

###	ACTION	ACTION NAME	REASON CODE	ACTION REASON DESCRIPTION	WHEN/ HOW TO USE - POLICY REF WHEN APPROPRATE
	ADD	ADD USG AFFILIATE			Used to create an Organizational Instance for a USG Affiliate. Use the COM (Completion) Action to inactivate/end this instance. Use RNW (Renew) to reactivate the instance. An assignment given to a Person who is not a Legal USG Employee, but who does perform work on behalf of an Institution or the USO.
1	ADD	USG AFFILIATE	CON	Consultants	Use when a Consultant from a third party vendor has an assignment at an Institution or The USO.
2	ADD	USG AFFILIATE	DAP	Dual Appointment	Use when an employee is working at an institution other than his "home" institution, from which he is paid (and has an EMP relationship type). (The individual is Paid by their Home Institution - on an additional JOB Row, while providing services to the Requesting Institution.)
3	ADD	USG AFFILIATE	BEE	Borrowed Employee	Use when an employee from a home institution has been reassigned and will allocate a percentage of his/her time or services to the Requesting Institution.
4	ADD	USG AFFILIATE	AJF	Adjunct Faculty	Use when a Visiting Faculty member is participating in an instructional setting within the instituon.
5	ADD	USG AFFILIATE	ICT	Independent Contractor	Use when an external contractor is performing work at an instituion that requires some type of provisioning.
6	ADD	USG AFFILIATE	TAE	Temporary Agency Employee	Use when a temporary employees performs work at and institution or the USO through a third party Temporary Staffing Agency.
7	ADD	USG AFFILIATE	INT	Intern	Use when an individual has been assigned a non-paid INTERN position within the organization.
8	ADD	USG AFFILIATE	RTC	ROTC Instructor	Use when a third party instructor is used (usually from a military facility) to instruct an on-campus ROTC course.
9	ADD	USG AFFILIATE	SPV	Affiliate Supervisor	Use when Employees are supervised by Non-Employee third party resources.
10	ADD	USG AFFILIATE	SSE	Surviving Spouse of Employee	Will be sent in from Alight when they have a Surviving Spouse of an Employee that needs to be input into PeopleSoft as a USG Affiliate
11	ADD	USG AFFILIATE	SSR	Surviving Spouse of Retiree	Will be sent in from Alight when they have a Surviving Spouse of a Retiree that needs to be input into PeopleSoft as a USG Affiliate
	ADL	ADDITIONAL Assignment			Used to create an Additional Organizational Assignment that is connected to a single Organizational Instance. Use the Termination Action to inactivate this assignment. Use ADL to restart this assignment.
12	ADL		ADL	Additional Assignment	An employee is being hired to work a formal "Additional Assignment" in addition to their primary job. Additional Assignments are subordinate to the Primary Job. If the Primary Job terminates, the Additional Assignment will also terminate automatically.

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	COM	COMPLETION			Used to complete an Organizational Assignment for a USG Affiliate or a Non-Paid Affiliate. If all Organizational Assignments connected to an Organzational Instance are Completed, then the Instance will also be Completed.
13	COM	Inactivate Affiliate	INV	Involuntary	Inactivate A USG Affiliate or Non-Paid Affiliate involuntarily.
14	COM	Inactivate Affiliate	VOL	Voluntary	Inactivate A USG Affiliate or Non-Paid Affiliate voluntarily.
15	COM	Inactivate Affiliate	SSE	Surviving Spouse of Employee	Inactivate A USG Affiliate or Non-Paid Affiliate who is a Surviving Spouse of an Employee
16	COM	Inactivate Affiliate	SSR	Surviving Spouse of Retiree	Inactivate A USG Affiliate or Non-Paid Affiliate who is a Surviving Spouse of a Retiree
	DEM	DEMOTION			Used to Move an Employee from a Higher Pay Grade to a Lower Pay Grade, Range, or Amount. Action is valid only if the HR Status is Active.
17	DEM	DEMOTION	INV	Involuntary	Involuntarily transfer an employee into a position with a lower salary range within or outside of their department.
