ACTION-REASON CODE REQUEST

REQUESTED BY: [   ]   Date Requested: [   ]

From the drop-down menu below choose the ACTION to which you would like to add or update a REASON code:

Existing ACTIONS: [   ]

Please choose one of the following request actions:

○ ADD a new Action Code   ○ UPDATE an existing Reason Code

○ ADD a new Reason Code   ○ INACTIVATE an existing Action or Reason Code

Check the box below or leave it blank as it relates to your request:

☐ EXCLUDE from ePAF?

Code - Short Description   [   ]   Effective Date of Code   [   ]
(3 Alpha Characters)

Code - Long Description   [   ]
(30 Characters)

Purpose: [   ]
(Explain need for additional code or
change to existing code and it's use.)

Need request fulfilled by this date: [   ]

Signature of Requestor: [   ]

Approved By: [   ]
Date:

You can digitally sign this document by clicking in the appropriate box above, then click "Continue Signing", complete your Digital ID and then click "Sign and Save as" button. Submit your signed & saved document by email using the "Submit by Email" button below. You may also print, sign, and fax the completed document to Kim Grant at 644-8821.

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For ERP Use Only

Does T&L mod 56 need to be modified? Yes or No

Approved by T&L ERP Staff: _____

If a new action code is being added:
1. Are the HRMS Security Installation Settings Affected? Yes or No
2. Does the faculty contracts dynamic values table need to be updated? Yes or No

Approved by HR ERP Staff: _____

Entered & Approved by ERP Staff: [   ]