

# HCM Reason Code Quick Reference Guide

\* Denotes 92/Blanket Freeze required for IT positions

\*\* Denotes 92/Blanket Freeze required if pay increases

Reason Code	Action Title	Status	Requires a 92
A01	Competitive E-List Action: Hire/Rehire	Classified	Y
A02	Non-Competitive Action: Hire/Rehire	Classified	Y
A03	Reinstatement: Hire/Rehire	Classified	Y
A04	Transfer/Promotion Interagency: Rehire	Classified	Y
A05	Transfer/Demotion Interagency: Rehire	Classified	N
A06	Transfer/Lateral Transfer Interagency: Rehire	Classified	Y
A07	Transfer/Class to Same Class: Rehire	Classified	Y
A08	Project Indefinite	Classified	Y
A09	SB 200 (Veterans Act): Hire/Rehire	Classified	Y
A12	Disability Employment Program: Hire/Rehire	Classified	Y
A13	Unclassified Assigned Additional Duties Temporarily	Unclassified	N
A14	Unclassified Appointment: Hire/Rehire	Unclassified	*N
A15	Unclassified Student: Hire/Rehire	Unclassified	*N
A16	Unclassified Temporary: Hire/Rehire	Unclassified	*N
A17	Project Tourism: Hire/Rehire	Unclassified	*N
A18	Priority Consideration Appointment: Rehire	Classified	Y
A19	State Work Incentive: Hire/Rehire	Unclassified	N
A20	CAPIP *Carl Albert Public Internship Program Hire	Unclassified	N
A30	Executive Fellow Conversion: Appointment Change – Same Agency	Classified/ Unclassified	N
A31	SWIP Conversion: Appointment Change – Same Agency	Classified	N
A40	Competitive E-List Action: Appointment Change – Same Agency	Classified	Y

Reason Code	Action Title	Status	Requires a 92
A41	Non-Competitive E-List Action: Appointment Change – Same Agency	Classified	Y
A42	Reinstatement: Appointment Change – Same Agency	Classified	Y
A43	Project Indefinite: Appointment Change-Same Agency	Classified	Y
A44	Disability Employment Program: Appointment Change – Same Agency	Classified	Y
A47	State Work Inc Program: Appointment Change – Same Agency	Unclassified	*Y
A48	Direct Hire (Hard-to-Fill): Appointment Change – Same Agency	Classified	Y
A49	Direct Hire – Prof. Licensure (Hard-to-Fill): Appointment Change – Same Agency	Classified	Y
A50	Unclassified Rollover Temp Appointment: Appointment Change – Same Agency	Unclassified	N
A88	Direct Hire – (Hard-to-Fill): Hire/Rehire	Classified	Y
A89	Direct Hire – Professional License (Hard-to-Fill): Hire/Rehire	Classified	Y
C01	Promotion	Classified	Y
C02	Detail to Special Duty	Classified	N
C03	Voluntary Demotion	Classified	**N
C04	Involuntary Demotion	Classified	**N
C05	Interagency Lateral Transfer New JFD	Classified	**N
C06	Direct Reclass: Job Reclassification	Classified	N
C07	Reallocation/Promotion: Promotion – Classified/ Position Audit Class Dispute	Classified	Y
C08	Reallocation/Involuntary Demotion – Classified/Position Audit Class Dispute	Classified	Y
C09	Reallocation/Lateral Transfer	Classified	Y
C10	Return to Previous Position (from Promotion)	Classified	N
C11	Classified JFD Revision	Classified	N
C12	Expiration of Detail to Special Duty	Unclassified	N
C16	Career Progression	Classified	Y
C17	Demotion (Due to RIF)	Classified	N
C18	Reallocation/Voluntary Demotion	Classified	**N
C19	Legislative Transfer (not for agency use)	Classified	N
C20	Performance Pay	Classified/ Unclassified	Y
C21	Cost of Living Increase	Classified/ Unclassified	N

