

Separation Reason Codes - Resignations and Terminations

Updated 13-Nov-2019

Resignation Reason Codes

Code	Employee Resignation Reason	Voluntary or Involuntary	Avoidable or Unavoidable	Definition
R2	Resig--Status Chng Uncl/Class	Voluntary	U	Internal, changing classification status.
R3	Resig--Relocation	Voluntary	U	Relocating to another city/state
R4	Resig--Compensation	Voluntary	A	Resigning or moving to a new job for reasons of compensation and for no other reason. Use RO if for more than only salary (Career advancement, etc).
R5	Resig--Retirement	Voluntary	U	Retirement
R6	Resig--Early Retirement	Voluntary	U	Early Retirement
R7	Resig--Deemed Resignation	Voluntary	A	When a 5-day letter is issued via ELR "abandoned job" etc.
R9	Resig--Work Related	Voluntary	A	Dissatisfied with position. For example, doesn't like the hours, unhappy with supervisor or coworkers, bored with the job, doesn't like the work itself, etc. If accepted another job, use Other Opportunity.
RP	Resig--Post Retirement	Voluntary	U	Ending employment after a post retirement position
RR	Resig--Personal	Voluntary	U	When employee resigns for personal reasons where their resignation is unavoidable.
RO	Resig--Other Opportunity	Voluntary	A	Employee accepts a job at another employer.

Termination Reason Codes

Code	Employee Termination Reason	Voluntary or Involuntary	Avoidable or Unavoidable	Definition
TN	Term--Nonrenewal--Career Faculty	Involuntary	A	Termination of career faculty due to non-renewal. Article
T1	Term--Trial Svc Removal	Involuntary	A	Trial service not satisfactorily accomplished
T2	Term--Nonrenewal--Funding	Involuntary	A	Termination--Nonrenewal for funding reasons. (for career faculty use TN)
T3	Term--Assignment Ends	Involuntary	U	Use for pro-tem, temps, interim assignments, limited duration, summer (i.e., end of fixed term appt, except students - see T5, T8)
T4	Term--Layoff	Involuntary	A	When a layoff letter is issued via ELR
T5	Term--Graduated/No Lngr Studnt	Involuntary	U	Terminate student or GE position upon graduation.
T6	Term--Other (Appt Auth Use)	Involuntary	U	Primarily used for inactivity or doesn't fall under other categories.
T7	Term--Death	Involuntary	U	Death
T8	Term--Student	Involuntary	U	Terminate student or GE position but still a student.
TC	Term--Cause	Involuntary	A	When violate law or company policy.
TI	Term--Involuntary	Involuntary	A	Job related terminations. For example, when unsuccessful with PIP or Disciplinary Related
TM	Term--Medical	Involuntary	U	Terminations for medical reasons/no accommodation