Action/Reason Code User Guide

Action	Description	Reason	Description	Component	When to Use
CNV	Conversion	CNV	Conversion	Central Use only	Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this code.
DEM	Demotion	DCN	Conversion	Central Use only	Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this code.
DEM	Demotion	INV	Involuntary	Job Data	Move a classified employee from a position in one class to a position in another class having a lower pay grade for disciplinary purposes or other good cause. K.A.R. 1-6-27; K.S.A. 75-2949
DEM	Demotion	LIU	In Lieu of Layoff	Job Data	Move a classified employee who is exercising bumping rights to a position in another class having a lower pay grade in accordance with the agency layoff plan. K.A.R. 1-14-10
DEM	Demotion	USP	Unsatisfactory Performance	Job Data	Move a classified employee from a position in one class to a position in another class having a lower pay grade for unsatisfactory performance of duties. K.A.R. 1-6-27; K.S.A. 75-2949
DEM	Demotion	UTC	Unclassified to Classified	Job Data	Move an employee from an unclassified position to a classified regular position at a lower rate of pay.
DEM	Demotion	VOL	Voluntary	Job Data	At the classified employee's request, move the employee from a position in one class to a position in another class having a lower pay grade. K.A.R. 1-6-27
DTA	Data Change	AAC	Acting Assignment on Classified Position	Job Data	Appoint a permanent employee to an acting assignment when a classified position will be vacant more than 30 days (such as due to illness or lengthy recruitment process). See K.A.R. 1-6-29
DTA	Data Change	CNV	Conversion	Central Use only	Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this code.
DTA	Data Change	EPA	Extend Probation for Appeal	Job Data	A probationary employee may appeal a performance review under certain circumstances. Use this code to extend an employee's probationary period for a limited period as is necessary for the appeal committee to prepare the final performance review. K.A.R. 1-7-11
DTA	Data Change	EPD	End of Probation	Job Data	Change an employee's Employment Status from probationary to permanent after entering the performance review in Plan Salaries. See K.A.R. 1-7-3
DTA	Data Change	EXP	Extend Probation	Job Data	Extend an employee's probationary period for up to 6 additional months; must be prior to the end of the original 6 month probationary period. K.A.R. 1-7-4

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Action	Description	Reason	Description	Component	When to Use
DTA	Data Change	EXT	Extension of Acting Assignment	Job Data	Extend an acting assignment beyond one year. See K.A.R. 1-6-29(e)
DTA	Data Change	IPP	Change Temporary In-Grade Pay Increase to Permanent	Job Data	Change an employee's temporary in-grade pay increase to permanent when circumstances require the increase to become permanent. Exec. Dir. 04-353
DTA	Data Change	IPR	Return from Temporary In-Grade Pay Increas	Job Data	Return an employee to the salary step the employee was on prior to a temporary in-grade pay increase. Exec. Dir. 04-353
DTA	Data Change	IPT	Temporary In-Grade Pay Incrase	Job Data	Provide a temporary increase in pay by moving a classified regular employee from one step to another step on the same pay grade. Exec. Dir. 04-353
DTA	Data Change	IPX	Extend Temporary In-Grade Pay Increase	Job Data	Extend a temporary in-grade pay increase when circumstances require the temporary increase to continue beyond the expected time. Exec. Dir. 04-353
DTA	Data Change	LOA	Leave to Take Unclassified	Job Data	Place an employee on leave of absence from a classified regular position in order to take an unclassified position. See K.S.A. 75-2947(c) and K.A.R. 1-9-6(e)
DTA	Data Change	OEB	Open Enrollment-Ben Prgm Chng	Central Use only	Central use only. Used to update employee Benefit Program changes during the annual open enrollment process update.
DTA	Data Change	RET	Return from Acting Assignment	Job Data	Return an employee from a classified or unclassified acting assignment to their prior position. See K.A.R. 1-6-29
DTA	Data Change	RFO	Return From Overlapping	Job Data	Return an employee to their previous position to avoid showing a demotion if the initial overlapping appointment was a promotion.
DTA	Data Change	STC	Status Change	Job Data	Update data such as FICA, tax location, or Holiday Schedule.
