**Job Aid: PayPath Transactions – Action Codes, Reason Codes and Descriptions (Academic)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Page** | **Action** | **Reason** | **Description** |
| **Position Data** | POS – Position Change | APU – APU Change | Used to change Academic Programmatic Unit (APU scales) |
| 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 overriden. |
| 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 checkbox 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 checkbox 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. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Page** | **Action** | **Reason** | **Description** |
|  |  | 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. |
| 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. (For UCPC use only) |
| 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 EE level Job Data FTE. Otherwise Job Data FTE field is display 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. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Page** | **Action** | **Reason** | **Description** |
|  |  | 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. |
| 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’, etc.) |
| 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 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, etc.). |
| OFF – Off Scale Increase | New or increased off-scale salary component as a result of a retention, equity or academic review. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Page** | **Action** | **Reason** | **Description** |
|  |  | 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. |
| 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. |
| 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 WOS (Without Salary) | Used to move someone to the WOS comp rate code. The overnight paygroup assignment program will then move the EE to the ‘WOS’ paygroup 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 above for description. |
| CID – Change in Duty Station |
| COR – Position Data Correction |
| ERC – Update Employee Relations Code |
| FL2 – FLSA Update- Does Not Meet |
| FL3 – FLSA Revert |
| FLS – FLSA Override Due to Review |
| FTE – Revert to Position FTE |
| JFT – Job Data FTE Override |
| LVL – Post Doc Level Progression |
| PIT – Permanent Increase In Time (FTE) |
| PRI – Permanent Reduction - Layoff |
| PRO – Promotion |
| PRT – Permanent Reduction In Time (FTE) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Page** | **Action** | **Reason** | **Description** |
|  |  | REG – Regularization |  |
| REO – Re-Organization/Restructure |
| RTC – Reports To Change |
| SEC – Series Change |
| TIT – Temporary Increase in Time |
| TRT – Temporary Reduction in Time |
| XFR – Transfer |
| 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. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Page** | **Action** | **Reason** | **Description** |
|  |  | UNX – University Extension | Used to put a UNEX Teacher off pay status in between periods of active employment.  Criteria: Limited to 6 consecutive months. Must only be used when there is an approved job/contract to which they will return at the end of the SWB, otherwise a termination should occur. |
| 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. |