18	DEM	DEMOTION	VOL	Voluntary	An employee voluntarily transfers into a position with a lower salary range within or outside of their department
	DTA	DATA CHANGE			Non-Position Related Data Changes
19	DTA	DATA CHANGE	BAP	Begin Acting Position	Assign an Employee to an Acting Position. An ACTING appointment is defined as a position filled on a temporary basis to replace a regular unclassified employee on leave. The expectation is that the regular employee will be returning to his/her regular position in the future.
20	DTA	DATA CHANGE	BFP	Begin Sponsored Funded Position	Assign an employee to a Sponsored Funded position.
21	DTA	DATA CHANGE	BIP	Begin Interim Position	Assign an employee to an Interim Position for a period for six months or longer. An INTERIM appointment is defined as a position filled on a temporary basis.
22	DTA	DATA CHANGE	CDP	Correction-Department	Department Number/Information Correction
23	DTA	DATA CHANGE	CJC	Correction-Job Code	Correct job code.
24	DTA	DATA CHANGE	CNT	Contract Change	A Faculty employee's contract has changed or needs to be updated. This action will change an employee's Pay Group. Example: 10mth to 12mth. May change Ben Prog, and pay group.
25	DTA	DATA CHANGE	EAP	End Acting Position	An employee has completed his/her Acting Role and is returning to his/her regular position.
26	DTA	DATA CHANGE	EAR	Change Earnings Distribution	An employee's earnings need to be changed on job data. Will be used by Georgia State Only. For JED on Job Data and not directly related to Commitment Accounting.
27	DTA	DATA CHANGE	EFP	End Sponsored Funded Position	Use this when employee's Sponsor Funded position is ending.
28	DTA	DATA CHANGE	EIP	End Interim Position	An employee has completed his/her Interim Role and is returning to their regular position.

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29	DTA	DATA CHANGE	FLS	Fair Labor Standards Act	Job Data changes that do not impact annual compensation. (i.e., changes to BCAT, pay group, and/or compensation frequency without a change to annual compensation rate) This is used when the Position data update does not automatically flow to the incumbent job data.
30	DTA	DATA CHANGE	PPG	Data Change to PPGRA Appointment	Used by PPGRA for processing an appointment change.
31	DTA	DATA CHANGE	SSC	Data Correction	SSC will use this code to correct incorrect hire information. (FOR SSC USE ONLY!)
32	DTA	DATA CHANGE	UPD	Update Data	Used to update general Job Data elements that do not fall into one of the above DTA categories.
	HIR	HIRE			Used to create a new Organizational Instance for an Employee. Use Rehire (REH) to rehire using this Instance. Use Hire (HIR) to rehire and reset the Start and Service dates. Action is valid only if the prior HR Status is Inactive or if a New Hire to the Organization.
33	HIR	HIRE	HAF	Hired from Affiliate	An employee from another University System of Georgia Institution is hired at your institution. This is the final step to process a transfer in from another USG Institution.
34	HIR	HIRE	NEW	New Hire	A candidate who has never worked for the University System of Georgia is hired.
35	HIR	HIRE	ERS	State of Georgia ERS Retiree	Use to rehire (with prior USG approval) a retired employee to work 49% time or less. This Action/Reason addresses a STATE qualified ERS Retirement Plan. Different reporting requirement for State vs USG Retirees.
36	HIR	HIRE	ORP	State of Georgia ORP Retiree	Use to rehire (with prior USG approval) a retired employee to work 49% time or less. This Action/Reason addresses a STATE qualified ORP Retirement Plan. Different reporting requirement for State vs USG Retirees.
37	HIR	HIRE	TRS	State of Georgia TRS Retiree	Use to rehire (with prior USG approval) a retired employee to work 49% time or less. This Action/Reason addresses a STATE qualified TRS Retirement Plan. Different reporting requirement for State vs USG Retirees.
38	HIR	HIRE	DAP	Dual Appointment	An employee who currently working at his/her Home institution and enters into a Dual Appointment Agreement to perform services at another OneUSG institution.
39	HIR	HIRE	RET	USG Rehired Retiree	A rehired retiree is hired into a USG institution (where he has no previous job row).