DTA	Data Change	UNA	Unclass Assign KAR 1-9-6(e)	Job Data	Appoint an employee to an unclassified position after placing them on leave of absence from a classified regular position. See K.S.A. 75-2947 (c) and K.A.R. 1-9-6(e)
DTA	Data Change	UNC	Unclas Act Asgn KSA 75-4315(a)	Job Data	Appoint a classified or unclassified employee to an acting assignment on an unclassified position. If a classified regular employee, place the employee on leave of absence (DTA/LOA) prior to appointing to the unclassified acting assignment. See K.S.A. 75-4315(a) and K.A.R. 1-9-6(e)
DTA	Data Change	XLT	Extend Limited Term	Job Data	Extend a Limited Term appointment in accordance with K.A.R. 1-6-26a

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Action	Description	Reason	Description	Component	When to Use
HIR	Hire	CNP	Concurrent (Multiple) Position	Job Data	Hire a current regular part-time employee into another part-time position. Percentage of time worked on all positions shall not exceed 100% except for a classified exempt employee holding one or more unclassified teaching or research positions in a state educational institution with appointing authority approval. K.A.R. 1-5-22
HIR	Hire	CNV	Conversion	Central Use only	Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this code.
HIR	Hire	HSH	Hire Higher Step - Excep Qual	Job Data	Hire an employee with exceptional qualifications at a higher step if cannot employ the candidate at minimum step. Exceptional qualifications are based on education, training, experience, skills and other qualification directly related to the position. K.A.R. 1-5-8(b)(1)
HIR	Hire	HSL	Higher Step (KAR1-5-8(b)(2)	Job Data	Hire an employee at a higher step due to a lack of candidates for a class of positions as authorized by the Director of Personnel Services. K.A.R. 1-5-8(b)(2)
HIR	Hire	VAC	Vacant Position	Job Data	Hire a person who is new to state service into a vacant position.
LOA	Leave of Absence	CNV	Conversion	Central Use only	Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this code.
LOA	Leave of Absence	HEA	Health Reasons	Job Data	Place an employee on leave without pay for health reasons. See K.A.R. 1-9-6
LOA	Leave of Absence	MOP	Military Leave	Job Data	Place an employee on leave without pay for military leave reasons. See K.A.R. 1-9-7a
LOA	Leave of Absence	OTH	Other	Job Data	Place an employee on leave without pay for situations not covered by other available reason codes. See K.A.R. 1-9-6
LOA	Leave of Absence	REG	Regent	Regent use only	For Regent use only.
LOA	Leave of Absence	SEA	Seasonal/Not scheduled to work	Job Data	Place an employee on leave without pay for seasonal work or extended periods when the employee is not scheduled to work. See K.A.R. 1-9-6
LOA	Leave of Absence	SOP	Sabbatical/Professional Leave	Job Data	Place an employee on leave without pay who is taking sabbatical or professional leave. See K.A.R. 1-9-6
LOA	Leave of Absence	SWB	Summer Leave with Benefits	Regent use only	Regents use - Place an employee on leave without pay for summer months and continue benefits.
LTD	Long Term Disability with Pay	LTD	Long Term Disability With Pay	Regent use only	Used for unclassified employees approved for disability under Board of Regents retirement programs.

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Action	Description	Reason	Description	Component	When to Use
PAY	Pay Rate Change	ADJ	Adjustment	Job Data	Change the rates of pay for a group of unclassified employees that is unrelated to the unclassified merit process. For central use only for classified employees.
PAY	Pay Rate Change	CDF	1-Time Conversion Differential Pay	Central use only	Convert differential pay for 24/7 facilities into base pay Exec Dir 24-584
PAY	Pay Rate Change	COL	General Increase (COLA)	Central use only	Used for General Increases (COLAS) authorized by legislation. Central use for CLA, WS salary plans.
PAY	Pay Rate Change	DEC	Decrease - Disciplinary	Job Data	Agency may reduce the pay of any employee one step by reason of a less than satisfactory rating. K.A.R. 1-5-20(a)(1)
PAY	Pay Rate Change	EQU	Equity (Regents)	Regent use only	Regents use only
PAY	Pay Rate Change	HSL	Higher Step (KAR1-5-8(b)(2)(A)	Job Data	Change the rate of pay of an employee to a higher step due to a lack of candidates for a class of positions as authorized by the Director of Personnel Services. K.A.R. 1-5-8(b)(2)
PAY	Pay Rate Change	BBP	Between Band Increase Permanent	Job Data	Regents use only
PAY	Pay Rate Change	BBT	Between Band Increase Temporary	Job Data	Regents use only
PAY	Pay Rate Change	IBP	In Band Increase Permanent	Job Data	Regents use only
PAY	Pay Rate Change	IBT	In Band Increase Temporary	Job Data	Regents use only
PAY	Pay Rate Change	IPI	In-Grade Pay Increase	Job Data	Provide a permanent increase in pay by moving a classified regular employee from one step to another step on the same pay grade. Exec. Dir. 04-353
PAY	Pay Rate Change	MER	Merit (Unclassified)	Job Data	Merit Pool pay changes for eligible unclassified employees based on salary increase pool corresponding to the general increase to the classified pay plan.