Reason Code	Action Title	Status	Requires a 92
C22	Grade/Pay Band Change (only use when directed by HCM)	Classified	N
C24	Classified Salary Adjustment Leg. & Others	Classified	N
C26	Completion Prob/Trial Period & pay increase	Classified	Y
C27	Recall From RIF Demotion	Classified	N
C28	Equity Adjustment	Classified/ Unclassified	Y
C29	Skill-based Pay Adjustment	Classified/ Unclassified	*Y
C30	Transfer Intra-Agency (Sub agency only)	Classified	N
C31	Transfer Intra-Agency Same JFD & LVL	Classified	**N
C32	Classified to Unclassified Appointment Change Same Agency	Classified/ Unclassified	N
C33	Unclassified Increased Level and Increased Pay	Unclassified	**N
C34	Unclassified Assigned Additional Duties/Increase in Pay	Unclassified	**N
C35	Unclassified Lower Level/Decrease in Pay	Unclassified	N
C36	Unclassified Appointment Change Same Agency – No Pay Increase	Unclassified	N
C37	Unclassified Increase to Market Rate	Unclassified	**N
C38	Unclassified Increase to Equitable Rate	Unclassified	**N
C39	Unclassified Salary Adjustment Legislative	Unclassified	N
C40	Full to Part Time	Classified/ Unclassified	N
C41	Part to Full Time	Classified/ Unclassified	N
C42	Change in Part Time Percentage	Classified/ Unclassified	N
C43	Unclass Temp to Unclass Regular ACSA	Unclassified	**N
C45	Market Adjustment	Classified/ Unclassified	Y
C50	Probationary Extension/Adjustment	Classified	N
C51	Permanent Status: Completion of Probation/Trial	Classified	N
C52	Permanent (Project Indefinite)	Classified	N
C60	Add Pay Differential	Classified/ Unclassified	N
C61	Remove Pay Differential	Classified/ Unclassified	N
C62	Change Existing Pay Differential	Classified/ Unclassified	N
C63	FLSA Rate Adjustment	Classified/ Unclassified	Y

Reason Code	Action Title	Status	Requires a 92
C70	Contract Renewal	Classified/ Unclassified	N
C71	Interchange Program	Classified/ Unclassified	N
C72	End Interchange Program	Classified/ Unclassified	N
L01	Leave Without Pay	Classified/ Unclassified	N
L02	Sick Leave Without Pay	Classified/ Unclassified	N
L03	Extension of Leave Without Pay	Classified/ Unclassified	N
L04	Military Leave With Pay	Classified/ Unclassified	N
L05	Military Leave Without Pay	Classified/ Unclassified	N
L06	Educational Leave With Pay	Classified/ Unclassified	N
L07	Educational Leave Without Pay	Classified/ Unclassified	N
L08	Return from Leave With/Without Pay	Classified/ Unclassified	N
L09	LWOP Extension Disability	Classified/ Unclassified	N
L10	Furlough LWOP	Classified/ Unclassified	N
L11	Return from Furlough	Classified/ Unclassified	N
L20	Suspension With Pay	Classified/ Unclassified	N
L21	Suspension Without Pay	Classified/ Unclassified	N
L22	Return from Suspension With/Without Pay	Classified/ Unclassified	N
S01	Resignation	Classified/ Unclassified	N
S02	Retirement	Classified/ Unclassified	N
S03	Discharge	Classified/ Unclassified	N
S04	Deceased	Classified/ Unclassified	N
S05	Expiration of Unclassified Appointment	Unclassified	N
S06	Transferred Out	Classified	N
S07	Reduction In Force	Classified	N
S08	VOBO	Classified/ Unclassified	N
S09	VOBO (Retirement)	Classified/ Unclassified	N
S10	Transfer to Nonmerit Agency	Classified/ Unclassified	N
S11	No Payable Hours	Classified/ Unclassified	N

