

PER-30 PA Actions Reasons Definitions

Purpose

The purpose of this job aid is to provide a complete list of Actions and Reasons within the Integrated HR/Payroll System.

Click on the Action or Reason below to jump directly to information regarding that Action/Reason:

- [Z0 - New Hire](#)
- [Z1 - Promotion](#)
- [Z2 - Reinstatement/Reemployment](#)
- [Z5 - Investigatory w/Pay](#)
- [Z6 - Suspension](#)
- [Z3 - LOA](#)
- [Z7 - Non-BEACON to BEACON](#)
- [Z8 - Transfer](#)
- [Z9 - Appointment Change](#)
- [ZA - Reallocation](#)
- [ZB - Demotion](#)
- [ZC - Salary Adjustment](#)
- [ZD - Cancel Salary Adjustment](#)
- [ZE - Range Revision](#)
- [ZF - Separation Pay Continuation](#)
- [ZG - Separation](#)

- [ZH – Career Progression](#)
- [ZM – Band Revision](#)
- [ZR – Incorrect Hire Date](#)
- [ZS – New Hire Date Adjusted](#)
- [TABLE: Employment Status by Action](#)
- [TABLE: Temporary Actions](#)

Code & Action	Action Definition	Reason Codes and Definitions
Z0 – New Hire	The initial employment of an individual to a position in State government. This action should be used only to hire applicants who are not currently or previously employed with a State Government agency or university.	POLICY LINK: New Appointment Policy ACTION GUIDE LINK: New Hire Action Guide • 01 New Hire - is the initial employment of an individual to a position in State government or initial entry into the Integrated HR/Payroll System as a temporary employee • 02 National Guard

Code & Action**Action Definition****Reason Codes and Definitions**

POLICY LINK:

[Promotion Policy](#)

ACTION GUIDE LINK:

[Promotion Action Guide](#)

Z1 - Promotion

Within agency movement to a position assigned a higher salary grade or movement between positions from one career-banded class to another with a higher market rate or movement from one position to another within the same banded class with a higher competency level.

- **01** Promotion - is movement to a position assigned a higher salary grade or movement between positions from one career-banded class to another with a higher market rate or movement from one position to another within the same banded class with a higher competency level.
- **02** Promotion Inc-After Eff Date - employee receives remainder of increase with a current effective date (only applies to graded employees).
- **03** Acting Promotion - is a temporary movement to a position assigned a higher salary grade or temporary movement between positions from one career-banded class to another with a higher market rate or temporary movement from one position to another within the same banded class with a higher competency level.

Code & Action

Action Definition

Reason Codes and Definitions

POLICY LINK:

[Reinstatement Policy](#)

ACTION GUIDE LINK:

[Reinstatement Action Guide](#)

- **01** Return to State within 12 months (same salary grade) – employee separated from a graded position is rehired in less than 12 months to a graded position with the same salary grade.

[**NOTE:** Not to be used for re-employment from or to Career Banded positions or other non-graded pay system]

- **02** Return to State within 12 months (higher salary grade) – employee separated from a graded position is rehired in less than 12 months to a graded position with a higher salary grade.

[**NOTE:** Not to be used for re-employment from or to Career Banded positions or other non-graded pay system]

- **03** Return to State within 12 months (lower salary grade) – employee separated from a graded position is rehired in less than 12 months to a graded position with a lower salary grade.

[**NOTE:** Not to be used for re-employment from or to Career Banded positions or other non-graded pay system]

- **04** Return to State within five (5) years – employee separated from a graded position is rehired in a graded position after a separation of more than 12 months but no more than five years, or employee who separated from any non-graded pay system (banded, skill based pay, pilot

Code & Action**Action Definition****Reason Codes and Definitions**

Z5 -
Investigatory
w/pay

To investigate allegations of performance or conduct deficiencies that would constitute just cause for disciplinary action; to provide time within which to schedule and conduct a pre-disciplinary conference; or to avoid disruption of the workplace and/or to protect the safety of persons or property.

POLICY LINK:

[Investigatory Leave with Pay Policy](#)

- **01** Investigatory Placement Leave – employee can be placed on leave for no more than 30 days.
- **02** Extended – requires written approval from Agency head and the State Human Resources Director.