PAY	Pay Rate Change	MRK	Market Adjustment	Central use only	Central use only for pay increases associated with market adjustments. Agencies should not use this code.
PAY	Pay Rate Change	MWI	Minimum Wage Increase	Central use only	Increase rate of pay to SOK EE minimum wage. Exec Dir 24-584
PAY	Pay Rate Change	OTH	Other (Unclassified)	Job Data	Pay changes for unclassified employees other than for merit or promotion.
PAY	Pay Rate Change	PPA	Professorial Performance Award	Job Data	Regents use only
PAY	Pay Rate Change	RBT	Return rate from Temporary Between Band Increase	Job Data	Regents use only
PAY	Pay Rate Change	RIB	Return rate from Temporary In Band Increase	Job Data	Regents use only
PAY	Pay Rate Change	REC	Reallocation Per Job Study	Central use only	Central use only to insert a Job Data row when a position is reallocated due to a job study.
PAY	Pay Rate Change	SPM	Step Movement	Job Data	System generated based on time on step requirements. Step movement for classified employees in the Executive Branch is currently frozen. Otherwise, see K.A.R. 1-5-7(c)

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Action	Description	Reason	Description	Component	When to Use
PLA	Paid Leave of Absence	INV	Investigation (K.S.A. 75-2949)	Job Data	Leave with pay when an employee is relieved of duties with pay pending an investigation. K.S.A. 75-2949; K.A.R. 1-2-74; K.A.R. 1-9-19
PLA	Paid Leave of Absence	JIN	Job Injury (KAR 1-9-22)	Job Data	Leave with pay when an employee sustains a qualifying job injury. K.A.R. 1-9-22
PLA	Paid Leave of Absence	LTD	Long-Term Disability	Regent use only	Regents use only in conjunction with RTD earnings code for employees on long-term disability but no longer eligible to receive continued contributions to the Board of Regents Mandatory Retirement Plan.
PLA	Paid Leave of Absence	LWB	Leave w/Benefits	Job Data	Place an employee on leave with pay in order to comply with a Civil Service Board ruling that grants benefits and pay.
PLA	Paid Leave of Absence	MWP	Military Leave	Job Data	Leave with pay for an employee in a regular position for active duty (K.A.R. 1-9-7b) or when called to state emergency duty (K.A.R. 1-9-7c).
PLA	Paid Leave of Absence	SWP	Sabbatical	Job Data	Place an employee on leave with pay when an employee is relieved of duties with pay due to a sabbatical.
POS	Position Change	APB	Appointment Basis Chg (Regent)	Regent use only	Regent use only
POS	Position Change	CNV	Conversion	Central Use only	Central use only for changes associated with PeopleSoft upgrades. Agencies should not use this code.
POS	Position Change	CTR	1-Time Conversion Temp to Reg	Position Data	Converting Unclassified Temp Benefits Eligible Positions to Regular
POS	Position Change	FND	Funding Change	Position Data	Update funding information.
POS	Position Change	NEW	New Position	Position Data	Use only when adding a new position in SHARP.
POS	Position Change	PFC	Percent/FTE Change	Position Data	Change the FTE associated with the position (I.e. Position is 1.0 and changes to .50)
POS	Position Change	PGC	Pay Grade Change	Position Data	Assign position to a new pay grade as the result of a classification study conducted by the Division of Personnel Services pursuant to K.S.A. 75-2938.
POS	Position Change	PSC	Position Status Change	Position Data	Inactivate (abolish) a position
POS	Position Change	RCD	Change in Duties	Position Data	Assign a position to a different job classification due to a change in duties. K.A.R. 1-4-7
POS	Position Change	RPJ	Reallocation Per Job Study	Central Use only	Central use only. Agencies should not use this code.