40	HIR	HIRE	SUM	Hire Summer	Hire faculty for Summer Semester.
41	HIR	HIRE	EMP	New Employment Instance	Use to add a New Employment Instance to assign an employee to Multiple Jobs
	JED	EARNINGS DISTRIBUTION CHANGE			Used to Fund/Adjust Funding at the Employee Job level for NON-POSITION BASED Employees
42	JED	EARNINGS DISTRIB CHANGE	SSF	Single/Split Funding	Use to accommodate employees who are not assignee to a position. Could be single or split funding.
	LOA	LEAVE OF ABSENCE			Used to place an employee on an Unpaid Leave of Absence. Action is valid only if the HR Status is Active.
43	LOA	LEAVE OF ABSENCE	ADM	Temporary Leave	Use this option to place an employee on unpaid leave while in consultation with HR.
44	LOA	LEAVE OF ABSENCE	EDU	Educational/Professional Leave	Use when an employee takes unpaid Educational or Professional Leave.
45	LOA	LEAVE OF ABSENCE	FML	Family Medical Leave	Unpaid Family Medical Leave

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46	LOA	LEAVE OF ABSENCE	MIL	Military Service	Unpaid leave for Military Service. (First 18-Days at full pay; next, if accrued leave is available, use until exhausted; finally, once accrued leave is exhausted, calculate Military Differential) - This would likely be used after the one year maximum. (Policy Military Leave HRAP) Also review the Governor clause.
47	LOA	LEAVE OF ABSENCE	NFM	Non-FMLA Qualified Family Leave	Non FMLA Qualified Family Leave when employee doesn't meet eligibility requirements.
48	LOA	LEAVE OF ABSENCE	UPB	Unpaid leave with benefits	Unpaid leave with benefits. This is typically used for sick leave when no more accrued sick leave is available. (Employee pays premiums via Benefits Billing).
	PAY	PAY RATE CHANGE			Used to Adjust and Employee's Rate of Pay. Valid only if the prior HR Status is Active or prior Empl Status is (LOA, PLA, SUS, SWB, RET).
49	PAY	PAY CHANGE	ADJ	Market Adjustment	Pay Rate Increase based on a Market Adjustment
50	PAY	PAY CHANGE	BAP	Begin Acting Position	An employee receives pay increase for beginning acting role.
51	PAY	PAY CHANGE	BIP	Begin Interim Position	An Employee is beginning an Interim Position with a pay increase for a period of six months or longer.
52	PAY	PAY CHANGE	BTA	Begin Temporary Appointment	An employee receives a pay increase for assuming a temporary appointment in addition to regular duties.
53	PAY	PAY CHANGE	COM	Compression Adjustment	An employee is receiving a pay adjustment due to disparities in departmental or Class and Comp's market salary comparisons.
54	PAY	PAY CHANGE	DEG	Pay Increase earned Degree	An employee receives a pay increase for obtaining a Degree.
55	PAY	PAY CHANGE	DEM	Demotion - associated pay decrease	An employee is receiving a pay decrease associated with a demotion.
56	PAY	PAY CHANGE	EAP	End Acting Position	An employee's acting role (and associated pay increase) and has been completed.
57	PAY	PAY CHANGE	EIP	End Interim Position	An employee's interim position (and associated pay increase) has been completed.
58	PAY	PAY CHANGE	EQU	Equity Adjustment	An Employee is receiving a Pay Rate Increase based on an Equity Adjustment
59	PAY	PAY CHANGE	ETA	End Temporary Appointment	An employee's temporary appointment (and associated pay increase) has been completed.
60	PAY	PAY CHANGE	FLS	Fair Labor Standards Act	Salary Changes in Job Data due to FLSA mandate.
61	PAY	PAY CHANGE	IRA	In Range Adjustment	Employee is receiving an In Range Pay Adjustment. (Also use this option in lieu of Retention)
62	PAY	PAY CHANGE	MER	Merit	A action is submitted increasing an employee's salary due to a Merit Increase (May only be used when approved by the Board of Regents.)
63	PAY	PAY CHANGE	PRO	Promotion - assoc pay increase	An employee is receiving a pay increase due to a Promotion.
64	PAY	PAY CHANGE	REC	Job Reclassification	An employee is receiving a pay increase due a job reclassification. (Rate change portion of the employee's reclassification.)
