

Job Aid: PAYPATH Position Data Change, Action/Reason Code Selection - Staff

Page	Action	Reason	Description
Position Data	POS – Position Change	COR – Position Data Correction	Used to update Position Attributes due to data corrections.
		ERC – Update Employee Relations Code	Used to update Employee Relations Code.
		FL2 – FLSA Update- Does Not Meet	Used when the employee does not meet the salary basis test and the FLSA needs to be overridden.
		FL3 – FLSA Revert	Used to revert the FLSA status back to default when an employee's additional/concurrent job or dual employment ends.
		FLS – FLSA Override Due to Review	Used to update the FLSA status when an employee receives an additional/concurrent job.
		FTE – Revert to Position FTE	Used when user wants to reconnect the Position Data FTE with Job Data FTE (if it is currently disconnected) in order for the Position FTE to 'control' the Job Data FTE. The Include FTE check box becomes editable, and user should check this box to ensure that the two are connected.
		JFT – Job Data FTE Override	Used to allow the Job record to override the FTE defaulted from the Position. This would mean that the Position FTE and Job FTE will not be the same. The Include FTE check box becomes editable, and user should 'uncheck' this checkbox to disconnect the two. Example: - Used for employees who have a temporary change in FTE (for example, where Position FTE may remain 'as is', however Job Data FTE is reduced).
		JRD – Job Reclassification - Downward	A change to the current position where the position is given a lower salary range maximum, upon completion of a classification review.
		JRL – Job Reclassification - Lateral	A change to the current position where the position is reclassified and given the same salary range maximum in a different Job Code or Employee Relation Code upon the completion of a classification review.
		JRU – Job Reclassification - Upward	A change to the current position where the position is given a higher salary range maximum, upon completion of a classification review.
		JSH – Job Sharing	Used when more than one person will fill a position temporarily.
		PIT – Permanent Increase In Time (FTE)	Permanent increase in percent time (Position FTE). The employee could have a change in JOB.FTE as well.
		PRO – Promotion	Used to advance a position from grade to grade. This will require a change in job code.
		PRT – Permanent Reduction In Time (FTE)	Permanent reduction in percent time (Position FTE). This would change the employee's FTE on the Job.
		REO – Re-Organization/Restructure	Position change due to reorganization and/or restructuring within the same Business Unit.

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		RTC – Reports To Change	A change to the reports-to position.
		TIT – Temporary Increase in Time	Temporary increase in percentage of effort for employees whose effort is normally less than 100% or full-time.
		TRT – Temporary Reduction in Time	Used to decrease the FTE field on the Position Data Page. For example, temporary decrease in percentage of effort for employees whose effort is normally 100% or full-time.
		XFR – Transfer	Use when moving/transferring a position from one department to another within the same Business Unit.
Job Data	DTA – Data Change	CAR – Limited to Career	Used to update employee's Employee Class from Limited to Career due to 1,000 hour rule.
		CONV: Extension	Conversion Use Only: Used for future dated staff extensions populated through conversion.
		COR – Correction-Non Pay Related	Non pay related data change to correct erroneously entered information. (Example: appointment location changed, probation updates or changes.)
		CPR – Correction-Pay Rate	Pay related data change to correct erroneously entered information. (For UCPC use only)
		CPT – Change in Percent Time (FTE)	Used to increase/decrease percent time (Job Data FTE) on an academic or staff appointment. Should only be used if Position Data FTE does not control Job Data FTE, otherwise Job Data FTE field is display only.
		ERI – Update ERIT End Date	Used to update the ERIT End Date field on the UC Job Data page.
		EXP – Extend Expected Return Date	Used to extend expected return date for employees on short work break.
		EXT – Add/Extend Appointment	Used to add or extend temporary appointment.
		LUE – Update Location Use End Date	Used to update the Location Use End Date field on the UC Job Data page.
		PHR – Update Phased Retirement End Dt	Used to transition into retirement by reducing their appointment percentages over a period of 120 days for up to 3 years. This is only applicable to those that voluntarily participate in an approved system-wide phased retirement program.
		PRB – Update Probation Code/End Date	Used to update probation code and its related information.
		TMF – Update Auto Termination Flag	Used to update the auto termination flag.
		TRL – Update Trial Employment Date	Used to update an employee's Trial Employment Date.
	JED – Earnings Distribution Change	ERT – ERIT-EE Reduction in Time	Used to place an employee (Exempt & Non Exempt) on ERIT. The employee's Job FTE will not be reduced. This action will require manual entry of Job Earnings Distribution.
		JED – Negotiated Compensation Plans	For Health Sciences Comp Plan, MSP Staff Physician Comp Plan or Negotiated Trial Salary Program use only. This can also be used for Summer Salary where the Earn Code for a given Salary Plan/Grade is not REG. This action will require manual entry of Job Earnings Distribution.

