

PRF Job Change Reason Codes (JCRs)

Updated 8-Jul-2021

JCR Group	Job Change Reason Code	Change Description (TITLE)	Combined FINAL Definition
Appointment Change	APPCD	Appointment Percent Change Decrease	Used when FTE/appt % decreases.
	APPCI	Appointment Percent Change Increase	Used when FTE/appt % increases.
	EBPB	Extended Benefits Begin	Use to indicate that an employee has entered an Extended Benefits Program while on unpaid status (e.g., during COVID-19 workforce reductions)
	WSPB	Workshare Program Begins	Workshare Program Begins
	WSPE	Workshare Program Ends	Workshare Program Ends
	WSPR	Workshare Program Renews	Workshare Program Renews
	XCORR	Correction of Record	Use when the record is corrected, could be due to input error or for insufficient information, etc, but is not correcting the pay (see XPCOR)
Begin Appointment, Job, Stipend	AAJOB	New Job Begins	Use when an previous or existing employee begins an additional job or new job that does not fit other reasons (ie. Use for an additional new job, rehires, etc.) NOTE: Other job change reasons would take precedence over use of this code
	ABLAT	Transfer Lateral	CLASSIFIED ONLY. Through a competitive search or in lieu of layoff when the employee accepts a new job and there is no change in classification level or salary or salary grade, such as a move from one job to another job within the same position class.
	ACDI	Demotion - Involuntary	Use when an employee is moved to a lower classification or salary based upon an administrative decision (disciplinary in nature).
	ACDV	Demotion - Voluntary	Use when the employee requests a new job which is a demotion in classification level or salary (a downward change in position class). Can be done through a search.
	ACDX	Demotion - In Lieu of Layoff	Use when an employee elects to be demoted to a lower classification or salary instead of being laid off (the employee's choice).
	BRECL	Recall from Layoff	Classified: Use when an employee moves into a job as a result of being recalled from layoff status, such as when the employee is matched with a position after layoff. Also used for placement after release from promotional trial service.
	BRETB	Post Retirement Job Begins	Post retirement job begins
	FIXAB	Fixed Term - Assignment Begins	Use when fixed term assignment begins. Includes Pro Tem faculty, Postdoctoral Scholars, temporary, interim OA, student employees, graduate employees
	PCHRB	Chair Assignment Begins	Chair Assignment Begins
	PSTPB	Stipend Begin	Used when a stipend position begins, or after break in service greater than 1 month. Also used when a stipend in the same unit is submitted for a different purpose.
	SUMB	Summer Appointment Begins	Summer Appointment Begins

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Reappointment	BRETR	Post Retirement Job Renewal	Post Retirement job renewal without a break in service greater than 1 year (fiscal year or prior academic year)
	FIXAR	Fixed Term - Assignment Renewal	Use when fixed term assignment renewal. Includes Pro Tem faculty, Visiting, Postdoctoral Scholars, temporary, interim OA, student employees, graduate employees
	PCHRR	Chair Assignment Renewal	Chair Assignment Renewal
	PSTPR	Stipend Renewal	Used when stipend will be renewed in the same department and for the same purpose. Use to renew stipends that ended within the current or prior fiscal year. For longer breaks, use PSTPB to begin a new stipend.
	SUMR	Summer Appointment Renewal	Summer Appointment Renewal
End Appointment, Job, Stipend	BRETE	Post Retirement Job Ends	Post Retirement job ends for any post retirement job
	FIXAE	Fixed Term - Assignment End	Use when fixed term assignment ends. Includes Pro Tem faculty, Postdoctoral Scholars, temporary, interim OA, student employees, graduate employees
	PCHRE	Chair Assignment Ends	Chair Assignment Ends
	PSTPE	Stipend End	Used when a stipend position ends.
	SUME	Summer Appointment Ends	Summer Appointment Ends
	TERME	Employment Ends	Use when a job ends and it is known that all employment with the university is ending, so the employee record can be terminated.
	TERMF	Term--Nonrenewal--Funding	Career NTTF nonrenewal for Funding Reasons
	TERMJ	Job Record Ends	Use when a job ends and there is no known termination of employment, or no other job end reason is appropriate. See FIXAE, etc.
	TERML	Layoff	Use when a job and/or employment ends due to a layoff.
	TERMP	Term--Nonrenewal--Program/Pedagogical	Career NTTF nonrenewal for Program/Pedagogical Reasons
	TERMR	Retirement	Use when the job ends due to retirement. This is to be used only once on a job, and is not to be used on post-retirement positions.
	TERMS	Term--Nonrenewal--Substandard Performance	Career NTTF nonrenewal for Substandard Performance Reasons
	TERMT	Term--Nonrenewal--Replaced by TTF	Career NTTF nonrenewal for Replaced by TTF Reasons
	TRMTS	Job Record Ends - Trial Service Release	Use when a job ends due to release from trial service.
	TRMLF	Term--Layoff--Funding	Career NTTF layoff for Funding Reasons
	TRMLP	Term--Layoff--Program/Pedagogical	Career NTTF layoff for Program/Pedagogical Reasons
	TRMLS	Term--Layoff--Substandard Performance	Career NTTF layoff for Substandard Performance Reasons
	TRMLT	Term--Layoff--Replaced by TTF	Career NTTF layoff for Replaced by TTF Reasons