Code & Action**Action Definition****Reason Codes and Definitions**

POLICY LINK:

[Disciplinary Action Policy](#)

Z6 - Suspension

The removal of an employee from work for disciplinary reasons without paying the employee.

- **01** Conduct – an act that is:
 - conduct for which no reasonable person should expect to receive prior warning; or
 - job-related conduct which constitutes a violation of State or federal law; or
 - conviction of a felony or an offense involving moral turpitude that is detrimental to or impacts the employee's service to the State; or
 - the willful violation of known or written work rules; or
 - conduct unbecoming a State employee that is detrimental to State service; or
 - the abuse of client(s), patient(s), student(s) or person(s) over whom the employee has charge or to whom the employee has a responsibility or of an animal owned by the State; or
 - absence from work after all authorized leave credits and benefits have been exhausted; or
 - falsification of a State application or in other employment documentation.
- **02** Unsatisfactory Performance - work-related performance that fails to satisfactorily meet job requirements as set out in the relevant job description, work plan, or as directed by the management of the work unit or agency.
- **03** Gross inefficiency - Failure to satisfactorily perform job requirements as set out in the job description, work plan, or as directed by the management of the work unit or agency;

Code & Action**Action Definition****Reason Codes and Definitions**

POLICY LINK:

[Listing of Policies](#) (Sections 5 & 6)

- **01** FMLA – employee is out for a reason that qualifies for FMLA.
- **06** Parental (not FMLA) employee is not eligible for FMLA.
- **07** Family Illness Leave (FIL) – employee is out due to having to take care of immediate family member who qualifies for FIL.
- **08** Extended Illness – employee illness that is not covered by FMLA or short-term disability.
- **10** Reserve Active Duty (leave) – employee is exhausting vacation, bonus or comp time prior to RAD 30-day leave.
- **11** Reserve Active Duty (lump sum) - employee is paid for vacation, bonus or comp time prior to RAD 30-day leave.
- **09** Reserve Active Duty (30 days) – employee is placed on RAD 30 days with Active Duty orders (calendar days)
- **12** WC 7 day waiting period – Employee waiting period before workers’ compensation benefits begin: effective date will be the 1st day out of work. (Optional)
- **13** WC Leave of Absence w/supplement – Employee is removed from work by the treating physician and has opted to exhaust available leave according to the OSHR WC Supplemental Leave Schedule. This is effective the 8th day of absence.
- **14** WC Leave of Absence – Employee is placed on Workers’ Compensation Leave. This is effective 8th day of absence; employee is not using supplemental leave.
- **15** WC Salary Continuation Pay – Employee is placed on

Code & Action

Action Definition

Reason Codes and Definitions

POLICY LINK:

[Horizontal Transfer Policy](#)

ACTION GUIDE LINK:

[Non-Beacon to Beacon Action Guide](#)

Employee currently working for a Non-Integrated HR/Payroll System agency or State University is transferring without a break in service (separation of 31 calendar days) to an Integrated

- **01** Transfer Lateral - Movement without a break in service to a position assigned to a same salary grade or movement without a break in service between positions from one career-banded class to another with the same market rate or movement without a break in service to a position within the banded class with the same competency level.
- **02** Transfer Re-assignment - Movement without a break in service to a position assigned to a lower salary grade or movement without a break in service between positions from one career-banded class to another with a lower market rate or movement without a break in service to a position within the same banded class with a lower competency level.
- **03** Transfer Promotion - Movement without a break in service to a position assigned to a higher salary grade or movement without a break in service between positions from one career-banded class to another with a higher market rate or movement without a break in service to a position within the same banded class with a higher competency level.
- **09** Grade Band Transfer - Movement without a break in service between banded and graded classes
- **10** Class/Pay Plan Change - Employee movement between

Code & Action

Action Definition

Reason Codes and Definitions

POLICY LINK:

[Horizontal Transfer Policy](#)

ACTION GUIDE LINK:

[Transfer Action Guide](#)

