

University of Colorado at Boulder

PeopleSoft Human Resources System

Proposed PeopleSoft Human Resources Action / Reason Codes

OTHER FACULTY

Action	Reason	Status	Descr	Aprvl Required?	Comments	Other 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	to indicate Summer Research	YES
Additional Job	SUM	Proposed	Summer Teaching	Yes	to indicate Summer Teaching	YES
Data Change	APT	A	Change Appointment End Date	Yes	to indicate change in appointment end date (see reappointment to extend)	YES
Data Change	CSL	Proposed	Correction-Service / Emp Date	Yes	PBS / HR use 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 pay rate)	YES
Data Change	RAP	A	Reappointment	Yes	Used to indicate reappointment to existing position	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	YES
Hire	TEM	A	Temporary Employee	Yes	Used to indicate temporary appointment	YES
Transfer	XFR	A	Transfer	Yes	Used to indicate transfer from one appointment to another faculty appointment for a	YES
Transfer	TCL	Proposed	To Classified	Yes	Used to indicate transfer to a classified appointment	YES
Transfer	TST	Proposed	To Student	Yes	Used to indicate transfer to a student appointment	YES
Transfer	TPE	Proposed	To Exempt Professional	Yes	Used to indicate transfer to a Exempt Professional appointment	YES
Paid Leave of Abse	ADM	A	Administrative	Yes	Used to indicate Paid Leave of Absence due to suspension	YES
Paid Leave of Abse	FML	A	Family Medical Leave Act	Yes	Used to indicate Family Medical Leave Act (Note; should generate a second leave a	YES
Paid Leave of Abse	HEA	A	Health	Yes	Used to indicate sick leave, parental leave	YES
Paid Leave of Abse	JUR	Proposed	Jury Duty	Yes	Used to indicate leave of absence for Jury Duty	YES

Paid Leave of Absence MIL	A	Military Service	Yes	Used to indicate leave of absence for active military service	YES
Paid Leave of Absence OTH	A	Other	Yes	Comments Required	YES
Pay Rate Change PCE	Proposed	Course Specific	Yes	Used to indicate course specific pay rate change	YES
Pay Rate Change COR	Proposed	Correction Pay Rate-Comment Req	Yes	Use to correct rate of pay - (Note: specific reasons required in 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 research	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 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 pay rate due to when on leave of absence for suspensior	YES
Promotion PRO	A	Promotion	Yes	Used to indicate promotion to a higher faculty rank (Note: must initiate a position change)	YES
Recall REC	A	Recall from Suspension/Layoff	Yes	Used to indicate reinstatement/return from Suspension	YES
Rehire REH	A	Rehire	Yes	Used to indicate rehire	YES
Rehire TEM	A	Temporary Employee	Yes	Used to indicate temporary appointment	YES
Return From Disability RFD	A	Return From Disability	Yes	Used to indicate return for Disability leave	YES
Return from Leave RFL	A	Return From Leave	Yes	Used to indicate date returned from Leave of Absence	YES
Return from Short Work Break 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 system)	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)	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 Absence ADM	A	Administrative	Yes	Used to indicate leave from primary appointment while serving in administrative position	YES
Unpaid Leave of Absence FML	A	Family Medical Leave Act	Yes	Used to indicate Family Medical Leave Act (Note: a second action must be entered in system)	YES
Unpaid Leave of Absence HEA	A	Health Reasons	Yes	Used to indicate leave when sick leave accruals have been exhausted	YES
Unpaid Leave of Absence LTD	A	Long Term Disability	Yes	Used to indicate Long Term Disability (consult PBS before use)	YES
Unpaid Leave of Absence OJI	A	On the Job Injury	Yes	Used to indicate unpaid leave of absence due to on the job injury	YES
Unpaid Leave of Absence OTH	A	Personal Reasons	Yes	Used to indicate an unpaid leave of absence not covered in another category (Note: system)	YES
Unpaid Leave of Absence STD	A	Short Term Disability	Yes	Used to indicate Short Term Disability (consult PSB before use)	YES

Position Data

Position Change	GRP	Proposed	Change Pay Group	Yes	Monthly, biweekly	YES
Position Change	TPE	Proposed	Change Employee Type	Yes	Salary, hourly	YES
Position Change	HRS	Proposed	Change std hours or % time	Yes	Used to indicate change in position % of time (note: not the same as FTE)	YES
Position Change	HDC	Proposed	Change max headcount	No	Used to indicate job share in the same position	YES
Position Change	RTP	Proposed	Change Reg/Temp status	Yes	Used to indicate change in status from temporary to regular	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 descri	No	Used to indicate change in business title or job code (Note separate from job code c	YES
Position Change	CST	Proposed	Change in proposed costs	No	Used to indicate a change in start-up costs/ funding distribution	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.