



PSOS		PeopleSoft				
Cd	Activity Description	Action	Description	Reason	Description	Description
1	Correction	DTA	Data Change	COR	Correction - Miscellaneous	Capture any Miscellaneous Change/Correction in Job Data
1	Correction	POS	Position Change	CDP	Correction - Department	Capture a correction to the Department number
1	Correction	POS	Position Change	CJB	Correction - Job Code	Capture a correction to the Job code number
1	Correction	POS	Position Change	CMC	Correction - Miscellaneous	Capture any Miscellaneous change/Correction in position Data
2	Merit-Legislated	PAY	Pay Change	MTL	Merit - Legislated	Performance based increase; part of a legislated process.
3	General Adjustment	PAY	Pay Change	GEN	General Adjustment	Legislated Increase to employees meeting the criteria specified within the legislation.
4	Equity-Nonlegislated	PAY	Pay Change	EQN	Equity - Nonlegislated	Addresses internal competitiveness; not part of a legislated process.
6	Return-Leave of Absence	RFL	Return From Leave	RFL	Return From Unpaid Leave	Return to work from an unpaid leave of absence
6	Return-Leave of Absence	RFL	Return From Leave	RFP	Return From Paid Leave	Return to work from a paid leave of absence
6	return-Leave of Absence	RFL	Return From Leave	SAB	Return From Sabbatical	Return to work from a sabbatical Leave
7	Change Employee FTE	POS	Position Change	FTE	FTE	Change in the position's FTE; if any incumbents in position, change must be updated in Job Data.
7	Change Employee FTE	DTA	Data Change	FTE	FTE	Change in the employee's FTE; may result in benefits eligibility change.
8	Retired: R04	RET	Retired	RMT	Official UA Retirement Status	Voluntary termination of employment; employee meets ASRS/PSPRS retirement eligibility requirements.
8	Retired: T04	TER	Termination	RTR	Retirement-Not Official UA Retirement Status	Voluntary termination of employment; employee does not meet ASRS/PSPRS retirement eligibility.
9	Department Number Change	DTA	Data Change	POS	Position Change	Movement from one department to another; one position to another or one employment type to another.
9	Department Number Change	POS	Position Change	DPT	Change Department	Changing/moving a Position to a different Dept Number (same PCN)
10	Extend/Reappoint	DTA	Data Change	EXT	Reappoint/Extend	Re-appointment/Extension of employment
12	Market-Nonlegislated	PAY	Pay Change	MKN	Market - Nonlegislated	Addresses external market competitiveness; not part of a legislated process.
13	Promotion	PAY	Pay Change	PRO	Promotion within Dept	Upwards movement into a new or established position with additional/higher responsibilities following a competitive or approved non-competitive process.
13	Promotion	PAY	Pay Change	PR2	Promotion New Dept	A change in job title to a new or established position/dept following a competitive or approved non-competitive process resulting in an increase of one or more pay grades.
15	Reclass Up	PAY	Pay Change	JRC	Job Reclassification-Up	Pay Increase due to a reclassification of a Classified Staff employee to a job title carrying a higher pay grade. (Will include Title Change)
15	Reclass Up	POS	Position Change	PRU	Position Reclassification-Up	Reclassification of a Classified Staff employee to a job title carrying a higher pay grade. (Will include Title Change)



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16	Reclass Down	PAY	Pay Change	JRD	Job Reclassification-Down	Pay decrease due to a reclassification of a Classified Staff employee to job title carrying a lower pay grade. (Will include Title Change)
16	Reclass Down	POS	Position Change	PRD	Position Reclassification-Down	Reclassification of a Classified Staff employee to job title carrying a lower pay grade. (Will include Title Change)
17	Regrade Up	PAY	Pay Change	RGU	Regrade of Title-Up	Increase in pay; Upwards change in grade of a Classified Staff job title following a formal review by central HR.
17	Regrade Up	POS	Position Change	RGU	Regrade of Title-Up	Change in Position; Upwards change in grade of a Classified Staff job title following a formal review by central HR (no pay change)
18	Regrade Down	PAY	Pay Change	RGD	Regrade of Title-Down	Decrease in pay; Downward change in grade of a Classified Staff job title following a formal review by central HR.
18	Regrade Down	POS	Position Change	RGD	Regrade of Title-Down	Change in Position; Downward change in grade of a Classified Staff job Title following a formal review by central HR.