	PLA	PAID LEAVE OF ABSENCE			PAID LEAVE OF ABSENCE
54	PLA	PAID LEAVE OF ABSENCE	ADM	Administrative	Use to put an employee on paid administrative leave. It may be used in consultation with HR .
66	PLA	PAID LEAVE OF ABSENCE	EDU	Educational/Professional Leave	Use when an employee takes a paid Educational or Professional Leave.

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67	PLA	PAID LEAVE OF ABSENCE	FML	Paid Family Med Leave	Used when an employee is using their benefits to cover their pay while on leave. (Payment supported by Employee Leave balances - reverts to Unpaid once balances are exhausted) - Include the Absence Cascade Logic...
68	PLA	PAID LEAVE OF ABSENCE	MIL	Military Service	Use when placing an employee on Paid leave of absence for Military Service. (First 18-Days at full pay; next, if accrued leave is available, use until exhausted; finally, once accrued leave is exhausted, calculate Military Differential)
69	PLA	PAID LEAVE OF ABSENCE	NFM	Non-FMLA qualified Family Leave	Use when placing an employee on Paid Non-FMLA qualified Family Leave (Payment supported by Employee Leave balances - reverts to Unpaid once balances are exhausted) - Include the Absence Cascade Logic...
70	PLA	PAID LEAVE OF ABSENCE	PER	Personal Leave of Absence	Use when placing an employee on Paid Personal Leave of Absence. (BPM - Section 8.2)
	POI	NON-PAID AFFILIATE			An assignment given to a Person who does not hold any Legal USG Employee Affiliation and who DOES NOT perform 'Work' on behalf of an Institution or the USO.
70	POI	Non-Paid Affiliate	USG	Non-Paid Affiliate (Volunteers)	Non-Paid Affiliates are individual who have a limited association with USG or who provide a service to USG. (May or may not require provisioning.)
71	POI	Non-Paid Affiliate	PRE	Pre-Hire	Use when a new employee needs access to facilities and/or systems just prior to hire in order to facilitate a smoother transition to Day One Employment. The use of the code is optional.
	POS	POSITION CHANGE			Include list of Position Impacted fields - get this from JOE (update descr verbage to action phrasing)
72	POS	POSITION CHANGE	CON	Contract Change	Use when an employee's paygroup changes due to a contract change.
73	POS	POSITION CHANGE	DPT	Department Change	An employee's department number on position data needs to be changed.
74	POS	POSITION CHANGE	FTE	FTE Change	An employee's FTE and Standard Hours on position data needs to be change/updated.
75	POS	POSITION CHANGE	INA	Position Inactivated	Inactivating a position ONLY
76	POS	POSITION CHANGE	JRC	Job Re-Classification	Position changes made due to position re-classification ONLY, fields changing may include Title, BCAT, Pay Group, etc.
77	POS	POSITION CHANGE	FLS	Fair Labor Standards Act	Changes to Position Data dues to FLSA Mandate.
78	POS	POSITION CHANGE	NEW	New Position	Creating a New Position ONLY – not to be used to reactivate an existing position
79	POS	POSITION CHANGE	NFY	New Fiscal Year	Creating a New Position specifically for the beginning of the fiscal year.
80	POS	POSITION CHANGE	REA	Position Reactivated	A position has changed from inactive to active status.
81	POS	POSITION CHANGE	REO	Re-Organization	Position changes are made due to Department Re-Organization, fields changing may include Title, BCAT, Pay Group, etc
82	POS	POSITION CHANGE	TTL	Title Change	Position Title is changing ONLY
83	POS	POSITION CHANGE	UPD	Position Data Update	Position data is changing, not including status or title change (i.e., BCAT, pay grade, Reports to, change in FTE that does not affect Position status, etc.)
84	POS	POSITION CHANGE	JDU	Job Description Update	Job Description is being updatd for the positoin.
85	POS	POSITION CHANGE	MGR	Reports To Update	Reports To field on Position needs to be corrected/updated.
	PRO	PROMOTION			

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86	PRO	PROMOTION	JRC	Job Reclassification	A review of job duties & responsibilities by Human Resources/Class & Comp personnel indicate that a reclassification is warranted. The job reclass results in a promotion for the employee.
