

Category	Actions	Reasons/Type	Code	Prerequisite Position #	Note to users
Time Management	Submit Request to Adjust Leave Balances	N/A			HR Practitioner Use Only
Time Management	Submit Request to Change Time and Absence Approver	N/A			

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Position and Funding	Submit Request to Change Position and Funding	Job Re-Classification	JRC	No position number change; Only changing position attributes	Use at the direction of your HRBP as the result of an approved job change.
Position and Funding	Submit Request to Change Position and Funding	Job Sharing	JSH	No position number change; Only changing position attributes	Consult your HR practioner
Position and Funding	Submit Request to Change Position and Funding	Reports to Update	MGR	No position number change; Only changing position attributes	Changes the person who has the ability to hire and fire, and the responsibility for performance evaluations
Position and Funding	Submit Request to Change Position and Funding	New Position	NEW	N/A	Not in use at this time
Position and Funding	Submit Request to Change Position and Funding	New Fiscal Year	NFY	N/A	HR practioner use only
Position and Funding	Submit Request to Change Position and Funding	Position Reactivated	REA	N/A	HR practioner use only
Position and Funding	Submit Request to Change Position and Funding	Re-Organization	REO	No position number change; Only changing position attributes	For use when multiple position attributes are changing as the result of a re-organization which is impacting multiple employees.
Position and Funding	Submit Request to Change Position and Funding	Reports to Change	RTC	N/A	HR practioner use only
Position and Funding	Submit Request to Change Position and Funding	Position Status Change	STA	No position number change; Only changing position attributes	Position status is changing from regular to temporary or vice versa

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Job and Personal Information	Transfer Employee	Reorganization		Yes. Need position number of new role	To transfer a person to a new position number in a new department as a result of a change that is impacting multiple people and positions.
Job and Personal Information	Transfer Employee	Transfer Conversion		N/A	HR Practitioner Use Only
Job and Personal Information	Transfer Employee	Transfer to Non-USG Affillate		N/A	HR Practitioner Use Only
Job and Personal Information	Promote Employee	Acadmic Rank		N/A	AAF Practitioner Use Only (handled through the P&T process)
Job and Personal Information	Promote Employee	Job Re-Classification		Yes. Employee is moving to a new position number	For faculty moving from instructional to administrative contract status involving a change of position number.
Job and Personal Information	Submit Location Change Request	N/A		No. Change to existing position	Change to primary physical work location
Job and Personal Information	Change Full/Part Time of Hours	Update Data		No. Change to existing position	Changes only the standard work hours and associated FTE on the employee and their current position
					Changes only the standard work hours and associated FTE on the employee and their current position
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Job and Personal Information	Terminate Employee	Contract Not Renewed		No	Applicable to contracted Faculty only. For use at the conclusion of the established AAF nonrenewal process.
Job and Personal Information	Terminate Employee	Death		No	Employee is deceased.
Job and Personal Information	Terminate Employee	Elimination of Position		No	For use at the conclusion of the established HR process.
Job and Personal Information	Terminate Employee	End Semester Appointment		N/A	HR Practitioner Use Only
Job and Personal Information	Terminate Employee	End Summer Faculty Appointment		N/A	HR Practitioner Use Only
Job and Personal Information	Terminate Employee	End Temporary Employment		No	Temporary assignment completed.
Job and Personal Information	Terminate Employee	End of Demand		No	For use at the conclusion of seasonal or part time employment
Job and Personal Information	Terminate Employee	End of Fixed-Term Contract		N/A	HR Practitioner Use Only
Job and Personal Information	Terminate Employee	End of Student Employment		No	Student employee resigns or graduates
Job and Personal Information	Terminate Employee	Faculty Not Reappointed		No	A part-time or limited term faculty member was not reappointed
Job and Personal Information	Terminate Employee	Failure to Return from Leave		No	For use at the conclusion of the established HR process when an employee is unable to return to work at the end of their approved leave of absence
Job and Personal Information	Terminate Employee	Funding/Budget Restrictions		No	For use at the conclusion of the established HR process when a department has a reduction in headcount due to budgetary changes or program modifications

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Job and Personal Information	Terminate Employee	Grant Funding Ended		No	Grant funds depleted or not renewed
Job and Personal Information	Terminate Employee	Gross Misconduct		No	Termination resulting from intentional wrongful behavior of a significant nature
Job and Personal Information	Terminate Employee	Job Abandonment		No	Involuntary termination after failing to appear or notify institution of absence status
Job and Personal Information	Terminate Employee	No Show		No	Newly hired employee declines employment without notice
Job and Personal Information	Terminate Employee	No Work Authorization - NRA		No	Employment authorization documents expired or not valid
Job and Personal Information	Terminate Employee	Probationary Period		No	Failure to meet job or performance expectations, for use at the conclusion of the established HR process.
Job and Personal Information	Terminate Employee	Rescind Retirement		N/A	HR Practitioner Use Only
Job and Personal Information	Terminate Employee	Resignation		No	Employee voluntarily separates (if moving within the USG, use Transfer to

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Compensation	Request Ad Hoc Salary Change	End Temporary Appointment		No. Employee is staying in current position number.	<i>End of an ongoing faculty stipend not associated with an acting position</i>
Compensation	Request Ad Hoc Salary Change	End Acting Position		No. Employee is staying in current position number.	<i>Employee no longer performing acting duties</i>
Compensation	Request Ad Hoc Salary Change	Equity Adjustment		No. Employee is staying in current position number.	<i>Pay change resulting from internal inequities between staff in the same or similar roles</i>
Compensation	Request Ad Hoc Salary Change	Fair Labor Standards Act		N/A	HR Practitioner Use Only
Compensation	Request Ad Hoc Salary Change	In Range Adjustment		No. Employee is staying in current position number.	For use at the direction of your HRBP after the established HR process.
Compensation	Request Ad Hoc Salary Change	Job Re-Classification		No. Employee is staying in current position number.	For use at the conclusion of the established HR process
Compensation	Request Ad Hoc Salary Change	Market Adjustment		No. Employee is staying in current position number.	Pay change resulting from market movement of a particular position/industry OR a retention situation resulting from a market disparity
Compensation	Request Ad Hoc Salary Change	Merit		N/A	HR Practitioner Use Only
Compensation	Request Ad Hoc Salary Change	Pay Increase Earned Degree		No. Employee is staying in current position number.	For use of part-time faculty only
Compensation	Request Ad Hoc Salary Change				

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Compensation	Submit Supplemental Pay Request	Allowance - House Allowance	House Allowance	No. Employee is staying in current position number.	Use for institution president only
Compensation	Submit Supplemental Pay Request	Allowance - Subsistence			

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Compensation	Submit Supplemental Pay Request	Short-Term Payment Staff - Academic Consortium	Academic Consortium	N/A	Not in use at this time
Compensation	Submit Supplemental Pay Request	Short-Term Payment Staff - Acting Position <= 30 Days	Acting Position <= 30 Days	No. Employee is staying in current position number.	<i>Employee is performing duties of a filled position for a very short period of time resulting in a one-time payment rather than a change to salary.</i>
Compensation	Submit Supplemental Pay Request	Short-Term Payment Staff - Interim P nBT11.04 -0 0 11.r			