19	Lateral in Dept	DTA	Data Change	TFR	Lateral Transfer	Change of Position# within Dept w/no title change- capture in Job Data only.
22	Assignment to Special Duty	PAY	Pay Change	ASD	Assign To Special Duty (Staff)	Assignment to Special Duty for Classified Staff with temporary increase in pay.
24	Additional Position	HIR	Hire	NPS	Additional Job	Additional Job and related FTE is added to an existing employee. (Addtl employment instance; Empl Record).
25	Career Progression	PAY	Pay Change	CPG	Career Progression	Upward movement in pay within the existing classification pay grade per Classified Staff Policy.
27	Payment Schedule	PAY	Pay Change	FQC	Frequency	Changing from Academic payment period to Fiscal payment period or vice versa.
28	Recall from Layoff	REH	Rehire	REC	Recall from Layoff	Return to exact same benefits eligible position/ job title in same dept w/in one year of layoff.
29	Geographical Differential	PAY	Pay Change	GDF	Geographical Differential	Increase in pay to work in an alternate geographic location
30	Military Leave	LOA	Unpaid Leave of Absence	MIL	Military Service	Military leave w/o pay.
31	Additional Duties	PAY	Pay Change	DTY	Additional Duties	Permanent changes in duties with pay increase.
32	Add Title	PAY	Pay Change	ATL	Additional Title	Adding a title to the current Position with pay increase.
34	Personal Leave	LOA	Unpaid Leave of Absence	PSN	Personal/Family Leave	Personal leave w/o pay
36	Sabbatical 1st	PLA	Paid Leave of Absence	PSB	Paid Sabbatical Leave	Employee on sabbatical during the 1st (Fall) semester; pay continues at regular FTE.
37	Sabbatical 2nd	PLA	Paid Leave of Absence	PSB	Paid Sabbatical Leave	Employee on sabbatical during the 2nd (Spring) semester; pay continues at regular FTE.
38	Sabbatical Annual	PLA	Paid Leave of Absence	PSB	Paid Sabbatical Leave	Employee on sabbatical for both Fall and Spring semesters; pay reduced to 60% of regular FTE
39	Retention	PAY	Pay Change	RET	Retention	Pay increase awarded in response to an offer of outside employment or as a pre-emptive move to retain a key employee.



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40	Rehire	REH	Rehire	ADJ	Additional Job	Rehire an additional job. (addtl employment instance/Empl record)
40	Rehire	REH	Rehire	REH	Rehire	Re-employment with the University
40	Rehire	REH	Rehire	IND	Begin - Independent Study	Rehire an independent study job
40	Rehire	REH	Rehire	EXE	Begin - Exec/Evening MBA	Rehire an exec/wkend MBA job
40	Rehire	REH	Rehire	RLA	Rehire from Layoff	Rehire to new job within the one year of layoff.
40	Rehire	REH	Rehire	SAB	Begin - Sabbatical Compensation	Rehire a sabbatical Compensation job.
40	Rehire	REH	Rehire	SUM	Begin - Summer/Winter Session	Rehire a summer/winter session job.
40	Rehire	REH	Rehire	SUP	Begin - Supplemental Compensation	Rehire a supplemental Comp job.
40	Rehire	REH	Rehire	RET	Return from Retirement	Rehire employee who had previous Official UA Retirement status.
40	Rehire	REH	Rehire	LST	In Layoff Status	Rehire employee within the 1yr layoff period, on a non-benefit eligible position.
41	End Position	TER	Termination	ADJ	End-End Job	End-Additional job instance only; employee will have other active jobs.
42	Layoff	TER	Termination			
	U28	TER	Termination	LWR	Layoff with Recall Rights	Loss of employment due to layoff/reduction in force per policy. A satisfactory performance qualifies employee for recall rights.
	T28	TER	Termination	LWN	Layoff without Recall Rights	Loss of employment due to layoff/reduction in force per policy. A non-satisfactory performance does not qualify employee for recall rights.
