

ACTION CODE & Description	REASON CODE & Description	Use When	Fields to Change	A&I HRD Paperwork required
Change Civil Service Status				
CGCV5 CHANGE CIVIL SERVICE STATUS	55 CIVIL SERVICE STATUS CHANGE 08 CORRECTION PCL PAY CLASS CHANGE ONLY	Change to civil service status (temp to probationary, etc.) Correction to civil service status Only changing pay class (HRLY, SLRY, 8DAY)	All Appropriate Fields Civil Service Status Pay Class; Payroll Number	Pay Approval Form None None
Change Date				
CGDAT CHANGE DATE	08 CORRECTION BRG CHG DATE FOR BRIDGE SERVICE NSC NO SERVICE CREDITS PRV CHG DATE FOR PREVIOUS SERVICE PRB CHANGE DATE FOR PROBATION ADJ	Correct typographical and misc. errors Employee bridges service after two years Adjustment to progression dates due to LWOP Adjustment to longevity or progression dates due to prior service Adjustment to probationary end date due to LWOP while probationary	Effective date; Personnel Action/Reason; Applicable date field(s); Pay parameter effective date(s)	Email or Agency specific form
Change Leave Status				
CGLEV CHANGE LEAVE STATUS	LV STATUS CHANGE- LEAVE TYPES 47 DISCIPLINARY SUSPENSION W/OUT PAY	Changing employee status Placing an employee on Adm. Suspension without Pay	Effective date; Personnel Action/Reason; Employee Status (M = Military Leave; L = leave w/o pay; K = Workers Comp w/out pay; O = On Prtd Unpaid FMLA; S = suspension w/o pay; U = Educational Leave); Pay parameter effective date(s)	None unless suspension, then notification through A&I HRD Administrator is required
Change Legislative Adjustment				
CGLEG CHANGE LEGISLATIVE ADJUSTMENT	ECA EXTERNAL COST ADJUSTMENT	Legislative authorized percentage increase	Effective date; Personnel Action/Reason; Pay parameter effective date(s); Base Pay Amount	Individual Pay Approval Form or spreadsheet on a mass change.

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Change Position- within agency				
CGPOS CHANGE POSITION INFO	35 LATERAL TRANSFER 37 VOLUNTARY REAPPOINTMENT 38 INVOLUNTARY REAPPOINTMENT ORG ORGANIZATIONAL CHANGE	No change in title or pay Same or lower classification - recruitment done Same or lower classification - no recruitment done Renumbering position numbers, adding a PORG	All Appropriate Fields	None required unless there is a pay change (Pay Approval Form)
Change Status				
CGSTA CHANGE EMPLOYMENT STATUS	HS CHANGE FROM SALARIED TO HRLYS	Use only when terminating a SLRY, SLR50 OR SLR75 employee	Effective date; Personnel Action/Reason; Pay Class; Pay parameter effective date(s)	None Required
Change Union Location				
CGULC CHANGE UNION LOCATION	08 CORRECTION ORG ORGANIZATIONAL CHANGE	Correct typographical and misc. errors Agency initiated relocation	Effective date; Personnel Action/Reason; Union Affiliation; Pay parameter effective date(s)	None Required
Death				
DECSD DECEASED	61 DECEASED	Terminating a deceased employee	Effective Date (date of death); Personnel Action/Reason; Employee Status (D=Deceased); Position (delete); Pay parameter effective date(s)	None Required
New Hire				
HIRE HIRE	NEW NEW HIRE	New Hire - no NEMP used	All Appropriate Fields	Pay Approval Form
HIREN HIRE - NEMP USED	NEW NEW HIRE	New Hire - NEMP used		

