

**Minnesota State Colleges and Universities
Office of the Chancellor - Human Resources**

Layoff and Reduction in Force Coding

	Classified	Faculty	Administrators	Unclassified Academic
S4 Unclassified Authorization Code	XXXX - Verify in SEMA4 that PCN is coded correctly for unemployment.	I1XX Verify in SEMA4 that PCN is coded correctly for unemployment.	IXXX Verify in SEMA4 that PCN is coded correctly for unemployment.	I1XX Verify in SEMA4 that PCN is coded correctly for unemployment.
Layoff or Term	Layoff	Layoff	Term	Term
Separation Type in SCUPPS	L	L	T	T
SCUPPS Additional Information	In SCUPPS, Jobs Tab - Job field, Enter <i>Layoff Notice Date</i> and <i>Layoff Expiration Date</i> .	In SCUPPS, Jobs Tab - Job field, Enter <i>Layoff Notice Date</i> and <i>Layoff Expiration Date</i> .	In SCUPPS, Current Bargaining Record - Message field, Add "RIF" and date of separation.	In SCUPPS, Current Bargaining Record - Message field, Add "RIF" and date of separation.
Action	LOF	LOF	TER	Term
Possible Reasons	LO6 = Permanent Layoff, 6 mo ER Cont LO9 = Permanent Layoff, 9 mo ER Cont L12 = Permanent Layoff, 12 mo ER Cont LOF = Permanent Layoff OTH = Layoff – Other	LO6 = Permanent Layoff, 6 mo ER Cont LO9 = Permanent Layoff, 9 mo ER Cont L12 = Permanent Layoff, 12 mo ER Cont LOF = Permanent Layoff OTH = Layoff – Other	OS9 – Term with ER Contributions TRM – Term Without Rights	OS9 – Term with ER Contributions TRM – Term Without Rights
Additional Action Reasons to be entered in SEMA4 after interface	DTA/C12 - Layoff - Permanent Layoff with Employer Insurance Contributions for 6 months (L06) and Employee Pays Insurance for 12 months DTA/C09 - Layoff - Permanent Layoff with Employer Insurance Contributions for 9 months (L09) and Employee Pays Insurance for 9 months DTA/C06 - Layoff - Permanent Layoff with Employer Insurance Contributions for 12 months (L12) and Employee Pays Insurance for 6 months	DTA/C12 - Layoff - Permanent Layoff with Employer Insurance Contributions for 6 months (L06) and Employee Pays Insurance for 12 months DTA/C09 - Layoff - Permanent Layoff with Employer Insurance Contributions for 9 months (L09) and Employee Pays Insurance for 9 months DTA/C06 - Layoff - Permanent Layoff with Employer Insurance Contributions for 12 months (L12) and Employee Pays Insurance for 6 months	S12 – Begin 12 Months of COBRA Continuation	S12 – Begin 12 Months of COBRA Continuation

Created 2/25/09

Updated 3/16/09