

<b>Title</b>	<b>Turn Over/Job Change Termination Codes</b>
<b>Version</b>	1.2
<b>Date</b>	20100917
<b>Created by</b>	Janice Minder, SDBOR
<b>Edited by</b>	Minder
<b>Copyright</b>	South Dakota Board of Regents
<b>Process Owner</b>	Human Resources
<b>Dept/Division</b>	Human Resources
<b>Get help with this process</b>	Janice Minder, Mary Larson, Emery Wasley
<b>Processes</b>	Process name 1
	Process name 2
	Process name 3
	Process name 4
	Process name 5

**Description:**

This paper was created to help define turnover and to provide the job change reasons and termination codes that coincide with the turnover report.

**Gross Turnover Defined**

Gross turnover is computed on a fiscal year based on the total benefit-eligible positions within an organization and the total benefit eligible employee separations. Again, gross turnover includes all turnovers regardless of the cause. Gross turnover gives the overall picture and is often used to compare to other organizations.

$$\text{Gross Turnover Rate} = \frac{\text{Number of Benefit Eligible Employee Separations}}{\text{Total Number of Benefit Eligible Employees}}$$

### **Avoidable Turnover Defined**

This calculation yields the most significant measure of the effectiveness of a human resource program since it represents the portion of employee turnover that management has the most opportunity to control.

To compute this type of turnover, the unavoidable separations (those that occur for reasons over which the organization normally has no control [e.g., pregnancy, return to school, illness, death, marriage, or spousal relocation]) are deducted from the total separations for a given period to get avoidable terminations. Avoidable terminations are separations that management could have or may have prevented; for example, by increasing the salary of a worker leaving for a higher-paying job, providing needed job training, addressing personality conflicts between a supervisor and employee, etc. Avoidable turnover includes voluntary resignations and involuntary resignations.

$$\text{Avoidable Separations Turnover Rate} = \frac{\text{Total Separations Less Unavoidable Separations}}{\text{Total Number of Benefit Eligible Employees}}$$

Once the percent of avoidable turnover is identified, it's important to look at turnover computed by work unit (department, division, grade, etc.), as well as a system-wide rate, to better determine whether a turnover problem is localized or evidence of a trend among certain groups of workers.

### **Reference Information:**

There are a few rule forms that had to be established to ensure that terminations for turnover would be accurate as defined.

Those rule forms include PTRTREA, PTRJCRE and PTVJVCY. It is important to note that all termination codes should be used according to the set up rules for your turnover report to be accurate. This turnover data will go to the Board of Regents, Bureau of Personnel and Legislature.



Oracle Developer Forms Runtime - Web: Open > PTRJCRE

File Edit Options Block Item Record Query Tools Help

Job Change Reason Code Rules PTRJCRE 8.0 (PROD)

Job Change Reason Code	Description	Job Change Type	Description	Display Priority on Web	Include in Change Totals
TD000	Term Deceased-Unavoid	TU	Unavoidable Termination	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TI000	Term Unsat Perform-Avoid	TA	Avoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TI001	Term Unsat Prob Perf-Avoid	TA	Avoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TI002	Term Before Invol Term-Avoid	TA	Avoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TL000	Term No Renew Contract-Avoid	TA	Avoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TL001	Term Eliminate Position-Avoid	TA	Avoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TR000	Term Early Retire-Unavoid	TU	Unavoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TR001	Term Normal Retire-Unavoid	TU	Unavoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TR002	Term Disability Retire-Unavoid	TU	Unavoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TV000	Term No Reason Given-Avoid	TA	Avoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TV001	Term Personal Reason-Avoid	TA	Avoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TV002	Term Dissat Salary-Avoid	TA	Avoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TV003	Term Work Schedule-Avoid	TA	Avoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TV004	Term Dissat Benefits-Avoid	TA	Avoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TV005	Term Work Conditions-Avoid	TA	Avoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TV006	Term Work Relations-Avoid	TA	Avoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TV007	Term Mgmt Concerns-Avoid	TA	Avoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TV008	Term No Advance Opp-Avoid	TA	Avoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TV009	Term Moving-Unavoid	TU	Unavoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TV010	Term Childcare-Unavoid	TU	Unavoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>
TV011	Term Exit Workforce-Unavoid	TU	Unavoidable Termination	<input type="checkbox"/>	<input type="checkbox"/>

Job Change Reason Code.  
Record: 58/?



PTRJCRE is defined as and is tied to PTRTREA based on the following connection in the last column.