- **01** Agency to Agency Lateral - movement to a position assigned the same salary grade or movement between positions from one career-banded class to another with the same market rate or movement to a position within the same banded class with the same competency level.
(Change in position number)
- **02** Agency to Agency Re-assignment - movement to a position assigned a lower salary grade or movement between positions from one career-banded class to another with a lower market rate or movement to a position within the same banded class with a lower competency level.
(Change in position number)
- **05** Agency to Agency Promotion - movement to a position assigned a higher salary grade or movement between positions from one career-banded class to another with a higher market rate or movement to a position within the same banded class with a higher competency level.
(Change in position number)
- **06** Within Agency Lateral - is a change in status resulting from assignment to a position assigned a same salary grade or movement between positions from one career-banded class to another with the same market rate or movement to a position within the same banded class with

Code & Action**Action Definition****Reason Codes and Definitions**

POLICY LINK:

[Appointment Types and Career Status Policy](#)

- **01** N/A Trainee to Permanent – employee has completed his/her trainee progression.
- **08** Supplemental to Probation – employee is changing from Temporary status to a Probationary status, within the same position, but the employee must serve a probationary period.
- **09** Supplemental to Permanent – employee is changing from a Temporary status to a Permanent status, within the same position, in which the employment in the Temporary position satisfies the probation period and credentials have been verified.
- **11** Probation to Permanent – employee has completed the probationary period.
- **03** Probation/Time-Limited to Time-Limited – employee has completed the probationary time-limited period.
- **02** Time-Limited to Permanent – employee has exceeded 36 months of employment or position is being made permanent.
- **22** Time-Limited to Probation - Employee is changing from time-limited status to probationary status within the same position.
- **04** Part-Time to Full-Time – employee hours will be 40.
- **05** Full-Time to Part-Time – employee hours will be less than 40.
- **06** Change in Hours – Part-time hours changing.
- **07** Extension of Appointment (no money involved).

Z9 -
Appointment
Change

The change in employee's type of appointment such as permanent, probation, time-limited, time-limited probationary, trainee, etc.

NOTE: Employee is not

Code & Action**Action Definition****Reason Codes and Definitions**

POLICY LINK:

[Reallocation Policy](#)

ZA -
Reallocation

The assignment of a position to a different classification documented through data collection and analysis according to customary professional procedure and approved by the State Human Resources Director.

- **01** Reallocation Up – employee graded or banded has been assigned to a higher level job to recognize the higher level duties or Temp employees assigned higher level duties
- **02** Reallocation Inc Partial - employee receives a portion of the increase. [NOTE: This action is used for employees in graded positions only.]
- **03** Reallocation Inc-After Eff Date Complete - employee receives remainder of increase. [NOTE: This action is used for employees in graded positions only.]
- **05** Reallocation Down – employee graded or banded has been assigned to a lower level job to recognize the lower level duties or Temp employees assigned lower level duties.
- **06** Reallocation Horizontal – employee graded or banded has been assigned to the same level job to recognize the same level duties or Temp employees assigned to same level duties.
- **07** Class/Pay Plan Change – Employee’s SPA classification/pay is being assigned to a different SPA classification/pay system: or assignment from SPA classification/pay to an EPA State Treasurer Investment (STI) pay plan or vice versa.
 - Graded
 - Career banded
 - Pilot banded
 - Skill Based Pay
 - Flat rate

Code & Action**Action Definition****Reason Codes and Definitions**

POLICY LINK:

[Demotion/Reassignment Policy](#)

ZB - Demotion
A change in position and/or pay which results from inefficiency in performance or as a disciplinary action.

- **01** Personal Conduct – Position - Disciplinary action resulting in employee assignment into a different position with a lower grade or lower journey market rate, or same banded class with a lower competency level.
- **02** Gross Inefficiency – Position - Disciplinary action resulting in employee assignment into a different position with a lower grade or lower journey market rate, or same banded class with a lower competency level.
- **03** Unsatisfactory Performance – Position - Disciplinary action resulting in employee assignment into a different position with a lower grade or lower journey market rate, or same banded class with a lower competency level.
- **04** Personal Conduct – Job Reallocation - Disciplinary action resulting in employee's classification changing to a graded or banded class with a lower grade or journey market rate. (Employee's position may or may not be reallocated. If not, explain work-against in comments.)
- **05** Gross Inefficiency – Job Reallocation - Disciplinary action resulting in employee's classification changing to a graded or banded class with a lower grade or journey market rate. (Employee's position may or may not be reallocated. If not, explain work-against in comments.)
- **06** Unsatisfactory Performance – Job Reallocation - Disciplinary action resulting in employee's classification changing to a graded or banded class with a lower grade or journey market rate. (Employee's position may or may not

