible for service retirement, but unable to work due to a medically-determined total and permanent disability.
TWP	INT	Incentive Retirement	This action/reason will be used each time an employee retires as a result of an early incentive retirement offering.
TWP	MAT	Mandatory Retirement	This action/reason will be used each time an employee is assigned to a classification having a mandatory retirement age.
TWP	RET	Retirement	This action/reason will be used each time an employee retires from the state upon reaching the required number of years of service or retirement age.
XFR	BAT	Agency to Agency Transfer	This action/reason will be used each time an employee transfers to another position of the same classification from one agency to another agency.
XFR	INT	Internal Transfer	This action/reason will be used each time an employee transfers to another position of the same classification in the employee's current agency.
XFR	RFT	Transfer - RIF	This action/reason will be used each time an employee is impacted by a Reduction in Force transfer.
XFR	XNP	X-Benefits Employee Transfer	This action reason will be used to transfer a benefits employee from one Business Unit or Department to another. This is a manual transaction and should not be sent using the Job Data Interface.

Appendix C

Employee Class Codes

Employee Class	Long Description	Short Description	Legacy Retirement type
002	STEmpPriorClassBDOM10/1/57	CLB10/1/57	002
006	PriorClassSTJudgeDOM9/1/74	Judg9/1/74	006
017	Prior Class Attorney General	PCAttnyGen	017
020	10-month Teacher, Group I	10MoTEGr1	020
021	State Employee Class A	STClassA	021
024	12-month Teacher, Group I	12MoTEGr1	024
031	WldlifeOfcrGr2ClsADOMaft7/1/72	WLOf7/1/72	031
032	State Prior Class B Limited	PCLBLimit	032
033	HwyPtolGr2Mbtwn7/1/72&6/30/76	HWYPGr2	033
039	STPolGr2Sp8/1/82w/i90dyof7/1/85	PoliceGr2	039
046	JudgAGr3DOMbtwn9/1/74&6/30/76	JudgeGr3	046
075	HwyPatrol DOM after 7/1/1976	HWYP7/1/76	075
078	WldlifeOfcrGr2ClsADOMaft7/1/76	WLOf7/1/76	078
080	Gen Assembly Non-Contributory	GenAsemNon	080
102	State Prior Class B (see 002)	PCB(002)	102
147	Attorney General Gr3 (see 047)	Gr3AG(047)	147
176	State Judge Group IV (see 076)	Gr4Jdg(076)	176
177	Attorney General Gr 1(see 077)	Gr1AG(077)	177
221	State Election Commission	ElectCom	221

Employee Class	Long Description	Short Description	Legacy Unit Codes
TIA	Higher Education Retiree	HEdRetiree	TIA
SNC	State Retiree Non-TCRS	ST NONTCRS	SNC
STL	Retired State Legislator	RE LEGIS	STL
GN1	Loc. Government 1 Retired	LG1 RETIRED	GNC GRE
GN2	Loc. Government 2 Retired	LG2 RETIRED	GNC GRE
GN3	Loc. Government 3 Retired	LG3 RETIRED	GNC GRE
TER	Loc. Education Retired Teacher	LE RET TEA	TER
TRO	Loc. Educaton Retired Support	LE RET SUP	
STR	TCRS State Retiree	ST TCRS	STR
UTN	University of Tennessee	UT	UTN
TBR	Tennessee Board of Regents	TBR	TBR
OLC	State Off Line Closed Agencies	OFFLINEA	OLC
OLA	State Off Line Open Agencies	OFFLINEC	OLA
GA1	Loc. Government Active Level 1	LG1 ACTIVE	GA1
GA2	Loc. Government Active Level 2	LG2 ACTIVE	GA2
GA3	Loc. Government Active Level 3	LG3 ACTIVE	GA3
TEA	Loc. Education Active Teachers	LE ACT TEA	TEA
TEO	Loc. Education Active Support	LE ACT SUP	TEO