<b>PTRJCRE_CODE</b>	<b>PTRJCRE_DESC</b>	<b>PTRJCRE_JCTY_CODE</b>	<b>PTRTREA CONNECTION</b>
TD000	Term Deceased-Unavoid	TU	DE (benefit only), V2 (non-benefit) IV (benefit), V3 (non-benefit), IR
TI000	Term Unsat Perform-Avoid	TA	(benefit) IV (benefit), V3 (non-benefit), IR
TI001	Term Unsat Prob Perf-Avoid	TA	(benefit)
TI002	Term Before Invol Term-Avoid	TA	VA (benefit), V1 (non-benefit)
TL000	Term No Renew Contract-Avoid	TA	VA (benefit), V1 (non-benefit)
TL001	Term Eliminate Position-Avoid	TA	LN (benefit), V2 (non-benefit), LR (benefit)
TR000	Term Early Retire-Unavoid	TU	RE (benefit), V1 (non-benefit)
TR001	Term Normal Retire-Unavoid	TU	RE (benefit), V1 (non-benefit)
TR002	Term Disability Retire-Unavoid	TU	RE (benefit), V1 (non-benefit)
TV000	Term No Reason Given-Avoid	TA	VA (benefit), V1 (non-benefit)
TV001	Term Personal Reason-Avoid	TA	VA (benefit), V1 (non-benefit)
TV002	Term Dissat Salary-Avoid	TA	VA (benefit), V1 (non-benefit)
TV003	Term Work Schedule-Avoid	TA	VA (benefit), V1 (non-benefit)
TV004	Term Dissat Benefits-Avoid	TA	VA (benefit), V1 (non-benefit)
TV005	Term Work Conditions-Avoid	TA	VA (benefit), V1 (non-benefit)
TV006	Term Work Relations-Avoid	TA	VA (benefit), V1 (non-benefit)
TV007	Term Mgmt Concerns-Avoid	TA	VA (benefit), V1 (non-benefit)
TV008	Term No Advance Opp-Avoid	TA	VA (benefit), V1 (non-benefit)
TV009	Term Moving-Unavoid	TU	VU (benefit), V2 (non-benefit)
TV010	Term Childcare-Unavoid	TU	VU (benefit), V2 (non-benefit)
TV011	Term Exit Workforce-Unavoid	TU	VU (benefit), V2 (non-benefit)
TV012	Completion Student Employment	TU	V2 (non-benefit)
TV013	Completion Temp Appointment	TU	V2 (non-benefit)

The following values for PTRTREA are defined:

<b>PTRTREA</b>	<b>Title</b>	<b>Description</b>
VA	Voluntary Term (Avoidable)	This code identifies employees who leave for reasons which management may have prevented. Examples are increasing salaries, job training, recruitment, or personality conflicts.
IR	Involuntary Term/Retire (Avoidable)	This code identifies employees who are terminated by manager and are eligible for retirement.
IV	Involuntary Term (Avoidable)	This code identifies employees who are terminated by management for reasons such as unsatisfactory performance.
RE	Retirement (Unavoidable)	This code identifies employees who retire or who take early retirement.
DE	Deceased (Unavoidable)	This code identifies employees who die while employed.
VU	Voluntary Term (Unavoidable)	This code identifies employees who leave for reasons of their own choice. Examples are pregnancy, return to school, marriage, or spousal relocation.
LN	Layoff/Non-Renew (Avoidable)	This code identifies employees who are laid off or whose contract will not be renewed.
LR	Layoff/Non-Renew Retire Eligible (Avoidable)	This code identifies employees who are laid off or whose contract will not be renewed and are at retirement age.
TR	Transfer in State	This is when an employee transfers from BOR to another State Agency outside the Regental System.
V1	Voluntary Term Student and Non-Benefit Eligible Employee (Avoidable)	This code identifies for BOR student and non-benefit eligible employee terminations. This code is to prevent the interface for sending termination codes to the state.
V2	Voluntary Term Student and Non-Benefit Eligible Employee (Unavoidable)	This code identifies for BOR student and non-benefit eligible employee terminations. This code is to prevent the interface for sending termination codes to the state.
V3	Involuntary Term Student and Non-Benefit Eligible Employee (Avoidable)	This code identifies for BOR student and non-benefit eligible employee terminations. This code is to prevent the interface for sending termination codes to the state.
V4	Volunteers	This code identifies for BOR Volunteer terminations. This code is to prevent the interface for sending termination codes to the state.

**Related Documents :**

See the turnover white paper.

**Links:**

NA

---



