

PeopleSoft Actions	PeopleSoft Reason Codes	Long Description
<u>Create Appointment Record, Change Employing Agency or Change Home Base</u>		
Transfer	291	Diff Appointment in Diff Employing Agency
Data Chg	293	New Appt ID-Home Base
Hire	200	Additional Position
Termination	201	Deletion of a Position
Transfer	234	Reorg/Program Transfer
Posn Chg	290	Different Appointment in Same Employing Agency
Transfer	294	Same Appointment in Diff Employing Agency
Termination	292	Change Appt ID Home Base
<u>Fund Change</u>		
Erns Distr	580	Establ or Change Acctg Profile
Erns Distr	581	Fiscal Year Rollover
Erns Distr	582	Account Code Conversion
<u>Non-Compensated Appointments</u>		
Termination	WOT	Separation of Non-Comt Appt
Hire	WOX	Non-Compensated Appointment
Data Chg	WOY	Chngs to Non-Comp Appointment
<u>Appointments</u>		
Hire	009	Exempt Appointment
<u>Pay Rate Change</u>		
Pay Rt Chg	405	Annual Salary Adjustment*
Pay Rt Chg	406	Special Salary Adjustment**
Pay Rt Chg	420	Change to New Salary Schedule
Pay Rt Chg	433	Ann Sal Adj & Pay Adj-other
Promotion	434	Ann Sal Adj & Promotion
Promotion	436	Ann Sal Adj, Pay Adj, & Prom
Pay Rt Chg	440	Pay Adjustment-other***
Promotion	449	Pay Adj-other & Promotion
Pay Rt Chg	457	Additional Stipend/Differential
Pay Rt Chg	458	Additional Stipend/Differential Adjust
Pay Rt Chg	459	Extension of Additional Stipend/Differential
Pay Rt Chg	467	Deletion of Additional Stipend/Differential
<p>* Use 405 for routine salary adjustments like collective bargaining increases or BOR-approved increases (as in the case of grad assistants and E/M's).</p> <p>** Use 406 for special adjustments like merit or equity adjustments.</p> <p>*** Use 440 for all other adjustments (note: use 522 when changing from 9mo to 11mo or 11mo to 9mo).</p>		

PeopleSoft Actions	PeopleSoft Reason Codes	Long Description
<u>Wages in Kind</u>		
Wages in Kind	481	Wages in Kind-Lodging**** **** DO NOT USE this code w/out first consulting OHR
Wages in Kind	482	Wages in Kind Adj-Lodging **** DO NOT USE this code w/out first consulting OHR
Wages in Kind	483	Wages in Kind-Other**** **** DO NOT USE this code w/out first consulting OHR
Wages in Kind	484	Wages in Kind Adj-Other**** **** DO NOT USE this code w/out first consulting OHR
Wages in Kind	487	Delete Wages in Kind-Lodging**** **** DO NOT USE this code w/out first consulting OHR
Wages in Kind	488	Delete Wages in Kind-Other**** **** DO NOT USE this code w/out first consulting OHR
<u>Employment & Pay Rate Continuation</u>		
Data Chg	470	Emplymnt & Pay Rate Continued
<u>Leave With Pay</u>		
Paid LOA	490	Sabb/Prof Improvement Leave
Data Chg	494	Changes While on Paid Leave - Other
Data Chg	495	Sal Adj While on Paid Leave
Paid LOA	496	Study Leave
<u>Position Changes</u>		
Job Reclas	501	Position Realloc-Higher Range
Job Reclas	502	Position Realloc-Lower Range
Job Reclas	503	Position Realloc-Same Range
Job Reclas	511	Repricing-Upward
Job Reclas	512	Repricing-Downward
Data Chg	520	Change in BOR Title
Data Chg	521	Change in FTE
Pay Rt Chg	522	Ch Appt 9 to 11, or 11 to 9 Mo
Data Chg	523	Change in FTE - Partial Leave w/out Pay
Data Chg	524	Change in FTE - Extention of Partial LWOP
Data Chg	525	Change in FTE - Return from Partial Leave w/out Pay
Promotion	550	Promotion
<u>Return from Leave With Pay</u>		
Return-LOA	590	Ret to Duty Frm Sab/Prf Imp Lv
Return-LOA	596	Ret to Duty frm Study Leave

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<u>Leave Without Pay</u>		
LOA	608	LWOP-Military Service
LOA	610	LWOP-Personal Reasons
LOA	619	LWOP-Prof Improvement
LOA	621	LWOP-Unauthorized Absence
LOA	622	LWOP-Suspension
LOA	637	LWOP-Family Leave
LOA	647	LWOP-Lack of Work**** **** DO NOT USE this code w/out first consulting OHR
LOA	645	LWOP-No Prorata Summer Pay
LOA	646	LWOP-Depletion of Funds
LOA	658	Ext LWOP-Military Service
LOA	660	Ext LWOP-Personal Reasons
LOA	669	Ext of LWOP-Prof Improvement
LOA	671	Ext LWOP-Unauth Absence
LOA	672	Ext LWOP-Family Leave
LOA	676	Ext LWOP-Depletio of Funds
Data Chg	685	Sal Adj While on LWOP
Data Chg	686	Changes while on LWOP-Other
LOA	697	Ext LWOP-Lack of Work**** **** DO NOT USE this code w/out first consulting OHR
<u>Return From Leave Without Pay</u>		
Return-LOA	708	Retn Fr LWOP-Military Service
Return-LOA	710	Retn Fr LWOP-Pers Reasons
Return-LOA	719	Retn frm LWOP-Prof Impr Leave
Return-LOA	721	Retn frm LWOP-Unauthorized Abs
Return-LOA	722	Return fr LWOP-Suspension
Return-LOA	737	Return fr LWOP-Family Leave
Return-LOA	747	Retn fr LWOP-Lack of Work**** **** DO NOT USE this code w/out first consulting OHR
Return-LOA	745	Retn fr LWOP-No Prorata Smr Pay
Return-LOA	746	Retn fr LWOP-Depthn of Funds
<u>Separation</u>		
Termination	800	Resignation
Termination	815	Death
Termination	823	Termination
Termination	830	Retirement
Termination	831	Retirement-Serv Cnctd Disability
Termination	832	Retirement-Ordinary Disability
Termination	840	Dismissal
Termination	850	Layoff

PeopleSoft Actions	PeopleSoft Reason Codes	Long Description
<u>Record Changes</u>		
Data Chg	900	Change in Record-Name
Data Chg	901	Chng in Recrd-Bargaining Unit
Data Chg	910	Change In Record-Soc Sec No
Data Chg	920	Change in Record-Position Number
Data Chg	940	Change in Record-Tenure Status
Data Chg	950	Change in Record-Othr Changes