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New Hire - Patient/Inmate				
ENTEN ENTER NEW PATIENT/INMATE NEMP	NEW NEW HIRE	New Hire - PT/Inmate - NEMP used - DOC/WDH/DFS USE ONLY	All Appropriate Fields	None Required
ENTER ENTER NEW PATIENT/INMATE	NEW NEW HIRE	New Hire - PT/Inmate - no NEMP used - DOC/WDH/DFS USE ONLY		
Permanent Appointment				
CGCV4 CHANGE PERM APPOINTMENT ONLY	40 PERMANENT APPOINTMENT	Change Civil Service Status from probationary to permanent	Effective date; Personnel Action/Reason; Civil Service Status, Pay parameter effective date(s)	None Required
Promotion - within agency				
CGPRM CHANGE PROMOTION	23 PROMOTION	Promoted through competitive recruitment	Effective date; Personnel Action/Reason; Position #; Title; Pay parameter effective date(s); Base pay amount	Pay Approval Form
Reclassification				
CGRCL RECLASSIFICATIONS	30 RECLASS	Reclassification of an incumbent - same position number	Effective date; Personnel Action/Reason; Title, Pay parameter effective date(s); Base pay amount if applicable	Pay Approval Form if there is a pay change, email if not
Rehire				
REHRE REHIRE	REH REHIRE	Rehire - not in system - no NEMP used	All Appropriate Fields	
REHRN REHIRE - USED NEMP SCREEN	REH REHIRE	Rehire - not in system - NEMP used		Pay Approval Form; Pay Progression Calculator and prior service documentation
REHRI REHIRE IN SYSTEM	REH REHIRE 50 REINSTATE REDUCTION IN FORCE	Rehire - already in system - no NEMP used Rehire - already in system - reinstate reduction in force		
Rehire - Patient/Inmate				
RENTI RE-ENTER PATIENT/ INMATE IN SYSTEM	REH REHIRE	Rehire patient/inmate in system- WDH/DOC/DFS Use only	All Appropriate Fields	None Required
RENTI RE-ENTER PATIENT/INMATE	REH REHIRE	Rehire patient/inmate not in system - WDH/DOC/DFS Use only		

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Terminations - Voluntary				
TERM TERMINATION	01 OTHER EMPLOYMENT - NOT WY STATE GOVT 02 DISSATISFIED - WORK ENVIRONMENT 03 DISSATISFIED - TYPE OF JOB 04 DISSATISFIED - PAY/BENEFITS 05 DISSATISFIED - GEOGRAPHICAL AREA 06 DISSATISFIED - SUPERVISOR/MGMT 09 OTHER PERSONAL REASONS		Effective Date (date after last date worked); Personnel Action/Reason; Employment Status; Position (delete); Pay parameter effective date(s); Expire Longevity line (two days after last date worked)	None Required
Terminations - Voluntary (cont'd)				
TERM TERMINATION	11 NO CALL/NO SHOW 13 CAREER ADVANCEMENT MOVED OUT OF STATE OF WYOMING 14 19 PURSUING HIGHER EDUCATION 21 RETIRED 22 LACK OF TRAINING/CURRENT EQUIPMENT 39 TEMP APPT/SEASONAL EMP ENDED 59 MEDICAL DISABILITY 60 MEDICAL DISABILITY - ELIGIBLE FOR RETIRE BD BD/COMM - END OF TERM CED AWEC - CONTRACT ENDED	Applicant put in system but did not report to work Employee indicates they are retiring TP01 appointment ended End of term - Board or Commission Member AWEC contract ended/expired		

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Terminations - Involuntary				
TERM TERMINATION	31 UNSATISFACTORY WORK PERFORMANCE 32 INSUBORDINATE 33 MISCONDUCT 34 DISMISSAL OTHER REASONS 41 REDUCTION IN FORCE 48 NOT BEING RETAINED - AT WILL W/O CAUSE-DURING PROB. PERIOD 49 FAIL TO PASS/RETAIN TEST/CERT/LIC 51	At-Will status employees only (not AWEC) Probationary employee dismissal	Effective Date (date after last date worked); Personnel Action/Reason; Employment Status; Position (delete); Pay parameter effective date(s); Expire Longevity line (two days after last date worked)	None Required
Transfer between agencies				
TRNFR TRANSFER BETWEEN AGENCIES	23 PROMOTION 35 LATERAL TRANSFER 37 VOLUNTARY REAPPOINTMENT 38 INVOLUNTARY REAPPOINTMENT OUT TRANSFER OUT	Employee is transferring from another agency promotion Employee is transferring from another agency lateral transfer Employee is transferring from another agency voluntary reappointment Employee is transferring from another agency involuntary reappointment Employee is transferring to another agency	All Appropriate Fields "From" date only	Pay Approval Form if there is a pay change, email if not None Required