

University of Colorado at Boulder

PeopleSoft Human Resources System

Proposed PeopleSoft Human Resources Action / Reason Codes

REGULAR FACULTY

Action	Reason	Status	Descr	Aprvl Requi red?	Comments	Regular Faculty
Job Data						
Additional Job	ADL	A	Additional Job	Yes	Additional Appointment	YES
Additional Job	AAA	Proposed	Administrative / AY or FY	Yes	Additional Admin Appt /academic or fiscal Year	YES
Additional Job	AAS	Proposed	Administrative / Summer	Yes	Additional Admin Appt /summer	YES
Additional Job	DIC	Proposed	Summer Research	Yes	Used to indicate Summer Research	YES
Additional Job	SUM	Proposed	Summer Teaching	Yes	Used to indicate Summer Teaching	YES
Data Change	APT	A	Change Appointment End Date	Yes	Used to indicate change in appointment end date (Note: see reappointment to extend end date)	YES
Data Change	CSL	Proposed	Correction-Service / Emp Date	Yes	PBS / HR units only	YES
Data Change	CEX	Proposed	Correction-Expected Return Date	Yes	Used to indicate a correction in expected return date of leave of absence	YES
Data Change	CJC	A	Correction-Job Code	Yes	UMS/HR Use only	YES
Data Change	FSU	A	FICA Status Update	No	PBS use Only	YES
Data Change	LTU	A	Local Tax Update	No	PBS use Only	YES
Data Change	PBS	A	Benefits Change by PBS	No	PBS use Only	YES
Data Change	PCT	Proposed	Change Percent Time / Std Hours	Yes	Used to indicate change in percentage of time (Note: should also generate a pay rate change)	YES
Data Change	RAP	A	Reappointment	Yes	Used to indicate reappointment to existing position	YES
Date Change	TER	Proposed	Reappointment for terminal appointment	Yes	Used to indicate terminal reappointment due to denial of reappointment or tenure	YES
Hire	HIR	Proposed	Hire New	Yes	Establish initial appointment with the University.	YES
Hire	RET	A	Retiree	Yes	Used to indicate hire of retired faculty member (including Emeritus)	YES
Transfer	XFR	A	Transfer	Yes	Used to indicate transfer from one position to another for an employee already in PeopleSoft	YES
Paid Leave of Abse	ADM	A	Administrative	Yes	Used to indicate paid leave of absence due to suspension	YES
Paid Leave of Abse	FEL	A	Fellowship	Yes	Used to indicate approved Faculty Fellowship	YES
Paid Leave of Abse	FML	A	Family Medical Leave Act	Yes	Used to indicate Family Medical Leave Act (Note: a second action must be entered into PeopleSoft)	YES
Paid Leave of Abse	HEA	A	Health	Yes	Used to indicate sick leave, parental leave	YES
Paid Leave of Abse	MIL	A	Military Service	Yes	Used to indicate leave of absence for active military service	YES
Paid Leave of Abse	OTH	A	Other	Yes	Comments Required	YES
Paid Leave of Abse	SAB	A	Sabbatical	Yes	Used to indicate leave of absence for approved Sabbatical assignment	YES
Pay Rate Change	COR	Proposed	Correction Pay Rate-Comment Required	Yes	Use to correct rate of pay -(note: a specific reason ris equired in the comment field)	YES
Pay Rate Change	CPA	Proposed	Contract Pay Adjustment	Yes	PBS use only	YES
Pay Rate Change	OVR	Proposed	Over Load Teaching	Yes	Used to indicate Overload teaching	YES
Pay Rate Change	SRE	Proposed	Summer Research	Yes	Used to indicate summer reasearch	YES
Pay Rate Change		Proposed	Summer Teaching	Yes	Used to indicate summer teaching	YES
Pay Rate Change	MER	A	Merit - base building	Yes	Annual, continuing salary adjustments - base building	YES