87	PRO	PROMOTION	PRO	Promotion	An employee receives a promotion to a position within a higher salary range.
88	PRO	PROMOTION	ACR	Academic Rank	A faculty member receives a promotion in academic rank.
	REC	RECALL FROM SUSPENSION / LAYOFF			
89	REC	RECALL FROM SUSPENSION/ LAYOFF	REC	Recall from Suspension	An employee is returned to active status after being recalled from a suspension/layoff.
	REH	REHIRE			
90	REH	REHIRE	HAF	Rehire from Affiliate	This can only be used at an institution where the employee was previously employed, and currently has an EMPL_STATUS = 'Terminated'. It cannot be used if the employee has no previous job row.
	REH	REHIRE	PPG	Rehire PPGRA	Use when processing a Rehire through PPGRA.
91	REH	REHIRE	RIS	Reinstate Within 30 days	An employee is reinstated to employment within 30 days of termination.
92	REH	REHIRE	REH	Rehire Beyond 30 Days	A candidate that has been employed with your institution in any position and is rehired beyond a 30 break in service.
93	REH	REHIRE	RET	Rehired USG Retiree	A retired employee rehired with prior USG under approval working less than 49% of time. (Clarify AON impact: Same Institution vs Different institution)
94	REH	REHIRE	SUS	Suspend Retirement	An employee has retired, but decides to suspend the retirement and return to active status.
	RET	RETIREMENT			
95	RET	Retirement	DIS	Disability Retirement	Disability Retirement
96	RET	Retirement	PH2	Retired Conversion Phase 2	DO NOT USE. This is an action reason used for Conversion Only.
97	RET	Retirement	ERS	ERS Retirement	Employee retires with ERS
98	RET	Retirement	ERT	Early Retirement	Employee retires with benefit penalty - HR needs additional clarification, currently not offered as a BOR option.
99	RET	Retirement	RMT	Normal Retirement	Normal Retirement
	RFL	RETURN FROM LEAVE			
100	RFL	RETURN FROM LEAVE	RFL	Return from Leave	Returning an employee from an approved leave of absence.
	RNW	RENEW			
101	RNW	Renew Assignment	RNW	Renew USG Affiliate Assignment	
	RWB	RETURN FROM SHORT WORK BREAK			
102	RWB	RETURN FROM WORK BREAK	RWB	Return from Short Work Break	Returning an employee from a short work break.

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103	RWB	RETURN FROM WORK BREAK	BFA	Begin Full Time Appointment	An inactive 9-month Faculty Member is beginning their new contract term. The only effective date to be used with this Action/Reason is 08/01/XX. In most cases this Action/Reason will not be used as the 08/01/XX row will load from the Budget Module as a PAY/MER row
104	RWB	RETURN FROM WORK BREAK	BTA	Begin Temporary Appointment	Temporary Faculty is beginning the semester appointment. If a Temporary employee works in excess of 1300 hours or has been employed for 12 consecutive months, they must be either TERMINATED for a period no less than 26 weeks, or moved to REGULAR Status.
105	RWB	RETURN FROM WORK BREAK	PTP	Begin Part Time Appointment	A Part Time Faculty begins their appointment.
	RWP	RETIREMENT WITH PAY			
106	RWP	RETIREMENT	RWP	Retirement with Benefits	A USG retirement eligible employee is retiring and will need to be billed for benefits. (Verify any AON Speciality for this type of Employee)
107	RWP	RETIREMENT	DIS	Retirement on Disability	Use to indicate retirement with disability.
	SUS	SUSPENSION			
108	SUS	SUSPENSION	SUS	Suspension	Use this option to place an employee on Suspension. Used after the HR Consultation is complete.
	SWB	SHORT WORK BREAK			
109	SWB	SHORT WORK BREAK	SWB	Short Work Break	Use this to place a non-faculty employee on a short work break, rather than terminating the employee who intends to return.
110	SWB	SHORT WORK BREAK	ETA	End Temporary Appointment	Temporary Faculty is ending the semester appointment. If a Temporary employee works in excess of 1300 hours or has been employed for 12 consecutive months, they must be either TERMINATED for a period no less than 26 weeks, or moved to REGULAR Status.
111	SWB	SHORT WORK BREAK	EFA	End Full Time Appointment	A 9-month Faculty Member has completed their current contract but will remain in the current position, in an inactive status, until their next contract term begins.