POS	Position Change	RPP	Reallocation - Position Review	Position Data	Assign position to a different job classification and new pay grade as the result of a position review conducted by the agency or DPS at the request of the employee or agency. K.A.R. 1-4-7
POS	Position Change	RPS	Reallocation Per AdHoc Study	Position Data	Assign position to a new job code and classification when the existing classification is abolished as the result of an ad hoc classification study conducted by the Division of Personnel Services pursuant to K.S.A. 75-2938.

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Action	Description	Reason	Description	Component	When to Use
POS	Position Change	RRP	Recruitment Purposes	Position Data	Assign a position to a different job class and new pay grade for recruiting purposes due to lack of qualified candidates and no training class exists. K.A.R. 1-4-7 K.A.R. 1-4-2
POS	Position Change	RTC	Reports To Change	Position Data	Use when only the Reports To number is changed.
POS	Position Change	RTP	Training Purposes	Position Data	Use in accordance with K.A.R. 1-4-2, K.A.R. 1-4-7, K.A.R. 1-4-8, K.A.R. 1-6-22a (Training Classes) and K.A.R. 1-6-31 (Governor's Trainee Program) to temporarily reallocate a position to the lowest level class in a series when it serves as a training class for training a new employee or to use the Governor's Trainee Program.
POS	Position Change	TTL	Title Change	Position Data	Use in accordance with K.A.R. 1-4-3 and K.A.R. 1-4-7 when a position is reviewed and the job classification changes to a new job classification on the same pay grade. Also use on Unclassified Job Code Changes to existing positions.
POS	Position Change	UPD	Position Data Update	Position Data	Use for FLSA, location, confidential status, supervisor status (S or N), and Safety Sensitive/Commercial Driver changes. Also use for updates to the Agency Use Field.
PRO	Promotion	HSL	Higher Step (KAR1-5-8(b)(2)	Job Data	Promote an employee at a higher step due to a lack of candidates for a class of positions as authorized by the Director of Personnel Services. K.A.R. 1-5-8(b)(2)
PRO	Promotion	HSP	Promote Higher Step-Excep Qual	Job Data	Promote an employee with exceptional qualifications at a higher step if cannot employ the person at minimum step. Exceptional qualifications are based on education, training, experience, skills and other qualification directly related to the position. K.A.R. 1-5-13
PRO	Promotion	PRO	Promotion New Position/Class	Job Data	Use when a classified employee moves to a different position with a job classification assigned to a higher pay grade. K.A.R. 1-5-13
PRO	Promotion	TRN	From Training Class	Job Data	Promote an employee from a training class upon meeting the minimum qualifications for the class and satisfactory performance of job duties, responsibilities and training requirements. K.A.R. 1-6-22a(d)
PRO	Promotion	UPR	Unclassified Promotion	Job Data	Promote an employee from a classified or unclassified position to an unclassified position at a higher rate of pay. Also use when an unclassified employee's position has a job code or title change and the employee's pay increases.
PRO	Promotion	UTC	Unclassified to Classified	Job Data	Promote an employee from an unclassified position to a classified regular position at a higher rate of pay.

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Action	Description	Reason	Description	Component	When to Use
REC	Recall from Suspension/Layoff	REC	Return From Suspension	Job Data	Return an employee who was on suspension for personal conduct, work performance, or safety violation. K.S.A. 75-2949
REH	Rehire	CNP	Concurrent (Multiple) Position	Job Data	Rehire an active part-time employee into another part-time position. Percentage of time worked on all positions shall not exceed 100% except for a classified exempt employee holding one or more unclassified teaching or research positions in a state educational institution with appointing authority approval. K.A.R. 1-5-22
REH	Rehire	HSE	Higher Step Reemply-Excep Qual	Job Data	Rehire an employee (who is in a reemployment pool) with exceptional qualifications at a higher step if cannot employ the person at minimum step. Exceptional qualifications are based on education, training, experience, skills and other qualification directly related to the position. K.A.R. 1-5-8(b)(1)
REH	Rehire	HSL	Higher Step (KAR1-5-8(b)(2)	Job Data	Rehire an employee at a higher step due to a lack of candidates for a class of positions as authorized by the Director of Personnel Services. K.A.R. 1-5-8(b)(2)
REH	Rehire	HSN	Higher Step Reinst-Excep Qual	Job Data	Rehire an employee (who had permanent status and terminated within the previous year) at a higher step if they have exceptional qualifications and you cannot employ the person at minimum step. Exceptional qualifications are based on education, training, experience, skills and other qualification directly related to the position. K.A.R. 1-5-8(b)(1)
REH	Rehire	HSR	Higher Step Rehire-Excep Qual	Job Data	Rehire an employee at a higher step due to exceptional qualifications such as education, training, experience, and skills. K.A.R. 1-5-8(b)(1)
REH	Rehire	REH	Rehire	Job Data	Rehire a former employee who has not had permanent status for more than 1 year.