Pay Rate Change	EQU	A	Equity - base building	Yes	Used to indicate Equity Adjustment awarded	YES
Pay Rate Change	MAR		Market Adjustment - base building	Yes	Used to indicate Market Adjustment awarded	YES
Pay Rate Change	PRO	A	Promotion	Yes	Used to indicate change in salary due to a promotion to higher rank	YES
Pay Rate Change	XFR	A	Transfer	Yes	Used to indicate change in pay rate due to transfer from one position to another	YES
Pay Rate Change	PAD	Proposed	Disciplinary Action	Yes	Used to indicate change in salary when on leave or suspended for disciplinary action	YES
Pay Rate Change	PCE	Proposed	Course Specific	Yes	Used to indicate course specific pay rate	Yes
Promotion	PRO	A	Promotion	Yes	Used to indicate promotions to a higher faculty rank (Note: must also initiate a position change)	YES
Recall	REC	A	Recall from Suspension	Yes	Used to indicate reinstatement from Suspension	YES
Return From Disabi	RFD	A	Return From Disability	Yes	Used to indicate reinstatement /return from Short term or Long term Disability	YES
Return from Leave	RFL	A	Return From Leave	Yes	Used to indicate date returned from Leave of Absence (paid or unpaid)	YES
Return from Short \	RWB	A	Return from Short Work Break	Yes	Used to indicate return from or end of Short Work Break	YES
Short Work Break	SWB	A	Short Work Break	Yes	Used to indicate stop in pay without termination of appointment (note: generally sustom generated)	YES
Suspension	DAC	A	Disciplinary Action	Yes	Used to indicate Suspension due to disciplinary action	YES
Suspension	SFE	Proposed	PPS Failure to Evaluate	Yes	Used to indicate Suspension due to failure to evaluate PPS classified employee	YES
Termination	CAU	A	Terminated with Cause	Yes	Used to indicate termination with cause	YES
Termination	DEA	A	Death	Yes	Used to indicate termination due to death	YES
Termination	END	Proposed	End of appointment	Yes	Used to indicate termination due to end of appointment (Note: generally for contract appointments	YES
Termination	RES	A	Resignation	Yes	Used to indicate resignation	YES
Termination	RTR	A	Retirement	Yes	Used to indicate retirement	YES
Termination	DRT	Proposed	Disability Retirement	Yes	Used to indicate Disability Retirement (consult PBS before use)	YES
Unpaid Leave of At	ADM	A	Administrative	Yes	Used to indicate leave from primary appointment while serving in an administrative position	YES
Unpaid Leave of At	FML	A	Family Medical Leave Act	Yes	Used to indicate Family Medical Leave Status (Note: a second action must be entered into PeopleSoft	YES
Unpaid Leave of At	HEA	A	Health Reasons	Yes	Used to indicate leave when sick leave accruals have been exhausted	YES
Unpaid Leave of At	LTD	A	Long Term Disability	Yes	Used to indicate Long Term Disability (consult PBS before use)	YES
Unpaid Leave of At	OJI	A	On the Job Injury	Yes	Used to indicate unpaid leave due to on the job injury	YES
Unpaid Leave of At	OTH	A	Personal Reasons	Yes	Used to indicate approved unpaid leave of absence not covered in another category (Note: comments r	YES
Unpaid Leave of At	ACD	Proposed	Academic/Research Related	Yes	Used to indicate approved unpaid leave of absence for academic or research related reasons	YES
Unpaid Leave of At	STD	A	Short Term Disability	Yes	Used to indicate Short Term Disability (consult PBS before use)	YES

Position Data

Position Change	HRS	Proposed	Change std hours or % time	Yes	Used to indicate change in position % of time	YES
Position Change	FTE	Proposed	FTE Change	Yes	Used to indicate change in position FTE (Note: not the same as % of time)	YES
Position Change	INA	A	Position Inactivated	Yes	Used to indicate position is inactive	YES
Position Change	LOC	A	Location Change	Yes	Used to indicate change in position location	YES
Position Change	NES	Proposed	New Position - Summer	Yes	Used to create summer position	YES
Position Change	NEW	A	New Position	Yes	Used to create new position	YES
Position Change	DES	Proposed	Change in business title or job description	No	Used to indicate change in busiess title or job description (Note; not the same as change in job code)	YES
Position Change	CST	Proposed	Change in proposed costs	No	Used to indicate change in funding distribution or start up costs	YES
Position Change	RPT	Proposed	Change Reporting Relationship	No	Used to indicate change in reporting relationship	YES
Position Change	TTL	A	Faculty Promotion	Yes	Used to indicate change in title for a filled position due to promotion	YES

Note: Position Data transactions result in additional rows of data in Job Data when the option for "updating incumbent" is selected.