

Action / Reason Descriptions

Action	Description	Reason	Description	Comments
Additional Job	Additional Job	ADL	Additional Job	Mainly used for Students hired in more than one department.
Demotion	Demoted	DEM	Demoted to a lower Position	Used when money is being decreased.
	Demoted	RCL	Reclassification Decrease	Used when money is being decreased and/or Job Code is changing.
Data Chg	Data Change	CDP	Correction - Department	Changing entries made in error.
	Data Change	CJC	Correction - Job Code	Changing entries made in error.
	Data Change	CPR	Correction - Pay Rate	Changing entries made in error.
	Data Change	REV	Review Date Change	Correcting Review date.
	Data Change	STC	Status Change	Correcting FLSA Status
	Data Change	SUP	Supervisor Change	Correct Supervisor.
	Data Change	TEN	Tenure Change	Change in Tenure.
Family Chg	Family Status Change	DEA	Death	To show changes in family status. These will effect benefits.
	Family Status Change	DEP	Married Dependents	To show changes in family status. These will effect benefits.
	Family Status Change	DIN	Dependent Ineligible	To show changes in family status. These will effect benefits.
	Family Status Change	BAD	Birth/Adoption Spouse	To show changes in family status. These will effect benefits.
	Family Status Change	SCC	Coverage Change	To show changes in family status. These will effect benefits.
	Family Status Change	MAR	Marital Status Change	To show changes in family status. These will effect benefits.

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Hire	Hire	TMP	Temporary Assignment	When hiring temporary employees.
	Hire	ADJ	Adjunct Faculty Appointment	When hiring adjunct faculty.
	Hire	IAH	Another State Agency to CU	Someone is moving to CU from another State agency.
	Hire	SHR	Student Hire	When hiring graduate or undergraduate students.
	Hire	TMG	Temporary Grant	When hiring on a temporary grant.
	Hire	NHR	New Hire	When hiring new faculty and staff permanent employees.
	Hire	INT	Intermittent Hire	When hiring intermittent employees.
	Hire	PHN	Phone Book Entry	When hiring non-paid employees whose name needs to be in the phonebook. Telecommunications use only.
	Hire	MLT	Military Appointment	When hiring non-paid employees with a Military appointment.
Erns Distn	Job Earnings Distribution	JED	Job Earnings Distribution Change	Used when the chartfield distribution for an Employee's earnings is changing.
LOA	Leave of Absence	SLA	Seasonal Leave Without Pay	Used when putting an Employee in Non-Paid Status.
	Leave of Absence	LWP	Leave With Pay	Used when putting an Employee in Non-Paid Status.
	Leave of Absence	MIL	Military Status	Used when putting an Employee in Non-Paid Status.

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Pay Rt Chg	Pay Rate Change	COL	Cost-of-Living	State mandated increase only.
	Pay Rate Change	OTH	Other	Student increase only.
	Pay Rate Change	PGC	Pay Group Change	Pay group change of rate.
	Pay Rate Change	REC	Job Reclassificaiton	Job reclassification causes change of rate.
	Pay Rate Change	MLP	Mandated Legislative Pay	Mandated legislative pay change of rate.
	Pay Rate Change	SPE	Special Increase	Special increase change of rate.
	Pay Rate Change	ADR	Addtl Duties and/or Responsibilities	Change of rate because of additional duties and/or responsibilities.
	Pay Rate Change	RAD	Remove Additional Duties	Change of rate because of removal of additional duties and/or responsibilities.
	Pay Rate Change	ASK	Addtl Skills and/or Knowledge	Change of rate because of additional skills and/or knowledge.
	Pay Rate Change	BRE	Statewide Band Reallocaiton	Change of rate because of reallocation of state bands.
	Pay Rate Change	REV	Review Rating	Change of rate because of an Employee's review rating.
	Pay Rate Change	PER	Performance Pay	Change of rate because of performance.
	Pay Rate Change	DAT	Deleting Acting Increase	Used for Faculty or staff.
	Pay Rate Change	ACT	Temporary Increase for Acting	Used for Faculty or staff.
Pay Rate Change	MWI	Minimum Wage Increase	Federally mandated only.	

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Pay Rt Chg (Cont'd)	Pay Rate Change	TSA	Temporary Salary Adjustment	Temporary change in rate.
	Pay Rate Change	RSA	Remove Salary Adjustment	Change in rate by a salary adjustment removal.
	Pay Rate Change	DSH	Deleting Shift Pay	Change in pay because of shift pay removal.
	Pay Rate Change	SHF	Assigning Shift Pay	Change in pay because of assignment of shift pay.
	Pay Rate Change	SUP	Assigning Supplemental Pay	Change in pay because of assignment of supplemental pay.
	Pay Rate Change	RSU	Remove Supplemental Pay	Change in pay because of removal of supplemental pay.
	Pay Rate Change	FTE	Change in FTE	Pay rate change because of FTE change.
	Pay Rate Change	TTN	Conversion 12 mo to 9 mo	Faculty or Graduate Students only.
	Pay Rate Change	NTT	Conversion 9 mon to 12 mo	Faculty or Graduate Students only.
	Pay Rate Change	PEI	Performance Equity Increase	Change in rate because of equity reasons.
Paid LOA	Paid Leave of Absence	SBF	Sabbatical Full Pay	Faculty only.
	Paid Leave of Absence	SBH	Sabbatical Half Pay	Faculty only. (Be sure to change standard hours and comp ratio).
Promotion	Promotion	PRO	Promotion	Used with Faculty rank promotions or higher band for Classified Employees.
Rehire	Rehire	REH	Rehire	Rehire an Employee.
Retirement	Retirement	RET	Retirement	Used when an Employee retires.
	Retirement	RIP	Retirement Incentive Program	Used when instructed by Retirement Unit.
	Retirement	VSP	Voluntary Separation Program	Used when instructed by Retirement Unit.

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Return -LOA	Return from Leave of Absence	RFL	Return from Leave	Used when an Employee returns from leave.
Termination	Termination	NSJ	Would not Rehire Same Job, Dept	Used when a department would not rehire an Employee.
	Termination	WNR	Would Not Rehire	Used when a department recommends for an Employee to not be rehired.
	Termination	UNC	Uncertain about Rehire	Used when a department is not sure if they would rehire an Employee or not.
	Termination	WRE	Would Rehire	Used when an Employee terminates and a department recommends rehiring the Employee.
	Termination	DEA	Death	Used when an Employee dies.
	Termination	VSP	Voluntary Separation Program	Used when person agreed to Voluntary Separation Program
Transfer	Transfer	XFR	Transfer	Used when an Employee transfers from one department to another without a change in money and/or band.