REH	Rehire	REM	Reemployment	Job Data	Rehire an employee who was laid off. K.A.R. 1-6-23
REH	Rehire	RIN	Reinstatement	Job Data	Rehire a classified employee who had permanent status and terminated within the previous year. K.A.R. 1-6-30
REH	Rehire	REU	Employee Preference for UNC EE	Job Data	Rehire an employee (who was provided an UNC KS Employee Preference letter) into an UNC position at the same or lower rate of pay. Employee is eligible to use Preference for 12 months or until appointed to a benefits eligible position, whichever comes first.
RET	Retirement	REG	Regular Retirement	Job Data	Enter for all employees that Retire from the State of Kansas.

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Action	Description	Reason	Description	Component	When to Use
RFL	Return from Leave	RFL	Return From Leave	Job Data	Return an employee from leave of absence (with or without pay) to their prior position.
RFL	Return from Leave	SLR	Summer Leave Return	Job Data	Benefits.
SUS	Suspension	DAC	Personal Conduct	Job Data	K.S.A. 75-2949
SUS	Suspension	ILA	Work Performance	Job Data	K.S.A. 75-2949
SUS	Suspension	SAF	Safety Violation	Job Data	K.S.A. 75-2949
TER	Termination	CNV	Conversion	Central Use only	Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this code.
TER	Termination	CON	Personal Conduct	Job Data	Terminate an employee on grounds of personal conduct detrimental to the state service. K.S.A. 75-2949
TER	Termination	DEA	Death	Job Data	Use when an employee's job ends due to the employee's death.
TER	Termination	ELT	End of Limited Term	Job Data	Terminate an employee at the end of a limited term position. K.A.R. 1-6-26a
TER	Termination	ETM	End of Temporary	Job Data	Classified Service: Use when an employee's classified temporary job ends. See K.A.R. 1-6-25 Unclassified Service: Use when employee's non-benefits eligible unclassified temporary job ends.
TER	Termination	HSP	Term-Hospital Authority EEs	KUMC use only	Used only by University of Kansas Medical Center
TER	Termination	IPD	Inability to perform the duties of the position	Job Data	Terminations per K.S.A. 75-2949e(1) where the employee is no longer able to perform the position duties.
TER	Termination	LA1	Layoff - Shortage of Work/Fund	Job Data	Terminate an employee due to a layoff resulting from a shortage of work or funds. K.A.R. 1-14-7 (a)(1)
TER	Termination	LA2	Layoff - Incumbent Rtns Leave	Job Data	Terminate an employee due to a layoff resulting from the reinstatement of an employee returning from authorized leave. K.A.R. 1-14-7(a)(2)
TER	Termination	LA3	Layoff - Incumbent Rtn Per CSB	Job Data	Terminate an employee due to a layoff resulting from the reinstatement of an employee per Civil Service Board orders.
TER	Termination	LA4	Layoff - Other	Job Data	Terminate an employee due to a layoff for reasons not otherwise listed.
TER	Termination	LA5	Layoff - Agency Closure	Job Data	Terminate an employee due to a layoff resulting from agency closure.
TER	Termination	LA7	Layoff-Non State Job Hire	Job Data	Terminate an employee who received a layoff notice but was able to find employment outside of the State prior to the actual layoff occurring.
TER	Termination	LIC	Lack of License/Authorization	Job Data	Terminate an employee due to failure to obtain or maintain a current license or certificate or other authorization required to practice a trade, conduct a business or pratice a profession. K.S.A. 75-2949e
TER	Termination	PRB	Original Probationary Term	Job Data	Terminate an employee prior to the end of their original probationary period.

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Action	Description	Reason	Description	Component	When to Use
TER	Termination	PRL	Probationary - Lack of funds	Job Data	Terminate an employee prior to the end of their original probationary period due to a shortage of funds.