Code & Action

Action Definition

Reason Codes and Definitions

POLICY LINK:

[Listing of Policies](#) (Section 4)

ACTION GUIDE LINK:

[Salary Adjustment Action Guide](#)

- **01** Salary Adjustment – general increase in an EPA employee or temporary employee’s base salary, or a federal “prevailing wage” salary increase to an employee with a H1B Visa. NOTE: Use of this reason for any other reason than defined must have OSHR approval.
- **02** Correct New Hire Salary - Decrease or increase in employee base salary to correct the new hire salary
- **03** Increase to Minimum – increase to bring an employee’s salary to the minimum of the salary range.
- **07** Acting Pay-Action to recognize the temporary assignment of duties of a higher-level position that is vacant or while and employee is on an extended leave of absence.

[**NOTE:** Associated pay shall be added via IT2010 Wage Type 1424 in any of the SPA pay systems.]

- **08** Retention Adjustment – increase in employee base salary due to receiving an outside offer and approval from State Human Resources Director.

[**NOTE:** Agencies typically use the in-range adjustment retention reason if the employee meets the eligibility requirements and the percentage awarded falls within the in-range adjustment policy guidelines.]

- **09** Trainee Adjustment – increase in employee base salary

Code & Action**Action Definition****Reason Codes and Definitions**

POLICY LINK:

[Listing of Policies](#) (Section 4)

ZD – Cancel
Salary
Adjustment

Cancel increase given

- **01** Cancel Salary Adjustment – employee’s salary reverts to salary prior to adjustment; adjustment removed.
- **02** Cancel Acting Pay/Promotion – employee’s salary reverts to salary prior to Acting Pay/Promotion; Acting Pay/Promotion removed.
- **03** Cancel Lead Adjustment – employee’s salary reverts to salary prior to lead adjustment; Lead Adjustment removed.
- **04** Cancel In-Range Adjustment – employee’s salary reverts to salary prior to salary before IRA; In-Range Adjustment removed.
- **05** Cancel Geographical Differential – employee’s salary reverts to salary prior to the geographical differential; geographical differential removed.
- **06** Cancel Site Differential - employee’s salary reverts to salary prior to the site differential; site differential removed.
- **07** Cancel CGRA – employee’s salary reverts to salary prior to the CGRA; CGRA removed.
- **09** Cancel Legislative Increase - employee’s salary reverts to salary prior to the LI; LI removed.
- **10** Cancel Career Progression – employee’s salary reverts to salary prior to the Career Progression; Career Progression removed.
- **11** Cancel LEO Sworn – employee’s salary reverts to salary prior to the LEO Sworn Increase; LEO Sworn Increase removed.
- **12** Cancel Temp Comp/Skill - Employee’s salary reverts to

Code & Action**Action Definition****Reason Codes and Definitions**

POLICY LINK:

[Salary Range Revision Policy](#)

ZE – Range
Revision

Any change in salary range approved by the State Human Resources Commission and resulting from changes in the labor market.

- **01** Labor Market (LM) Full - Employee receives full labor market increase approved by the SHRC.
- **02** Labor Market Partial - Employee receives a portion of the labor market increase approved by the SHRC.
- **03** LM After Effective Date Complete - Employee receives the remainder of the labor market increase approved by the SHRC.
- **04** LM After Effective Date Retro/Min - Employee is below the new minimum established by labor market; adjustment to the new minimum may be retro to SHRC approved effective date.
- **05** LM No Salary Adjustment - Employee's salary grade/quartile is being adjusted as approved by the SHRC based on labor market with no increase in pay.
- **10** Job Change Full - Employee receives full job change increase as approved by the SHRC.
- **12** Job Change Partial - Employee receives a portion of the job change increase with a balance to be awarded later when funds become available.
- **13** Job Change After Effective Date Complete - Employee receives the remainder of the job change increase approved by the SHRC.
- **14** Job Change After Effective Date Retro to Min - Employee is below the new minimum established by job change; adjustment to the new minimum may be retro to SHRC approved effective date.

Code & Action**Action Definition****Reason Codes and Definitions**

POLICY LINK:

[Listing of Policies](#) (Sections 11 and 12)

ZF – Separation Pay Continuation Employee separates but is receiving a check for a specific period of time.

