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

Page	Action	Reason	Description
Position Data	POS – Position Change	APU – APU Change	Used by Academic Personnel when there is a change to the Academic Programmatic Unit (APU) scale.
		CID – Change in Duty Station	Used to update a Location Code when a change of duty station is approved. This occurs when the faculty member's regular, ongoing, University duties must be carried out at a location other than the campus.
		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 duel 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 FTEs 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).
		LVL – Post Doc Level Progression	Used for Post Doc Level progression. Salary Grade is updated in Position Data and pay rate change is made in Job Data.
		PIT – Permanent Increase In Time (FTE)	Academic Personnel Use: Permanent increase in percent time (Position FTE). The employee could have a change in JOB.FTE as well.
		PRI – Permanent Reduction - Layoff	Used to permanently reduce the Standard Hours/FTE due to a partial layoff.
		PRO – Promotion	Used to advance an academic appointee from one rank to another within the same title series.
		PRT – Permanent Reduction In Time (FTE)	Permanent reduction in percent time (Position FTE). This would change the employee's FTE on the Job.
		REG – Regularization	Transition from acting status to regular status after completing Ph.D. or obtaining permanent residency.

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		REO – Re-Organization/Restructure	Position change due to reorganization and/or restructuring within the same Business Unit.
		RTC – Reports To Change	A change to the reports-to position.
		SEC – Series Change	Permanent change from one academic series to another.
		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	Used when moving/transferring a position from one department to another within the same Business Unit.
Job Data	DTA – Data Change	ASM – Active Service Modified Duties	Used for tracking modified service when an academic appointee has substantial responsibility for a newborn child or adoptee.
		ASR – Return from ASMD	Use to return a faculty member to regular service after a period of Active Service Modified Duties.
		CNT – New Contract (Contract Pay)	Used to assign someone to a new/renewed contract. User should update Compensation Frequency to 'Contract' and Pay Components as required.
		COR – Correction-Non Pay Related	Non pay related data change to correct erroneously entered information.
		CPR – Correction-Pay Rate	Pay related data change to correct erroneously entered information.
		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 EE level Job Data FTE. Otherwise Job Data FTE field is display only.
		CRE - CONV: Reappointment	Conversion Use Only: Used for future-dated academic reappointment populated through conversion.
		DIS - CONV: Distribution Begin Date	Used for Conversion only.
		EPR – Extension Pending Review	Extension of end date pending review.
		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.
		FRQ – Update Job Comp Frequency	Used to move employee to a new Compensation Frequency at the beginning of January or July.
		LUE – Update Location Use End Date	Used to update the Location Use End Date field on the UC Job Data page.
		PST – Update Post Doc Anniversary Dt	Used to update the Post Doc Anniversary Date.
		RCN – Remove Contract Pay	Used to remove the Contract Pay Comp Rate Code and Compensation Frequency.
		REA – Academic Reappointment	Used with Assistant Professors and any other term appointed academics.

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		TMF – Update Auto Termination Flag	Used to either select or deselect the 'End Job Automatically' check box.
		UCC – Update Off Scale Rate Code	Used to update the Pay Component Comp Rate Code associated to an Employee's Off Scale Rate.
	JED – Earnings Distribution Change	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.
		RET – Return to Normal Hours/Dist	Used to return employees to normal hours or distribution.
	PAY – Pay Rate Change	AAS – Advancement to Above-Scale	Used to enter compensation data when the EE has exceeded the maximum Step in his current Salary Grade. The user would remove the step value and enter Pay Components for the Above Scale Rates (for example: Above Scale X, X' and so on).
		AMR – Academic Merit/Reappointment	A pay rate change that is a performance-based salary increase or related to academic reappointment.
		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.
		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.
		NEG – Change in Negotiated Salary	Change in annual negotiated salary. Negotiated compensation plan members only (for example: HSCP, NSTP and so on).
		OFF – Off Scale Increase	New or increased off-scale salary component as a result of a retention, equity or academic review.
		OSD – Off Scale Decrease	Decrease in off-scale salary component.
		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
		ROP – Change to Record-Only Pay Rate	Change to the rate of pay from a non-UC source that is being tracked for records purposes only, such as for Postdocs Paid Direct.

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		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.
		U18 – Unit 18 Salary Increase	Contracted salary increase based on quarters of service or other reason.
		WOS – Move to/from Without Salary	Used to move someone to the WOS comp rate code. The overnight pay group assignment program will then move the EE to the 'WOS' pay group based on his newly added 'UCWOS' Pay Component.
	POS – Position Change	APU – APU Change	These Action/Reason combinations are automatically copied to a 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. Refer to **Position Data** action and reason codes for description.
		CID – Change in Duty Station	
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		REG – Regularization	
		REO – Re-Organization/Restructure	
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		XFR – Transfer	

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	RES – Reserve/Faculty Abeyance	ABY – Faculty Abeyance	Used to place a faculty job in abeyance. Employee has another full time administrator position.
	RFR - Return from Reserve/Abeyance	RFR – Return to Normal Appointment	Used to return an EE from abeyance.
	SWB – Short Work Break	BEN – U18-Benefits Bridge Eligible	Used to put Unit 18 employee off pay status in between quarters/ semesters of active employment. The employee is eligible to request a Benefits Bridge. Criteria: Limited to 3 consecutive months. Non-Continuing Unit 18 titles must have an approved job to which they will return at the end of the SWB, otherwise a termination should occur.
		GST – Academic Students	Used to put academic students off pay status over the summer or in between quarters/semesters. Criteria: Limited to 4 consecutive months. Must only be used when there is intent to return to student employment at the end of the SWB, but the job does not necessarily need to be in place.
		RFB – Research Funding Bridge	Used to place an employee that is awaiting research funding on SWB. Criteria: Limited to 4 consecutive months. Used when the employee is not working and there is an approved reappointment that is pending the arrival of contract/grant funding. There must be proof of incoming funding.
		U18 – U18-Benefits Bridge Not Elig	Used to put Unit 18 employee off pay status in between quarters/ semesters of active employment. The employee is not eligible to request a Benefits Bridge. Criteria: Limited to 12 consecutive months. Non-Continuing Unit 18 titles must have an approved job to which they will return at the end of the SWB, otherwise a termination should occur.
		UNX – University Extension	
		VAR – Academic Variable Appointment	Used to put an exempt academic employee with a highly variable schedule off pay status in between periods of active employment. Criteria: Limited to 12 consecutive months. Used during periods of inactivity for exempt academic appointees with intermittent service (e.g. seasonal or on-call).
	RWB – Return from Work Break	RWB – Return from Short Work Break	Used to return an employee from Short Work Break.
	CNV - Conversion	CNV – Conversion Use Only	Used for positions generated during the conversion.