TER	Termination	RS0	Resign - Other	Job Data	Terminate an employee in good standing who resigns for a reason not otherwise listed. K.A.R. 1-11-1
TER	Termination	RS1	Resign - Family Reasons	Job Data	Terminate an employee in good standing who resigns for family reasons. K.A.R. 1-11-1
TER	Termination	RS2	Resign - Job Abandonment	Job Data	Terminate an employee based on a presumed resignation due to unauthorized absence from work for 5 consecutive working days without a satisfactory explanation. K.A.R. 1-11-1(c)
TER	Termination	RS3	Resign - Health Reasons	Job Data	Terminate an employee in good standing who resigns for health reasons. K.A.R. 1-11-1
TER	Termination	RS4	Resign - Personal Reasons	Job Data	Terminate an employee in good standing who resigns for personal reasons. K.A.R. 1-11-1
TER	Termination	RS5	Resign - Other Position	Job Data	Terminate an employee in good standing who resigns due to accepting employment outside of state service. K.A.R. 1-11-1
TER	Termination	RS6	Resign - Mutual Consent	Job Data	Termination agreed to by the employer and the employee. K.A.R. 1-11-1
TER	Termination	RS7	Resign - Return to School	Job Data	Terminate an employee in good standing who resigns to return to school. K.A.R. 1-11-1
TER	Termination	RS8	Resign - Dissatisfied w/Work	Job Data	Terminate an employee in good standing who resigns because they are dissatisfied with the work. K.A.R. 1-11-1
TER	Termination	RS9	Resign - Dissatisfied w/Pay	Job Data	Terminate an employee in good standing who resigns because they are dissatisfied with pay. K.A.R. 1-11-1
TER	Termination	RSN	Resign - Insufficient Notice	Job Data	Terminate an employee who fails to provide written notice of resignation at least two weeks before their last day at work. K.A.R. 1-11-1(a)
TER	Termination	SEP	Separation w/o Leave Payout	Job Data	Terminate an Empl Rcd for an employee who is still actively employed on a benefits eligible position on another Empl Rcd number. This action/reason code combination prevents the automatic payout of accumulated vacation leave credits.
TER	Termination	TAF	Transfer to Affiliate	KUMC use only	Used only by University of Kansas Medical Center
TER	Termination	TNR	Not Reappointed/Continued	Job Data	Terminate an unclassified employee who is not reappointed to a position.
TER	Termination	UNS	Unsatisfactory Work Performanc	Job Data	Terminate an employee with permanent status on grounds of deficiencies in work performance. K.S.A. 75-2949

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Action	Description	Reason	Description	Component	When to Use
XFR	Transfer	EER	Employee Request	Job Data	**Classified**: Classified employee moves to a different classified position (within an agency or between agencies) with the same job classification or a job class with the same pay grade. K.A.R. 1-6-24 **Unclassified**: Unclassified employee moves to a different unclassified position (within an agency or between agencies) at a similar or lower rate of pay. **Between Services:** Employee moves from either branch of service (Classified or Unclassified) to a position in the other branch of service at a similar or lower rate of pay.
XFR	Transfer	ERI	Employer Request with In-Grade Pay Increase	Job Data	**Classified**: The appointing authority moves a classified employee to a different classified position (within the same agency) in the same pay grade at a higher step. K.A.R. 1-5-14(c)
XFR	Transfer	ERR	Employer Request	Job Data	**Classified**: The appointing authority moves a classified employee to a different classified position (within an agency or between agencies) in the same pay grade and step. K.A.R. 1-6-24 **Unclassified**: The appointing authority moves an unclassified employee to a different unclassified position at a similar or lower rate of pay. **Between Services:** The appointing authority moves an employee from either branch of service (Classified or Unclassified) to a position in the other branch of service at a similar or lower rate of pay.
XFR	Transfer	HSP	Higher Step (K.A.R. 1-5-14)	Job Data	**Classified:** Within the same agency , transfer an employee to a position in the same grade at a higher step.
XFR	Transfer	LIU	In Lieu of Layoff	Job Data	Transfer an employee who would otherwise be terminated due to layoff.
XFR	Transfer	UTC	Unclassified to Classified	Job Data	Move an employee from an unclassified position to a regular classified position at the same or similar rate of pay.