- **01** Retirement (Law Enforcement Supplement) – paid to eligible LEOs until they reach 62nd birthday. (Only for eligible LEOs who are currently contributing to the LEO Retirement system.)
- **02** Reduction in Force Severance and/or Health Insurance – employee is reduced in force for reasons of shortage of funds or work, abolishment of a position, or other material changes in duties or organization; the Office of State Budget has determined that the employee is eligible for severance. This action and reason will be used for paying severance; action and reason also used for employee until he or she is no longer eligible for health insurance (normally 12 months unless the employee is provided health coverage on a non-contributory basis by a subsequent employer). The Agency will separate the employee after the 12 months. (ZG – Separation) but they must coordinate with BEST HR/Benefits prior to processing the Action.
- **04** Separation – Short-Term Disability – employee is separated but still receiving Short-Term Disability benefits.
- **09** STD Exhausting Leave Payout – employee is separated but is exhausting leave.
- **10** LTD Exhausting Leave Payout – employee is separated but is exhausting leave.

Code & Action**Action Definition****Reason Codes and Definitions**

POLICY LINK:

[Separation Policy](#)

- **01** Better Employment – accepted employment from private company
- **02** Personal Reasons – leaving for personal reasons
- **03** Involuntary Separation - (1) the employee's inability to return to all of his/her position's essential duties and work schedule due to a medical condition or the vagueness of a medical prognosis; or (2) the employee and the agency cannot reach agreement on a return to work arrangement that meets both the operating needs of the agency and the employee's medical/health needs.
- **04** Did not Report – no show
- **05** Voluntary resigned without Notice - employee who is absent from work and does not contact the employer for three consecutive scheduled workdays may be separated from employment as a voluntary resignation
- **06** RIF with no Severance/Health Insurance - employee reduced in force for reasons of shortage of funds or work, abolishment of a position, or other material changes in duties or organization, but the employee is not eligible for severance or health insurance benefits.
- **07** No Reason Given – employee didn't give a reason.
- **08** Long-Term Disability – employee has exhausted short-term disability and been approved by the Retirement System to be separated to Long-Term Disability.
- **09** Retirement - The last day of work shall be the date separated, except in cases where an employee is

Code & Action**Action Definition****Reason Codes and Definitions**

POLICY LINK:

[Listing of Policies](#)

- **01** N/A Grade Band Transfer – Employee movement between banded and graded classes (Banded to Graded Classes and Graded to Banded Classes).
- **02** CP-Comp/Skill - Pay factors support a salary adjustment within the pay range of the employee's career-banded class competency level, in conjunction with the employee's attainment and demonstrated use of competencies in the same position at the same overall competency level. The employee's overall competency level will not change. (If salary adjustment is not granted due to funding issues, an action is not processed.)
- **05** CP-Labor Market – An employee's salary is low in relation to market guidelines applicable to the employee's competencies, and a salary adjustment is in order. Such a situation could be due to: an adjustment in the banded class market rates in conjunction with a labor market study; implementation of a market reference rate with the agency/university; insufficient funding at time of career banding implementation to pay employee at appropriate rate; removal of an internal equity/pay alignment issue that had prevented an employee from being paid at appropriate competency rate.
- **06** CP-Comp Level Change – Employee's overall competency level is changing as a result of the employee's attainment/assignment and demonstrated use of competencies at a higher or lower overall competency level

Pay factors support a salary adjustment and/or competency level adjustment within the pay range of the employee's career-banded class, in conjunction with the

ZH – Career Progression

Code & Action	Action Definition	Reason Codes and Definitions
		POLICY LINK:
ZM - Band Revision	Commission approved change in career-banding rates based on labor market review.	Listing of Policies • 01 Movement of Market Rates – employee receives the difference between Journey rates
ZR - Incorrect Hire Date		• 01 Incorrect Hire Date - This action/reason is used by BEST HR only. It negates an incorrect hire date and makes the employee withdrawn. For example, employee entered into system effective Oct 1 but did not arrive until Oct 14. Action makes employee withdrawn for this time period and must be followed with ZS/01 - New Hire Date Adjusted/Correct Hire Date to make employee active in system.
ZS - New Hire Date Adjusted		• 01 Correct Hire Date - ZS/01 – This action/reason is used by BEST HR only. A revision of sorts and actually corrects the effective date by moving the date forward to Oct 14 from the entered hire/reinstatement date of Oct 1...Makes the employee active with correct revised hire date. Can move the date forward only; cannot revise the date backward.

