Appendix: Actions Glossary

Action	Definition	Result	Comments
End Employment	Use to indicate resignation,		

Action	Definition	Result	Comments
Return from Leave	Use to return an employee whose employment status is Leave back into Active status.	Employee will return to former position and last identified funding.	Check that the correct Funding Group has been selected; change if necessary. Additional rows can be added as needed for further changes.
Transfer Out	Use to indicate an employee's transfer to a different Department / Location SMT combination.	Employee's FTE will display as 0.0 on this action row. This action will also automatically create a vacancy for the position the employee will no longer work. User is responsible for managing the vacancy.	
Transfer to Substitute	Use to indicate that a temporary employee is returning to the Substitute pool.	Employee's FTE will display as 0.0 on this action row. This action will also automatically create a vacancy for the position the employee will no longer work. User is responsible for managing the vacancy.	Employee will not be placed on another SMT. Employee is not ending employment with the district.
Transfer Within	Use to indicate an employee's transfer to another position within the same Department / Location SMT combination.	Employee's FTE will display as 0.0 on this action row. A vacancy must exist or be created in which to place the employee; make sure to Fill the employee in a vacant position. This action will also automatically create a vacancy for the position the employee will no longer work. User is responsible for managing the vacancy.	Check for correct endorsement(s) when appropriate.
Unassignment	Use to fully or partially unassign an employee from your site. Enter the amount of FTE the employee will continue to work at this Department/Location in the FTE field, from 0.0 to 0.999.	No vacancy will be created for this action.	HR will either place this employee in another position or the employee will be laid off.

System-Generated Actions			
Action	**Definition**	**Result**	**Comments**
Baseline	This is a system-generated action and is not available for selection.	Displays the filled or vacant position and funding information known in HR when staffing season begins.	This information is static and does not update automatically if changes occur after the SMT is loaded with data. Thihe SMT angeisllle -0.002 S0