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Job Attributes	ACHNG	Department Change	Used when employee moves to another department with no change in job, and current role will not be replaced.
	ACORG	Org Structure Change	Used when Home Org or Timesheet Org is changed due to organizational restructure. Can be changes to title, but not pay.
	EBPB	Extended Benefit Plan Begin	Extended Benefit Plan Begin
	EBPE	Extended Benefit Plan Ends	Extended Benefit Plan Ends
	ECLCH	Eclass Change	Used for coding changes when a new eclass is assigned to an employee or position class, like when a group of jobs are moved to a newly created eclass, or an individual eclass is changed due to a position coding analysis.
	GTOSC	Term of Service Change	Use when an employee's basis (factor) is changed (e.g., academic-year to 12-month, or 12-month to academic-year). Also used when changing from LD/Seasonal/Intermittent/AY to regular.
	HAPTP	Appointment-Type Change	Change from hourly/salary or salary/hourly. Use HFLSA change if salary/hourly as a result of FLSA change. If appointment percent change, use AAPCD or AAPCI. If no change in FLSA status or appointment percent, use HAPTP.
	HCSTA	Job Location Change	Use when the job location/city only is moved.
	HCTTL	Title Change	Job Title Change Only
	HFLSA	FLSA Status Change	Change in FLSA status
	HSUPU	Supervisor Update	Update to the Supervisor
	NOTCB	Job notification	Use when an employee receives a notification of a pending job action to take place at a specific point in the future (e.g., COVID-19 layoff/leave option notice)
	NOTCE	Job notification Rescinded	Use when the notification (NOTCB) to an employee is rescinded (e.g., COVID-19 layoff/leave option notice)
	OACLK	OA Comp Level Change	OA Comp Level Change
	Leave begin	BLOAB	Leave Begin
BSABB		Sabbatical Begin	Faculty: Sabbatical begins
CRET		Reassignment -- Temporary	Puts primary/current job on leave. Use when employee temporarily reassigned to interim job or other temporary reassignment.
Leave end	BLOAR	Leave End	Leave of absence ends.
	BSABE	Sabbatical End	Faculty: Sabbatical ends
	CRXR	Return from Reassignment	Returns employee job from leave. Use when employee returning from interim job or temporary reassignment back to primary job (CRET).

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Promotion, Reclass, Category Change	AANON	Promotion - Non Competitive	All Employees: Change in the job without a position number change or new position where the pay increases without a competitive search due to an expansion of duties or direct appointment. OA: Promotion through direct appointment, or Expansion of Duties with Pay Increase. NOTE: Expansion of Duties with no pay increase would use other applicable job change reason (job title change) Faculty: Expansion of Duties with Pay Increase Classified: Promotion through direct appointment.
	AAPRO	Promotion (in Rank or Level)	Faculty: Promotion in Rank GE: Promotion in Level
	RECAT	Category Change	Faculty: Category Change that may or may not include a base rate change. No change in classification, the position number remains the same.
	RECDN	Reclass Position Downward	Classified: Position changed to a lower classification based on position duties as determined by appointing authority.
	RECLT	Reclass Position Lateral	Classified: Position change in job classification based on position duties, determined by appointing authority. This change does not move the position to a different salary grade or result in a salary change.
	RECUP	Reclass Position Upward	Classified: Change to a higher classification based on position duties, determined by appointing authority.

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Pay Related	PCOLA	COLA	Cost of Living increase, typically through bargaining or other agreement (includes annual postdoc NIH increase, other faculty floor increases, OA Band minimum changes.)
	PEQTY	Equity Adjustment	Use when an employee's pay rate is changed for reasons of market equity.
	PMERT	Merit Increase	Use when an employee's salary increases due to a merit raise (includes a performance-based step increase and postdoc step increases).
	PNEG	Negotiated Salary Increase	Negotiated pay increase as part of an individually negotiated contract (ie coaches, executive MOUs, faculty fall back, etc)
	PPAYB	Reinstatement of Pay	Reinstatement of Pay after Pay Reduction (PPAYR)
	PPAYR	Pay Reduction	Use when an employee's salary is reduced within the same position (disciplinary in nature).
	PPTR	Post Tenure Review Increase	pay increase associated with post tenure review
	PRETN	Retention	Retention that includes a pay increase.
	PSALO	Salary Increase - Other	Unique pay change, not otherwise defined. Use for Student or Temp pay changes.
	PSALS	Salary Increase - Special	Classified: Special merit increase, approved by the appointing authority. Final approval through HR Classification and Compensation
	PSALT	Salary Increase - Provost Teaching Award	Faculty: Use when faculty receive teaching award - which is added to their base rate. Typically added to their faculty rate and if serving in administrative role, then also added to their administrative rate if applicable.
	PTRP	Tenure Reduction Increase	Pay increase associated with signing up for the Tenure Reduction Program
XPCOR	Correction of Pay	Use when the job record corrections also or only involve a pay record correction.	