Employment Status by Action

Active Status	Inactive Status	Withdrawn Status
Appointment Change	Separation Pay Continuation	Incorrect Hire Date
Band Revision	Suspension	Separation
Cancel Salary Adjustment		
Career Progression		
Demotion		
Investigatory w/Pay		
LOA		
New Hire		
New Hire Date Adjusted		
Non-Beacon to Beacon		
Promotion		
Range Revision		
Reallocation		
Reinstatement/Reemployment		
Salary Adjustment		
Transfer		

Temporary Actions

Action	Reason	Inactive Status
Z0 - New Hire	01 – New Hire	Initial entry into the Integrated HR/Payroll System as a temporary employee

Action	Reason	Inactive Status
Z2 - Reinstatement/Reemployment	19 - Return to Supplemental	Return to work
Z3 - LOA	19 - Return to Supplemental	Employee waiting period before Workers' Compensation begins payment
<i>(Temps are eligible for WC)</i>	12 - WC 7 day waiting period	Employee is placed on Workers' Compensation
	07 - Return to State within 5 years	Or employee separated from Non-Integrated HR/Payroll agency or State University and is rehired as a temporary employee in the Integrated HR/Payroll within five years
Z7 - Non-Beacon to Beacon		Employee separated from Non-Integrated HR/Payroll
	08 - Return to State after 5 years	System agency or State University and is rehired as a temporary employee in the Integrated HR/Payroll System after five years
		Employee movement from a temporary position to a permanent position (Change in position number)
Z8 - Transfer	12 - Temp to Perm	• Temporary employees should be separated at the end of a Temporary assignment EXCEPT for the following scenario: ◦ A Temporary employee separates from their Temporary assignment and begins a Permanent assignment within the next 14 calendar days. The correct Integrated HR/Payroll System action would be Transfer/Temp to Perm.

Action	Reason	Inactive Status
14 - Temp to Temp	Employee movement from a temporary position to another temporary position (Change in position number)	
60 - Within Agency Reorganization	Position and employee are being transferred to a new supervisor, work unit, county, and/or cost center within the current agency due to reorganization. Position number does not change. Temp reorganization within agency	

Action	Reason	Inactive Status
61 - Agency to Agency Reorganization	Position and employee are being transferred to a new supervisor, work unit, and/or cost center outside of the current agency due to reorganization. Position number does not change. Temp reorganization from agency to agency	
	08 - Supplemental to Probation	Employee is changing from Temporary status to a Probationary status, within the same position, but the employee must serve a probationary period
Z9 - Appointment Change	09 - Supplemental to Permanent	Employee is changing from a Temporary status to a Permanent status, within the same position, in which the employment in the Temporary position satisfies the probation period and credentials have been verified
	13 - Permanent to Supplemental	Employee status that is Temporary

Action	Reason	Inactive Status
15 - Change in FSLA	Employee overtime eligibility status (FLSA) is changing. (most used by temps)	
20 - Supplemental to Time-Limited	Employee is changing from Temporary status to a Time-Limited status	
21 - Supplemental to Probation TL	Employee is changing from Temporary status to Probation Time-Limited status.	
ZA - Reallocation	01 - Reallocation Up	Employee graded or banded has been assigned to a higher level job to recognize the higher level duties. Or Temp employees assigned higher level duties
	05 - Reallocation Down	Employee graded or banded has been assigned to a lower level job to recognize the lower level duties. Or Temp employees assigned lower level duties
	06 - Reallocation Horizontal	Employee graded or banded has been assigned to the same level job to recognize the same level duties. Or Temp employees assigned to same level duties

Action	Reason	Inactive Status
ZC - Salary Adjustment	01 - Salary Adjustment	General increase in an EPA employee or temporary employee's base salary, or a federal "prevailing wage" salary increase to an employee with a H1B Visa. NOTE: Use of this reason for any other reason than defined must have OSHR approval
	02 - Correct New Hire Salary	Decrease or increase in employee base salary to correct the new hire salary
ZG - Separation	13 - Supplemental Appt. Term	End of temporary appointment

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