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	PAY – Pay Rate Change	PHR – Phased Retirement Program	Used to transition into retirement by reducing their appointment percentages over a period of 120 days for up to 3 years. This is only applicable to those that voluntarily participate in an approved system-wide phased retirement program.
		RET – Return to Normal Hours/Dist	Used to return employees to normal hours or distribution. This action will require manual entry of Job Earnings Distribution.
		ACR – Accretion to Bargaining Unit	Used when employee is moved from non-represented to represented unit. This can be used for both academic and staff.
		ATB – Across-The-Board	Used for an across the board mass increase due to contract negotiations or other across-the-board increases.
		DEM – Demotion	The pay rate change for an employee who has moved from one position to another which has a lower salary range maximum.
		EQU – Equity	A pay rate change for a salary increase granted to correct an internal or external/market inequity.
		JRD – Job Reclass - Downward	Used to add a pay rate change for the job reclassification. This action/reason should be a 2nd row inserted in Job upon the position change.
		JRL – Job Reclass - Lateral	Used to add a pay rate change for the job reclassification. This action/reason should be a 2nd row inserted in Job upon the position change.
		JRU – Job Reclass - Upward	Used to add a pay rate change for the job reclassification. This action/reason should be a 2nd row inserted in Job upon the position change.
		MER – Merit	A pay rate change that is a performance-based salary increase granted in accordance with the applicable merit program guidelines or contract provision.
		MIN – Bring to Meet Minimum	A salary increase granted in order to raise an employee's salary to meet a new minimum salary range or step rate.
		PRO – Promotion/Academic Promotion	Used for pay rate change that occurs due to a Promotion.
		REF – Range Adjustment/Comp Refresh	Will be used by Comp Refresh process only. The process could be run for the following reasons: -Range Adjustment -Academic Scale Adjustment -Across the Board Increases -Mass updates
		STI – Step Increase/Progression	A pay rate change that is an advancement to a higher step in accordance with applicable contract provisions. Will be used in the Administer Compensation business process.
	POS – Position Change	COR – Position Data Correction	
		ERC – Update Employee Relations Code	
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		JFT – Job Data FTE Override	<p>These Action/Reason combinations are automatically copied to a new row on the Job Data tab when a position change is made on the Position Data tab and that change impacts incumbent Job Data information.</p> <p>Refer to Position Data action and reason codes for description.</p>
		JRD – Job Reclassification - Downward	
		JRL – Job Reclassification - Lateral	
		JRU – Job Reclassification - Upward	
		JSH – Job Sharing	
		PIT – Permanent Increase In Time (FTE)	
		PRO – Promotion	
		PRT – Permanent Reduction In Time (FTE)	
		REO – Re-Organization/Restructure	
		RTC – Reports To Change	
		TIT – Temporary Increase in Time	
		TRT – Temporary Reduction in Time	
		XFR – Transfer	
	RES – Reserve/ Faculty Abeyance	RES – Reserve Appointment (Staff)	Used to place employee's appointment on full-time reserve.
	RFR – Return from Reserve/ Abeyance	RFR – Return to Normal Appointment	Used to return an employee from reserve.
	SWB – Short Work Break	FLT – Floaters/TOPS	<p>Used for floater employees during periods of inactivity.</p> <p>Criteria: Limited to 4 consecutive calendar months. SWB can only be used when the department intends for the floater to return to employment following the SWB. If this is unknown, the employee should be terminated. The SWB should not exceed the floater's job record end date.</p>
		LMT – Limited Employees	<p>Used for limited employees off pay status.</p> <p>Criteria: Limited to 4 consecutive calendar months. SWB can only be used when the department intends for the limited employee to return to employment following the SWB. If this is unknown, the employee should be terminated. The SWB should not exceed the employee's job record end date.</p>
		P09 – Partial Year Career - 09 Months	Used to place a 9 month PY Career employee on Short Work Break.
		P10 – Partial Year Career - 10 Months	Used to place a 10- month PY Career employee on Short Work Break.
		P11 – Partial Year Career - 11 Months	Used to place an 11 month PY Career employee on Short Work Break.

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	RWB – Return from Work Break	UST – Staff Students	Used to put undergraduate students (covered under PPSM) off pay status over the summer or in between quarters/semesters. Criteria: Limited to 4 consecutive calendar months. SWB can only be used when the department intends for the student employee to return to employment following the SWB. If this is unknown, the student employee should be terminated. The SWB should not exceed the student's job record end date.
		RWB - Return from Short Work Break	Used to return an employee from Short Work Break.
		P09 – Partial Year Career - 09 Months	Used to return a 9 month PY Career employee from Short Work Break.
		P10 – Partial Year Career - 10 Months	Used to return a 10- month PY Career employee from Short Work Break.
		P11 – Partial Year Career - 11 Months	Used to return an 11 month PY Career employee from Short Work Break.