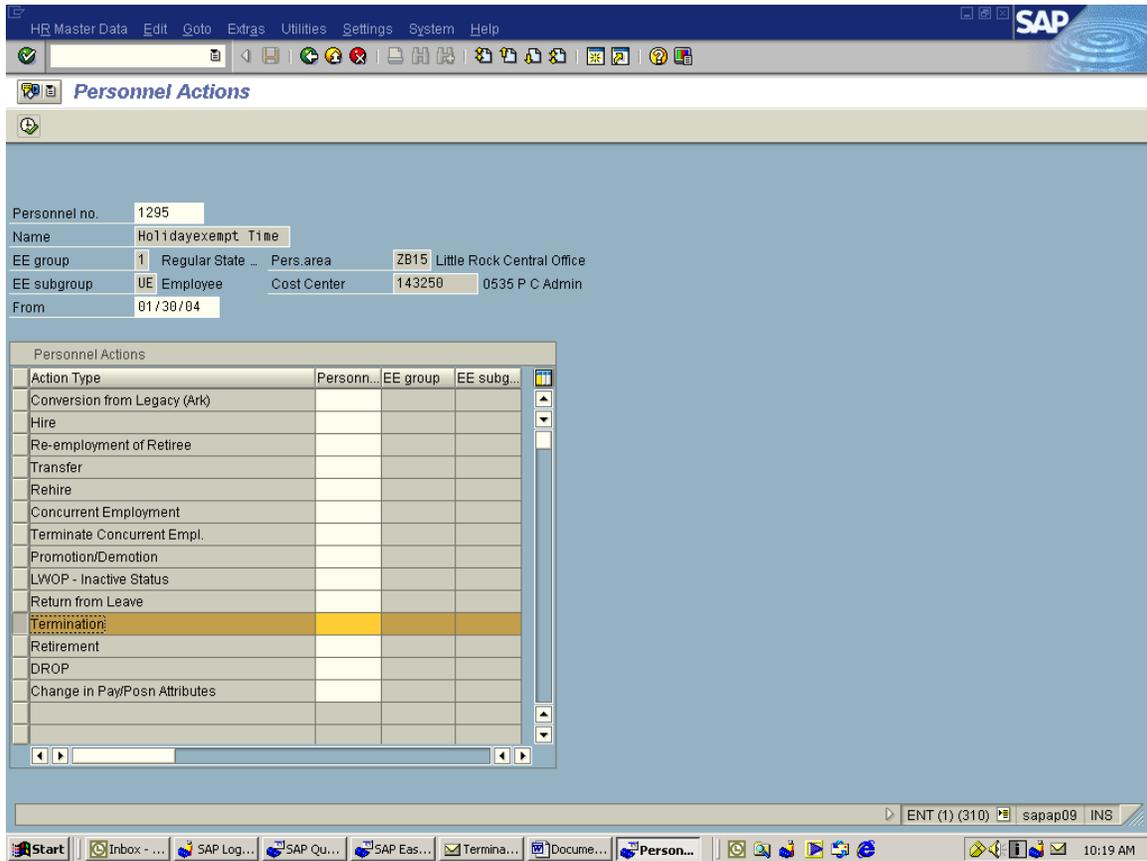
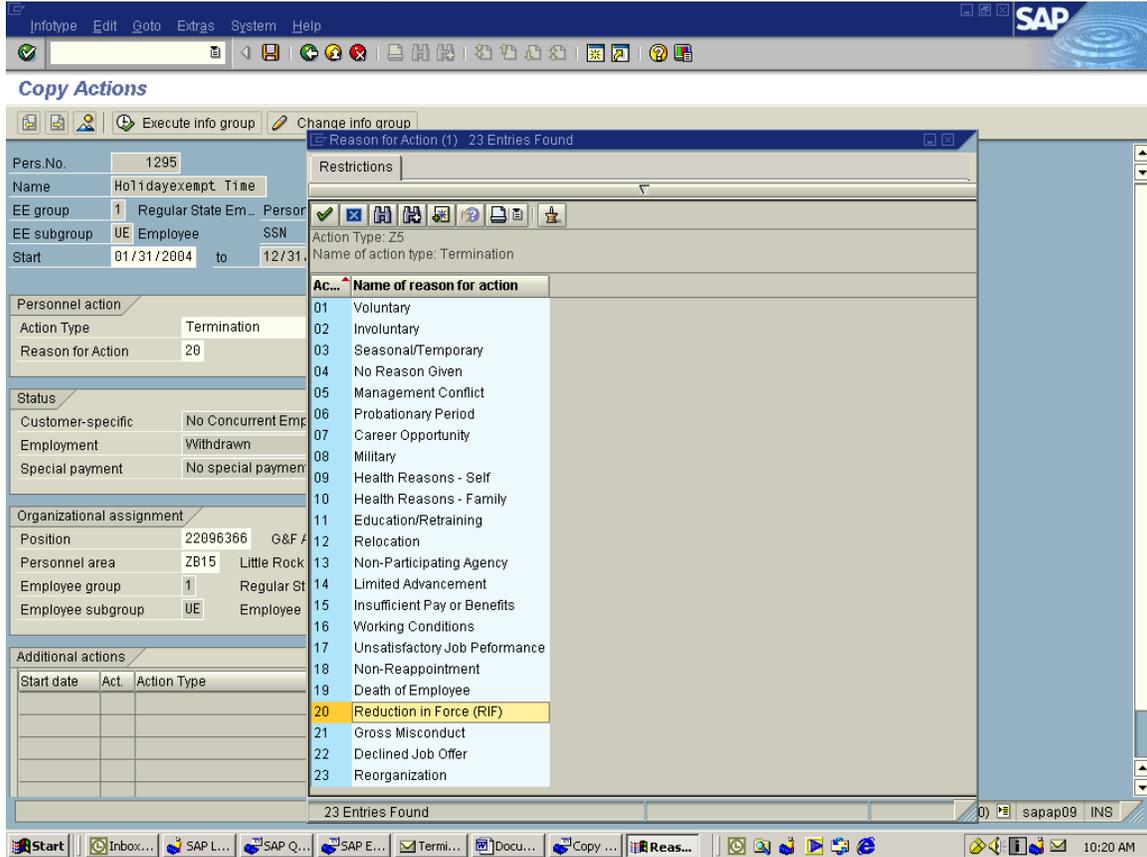


When an employee is terminated or retires due to a reduction in force, the following steps should be taken to ensure the correct reason code is used:

1. Enter Transaction PA40 and select Termination or Retirement then execute the Personnel Action.



2. On the Action Screen use the Reason for Action drop down menu and select Reason Code 20, Reduction in Force (RIF), then save the record.



3. Process the remaining two screens as you would with any termination or retirement and the process is complete.