112	SWB	SHORT WORK BREAK	EPP	End Part Time Appointment	A Part Time Faculty ends their appointment.
	TER	TERMINATION			
113	TER	TERMINATION	CNR	Contract Not Renewed	An employee's annual contract is not renewed.
114	TER	TERMINATION	DEA	Death	An employee dies.
115	TER	TERMINATION	EFT	End of Fixed Term Contract	An employee's contract ends for the term.
116	TER	TERMINATION	ELI	Elimination of Position	An employee is terminated due to the elimination of his position.
117	TER	TERMINATION	EOD	End of Demand	An employee's services are no longer needed. Typically use with Limited Term Faculty.
118	TER	TERMINATION	FBR	Funding / Budget Restrictons	A department has a reduction in either faculty or staff.
119	TER	TERMINATION	GFE	Grant Funding Ended	Funding for grant has ended.
120	TER	TERMINATION	GMI	Gross Misconduct	An employee is found guilty of misconduct of some type.
121	TER	TERMINATION	JOB	Job Abandonment	An employee is involuntarily terminated because she does not show up for their regularly scheduled work hours for three days and does not provide proper notification to her supervisor.

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122	TER	TERMINATION	LVE	Failure to Return from Leave	An employee is terminated because he has not returned from leave within the time frame allowed by law (or allowed by the department, if not covered by a law.)
123	TER	TERMINATION	NRF	Faculty Not Reappointed	A Part Time Faculty Member was not reappointed.
124	TER	TERMINATION	NSH	No Show	An employee is involuntarily terminated because they do not show up after hired
125	TER	TERMINATION	NWA	No Work Authorization - NRA	NRA does not have the proper documents for employment.
126	TER	TERMINATION	PRB	Probationary Period	An employee is terminated during their 6 month provisional period
127	TER	TERMINATION	REC	Rescind Retirement	A retiree decides to come out of retirement. The process is to update the Action to Terminate and use the Rescind Retirement Reason. This can be used to rescind an employee's retirement. But it will put them into an EMPL_STATUS = 'T'. It will be followed by a Rehire Action. This can only be used if the employee does not begin to receive his/her retirement benefit.
128	TER	TERMINATION	RES	Resignation	An employee voluntarily terminates.
129	TER	TERMINATION	SAE	End Semester Appointment	A part time faculty member's appointed has ended for the semester.
130	TER	TERMINATION	SSC	SSC USE ONLY - Admin Correctn	SSC will use this code to correct incorrect hire information.
131	TER	TERMINATION	STU	End of Student Employment	A student's employment has ended.
132	TER	TERMINATION	SUM	End Summer Faculty Appt	A Faculty member's summer appointment has ended.
133	TER	TERMINATION	TAF	Transfer to Affiliate	An employee is transferring to another USG institution or USO. Determined by transfer process between institutions.
	TER	TERMINATION	UNS	Unsatisfactory Performance	Use when Terminating and Employee due to poor performance.
134	TER	TERMINATION	TMP	End Temporary Employment	A temporary employee is terminated.
135	TER	TERMINATION	VIO	Violation of Rules	An employee is involuntarily terminated due to a violation of work rules.
	XFR	TRANSFER			
136	XFR	TRANSFER	ICT	Inter-institutional transfer	Used to transfer an employee to another oneusg institution. See BOR transfer policy regarding 30-day condition.
137	XFR	TRANSFER	ITR	Intra-institutional transfer	An employee transfers from one Department into another within the same institution, not the result of a restructuring.
138	XFR	TRANSFER	FLS	Fair Labor Standards Act	Used when an employee transfers to another position due to FLSA mandate.
139	XFR	TRANSFER	ROR	Reorganization	An employee is transferred into a different position, regardless of the salary range, due to departmental reorganization
140	XFR	TRANSFER	TAF	Transfer to Non-OneUSG Affiliate	An employee is transferring to another NON-oneusg institution while the Cohort Conversions are ongoing. This is used as a part of the transfer process as an intermediate step to the Termination so that benefits will not terminate. Once all institutions have been converted, this Action Reason can be inactivated. (FOR SSC USE ONLY!)