45	Deceased	TER	Termination	DEA	Deceased	Employee dies while an active or retired employee.
46	*Termination/Resignation	TER	Termination		See 2nd Tab	
47	Job Completed	TER	Termination	END	Employment Ended	Temporary Job ended or assigned job completed
49	New Hire	HIR	Hire	NEW	New Hire	Initial hire with the University
49	New Hire	HIR	Hire	NPS	Additional Job	Start of Additional job and related FTE is added to an existing employee.
49	New Hire	HIR	Hire	SAB	Begin-Sabbatical Compensation	Start of a sabbatical Compensation job
49	New Hire	HIR	Hire	IND	Begin- Independent Study	Start of an Independent Study job
49	New Hire	HIR	Hire	SUM	Begin- Summer/Winter Session	Start of a summer/winter session job
49	New Hire	HIR	Hire	SUP	Begin-Supplemental Compensation	Start of a supplemental Compensation job
49	New Hire	HIR	Hire	EXE	Begin- Exec/Evening MBA	Start of an executive/weekend MBA job
50	Title Change	POS	Position Change	TTL	Title Change (within same position)	Change of Title within the same position number.
50	Title Change	PAY	Pay Change	POS	Position/Title Change (same/diff position#)	Increase in pay due to a change of title; may or may not include change of position number.
51	Flex On	PAY	Pay Change	FLX	Flex Year-On	Movement from a 12 month/fiscal schedule to a flex schedule.
52	Flex Off	PAY	Pay Change	FXO	Flex Year-Off	Movement from a flex schedule to 12 month/fiscal schedule.
54	Return to Prior Position/Duties	PAY	Pay Change	RPP	Return to Prior Position	A decrease in pay to return employee to his/her previous job duties/position.



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56	UPH Clinical Adjustment	PAY	Pay Change	UPH	UPH Clinical Adjustment	Increase/decrease in pay based on revenue generated by the clinic; adjustments may be monthly or quarterly.
57	Federal/State Minimum Wage	PAY	Pay Change	FMW	Federal Minimum Wage	Increase in federal/state minimum wage
59	Exec/Evening MBA	HIR	Hire	EXE	Begin - Exec/Evening MBA	Start of an executive/weekend MBA job
59	Exec/Evening MBA	REH	Rehire	EXE	Begin - Exec/Evening MBA	Start of an executive/weekend MBA job
60	Supplemental Compensation	HIR	Hire	SUP	Begin- Supplemental Compensation	Start of a supplemental Compensation job
60	Supplemental Compensation	REH	Rehire	SUP	Begin- Supplemental Compensation	Start of a supplemental Compensation job
61	Summer/Winter Session	HIR	Hire	SUM	Begin - Summer/Winter Session	Start of a summer/winter session job
61	Summer/Winter Session	REH	Rehire	SUM	Begin- Summer/Winter Session	Start of a summer/winter session job
61	Summer/Winter Session	HIR	Hire	IND	Begin - Independent Study	Start of an Independent Study job
61	Summer/Winter Session	REH	Rehire	IND	Begin- Independent Study	Start of an Independent Study job
66	Contract Rate Adjustment	PAY	Pay Change	RAD	Contract Rate Adjustment	An adjustment to a contract (increase/decrease) due to the I-9 form dates.
67	Sabbatical Compensation	HIR	Hire	SAB	Begin - Sabbatical Compensation	Start of a sabbatical Compensation job
68	End Layoff	DTA	Data Change	EDL	End 1 year Layoff Period	1 yr layoff period expired
69	Temporary Assign (Contract)	PAY	Pay Change	TMP	Temp Assign with Addl Duties	Temporary Assignment of additional Duties for non-faculty Appointed Professionals or Faculty with temporary increase in pay.
69	Temporary Assign (Contract)	PAY	Pay Change	TTC	Temp Assign with Title Chg	Temporary Assignment of Duties with a title change; for non-faculty Appointed Professionals or Faculty with temporary increase in pay.
69	Temporary Assign (Contract)	PAY	Pay Change	TAD	Temp Assign with Addl Title	Temporary Assignment of Duties with an Additional Title; for non-faculty Appointed Professionals or Faculty with temporary increase in pay.
71	Other Rate Adjustment	PAY	Pay Change	OTH	Other	Miscellaneous Pay Change
73	Merit-Nonlegislated	PAY	Pay Change	MTN	Merit - Nonlegislated	Performance based increase; not part of a legislated process.
74	Key Personnel	PAY	Pay Change	KPL	Key Personnel	Legislated program in response to a pay decision package.
76	Administrative Stipend	PAY	Pay Change	ADS	Administrative Stipend	Increase/decrease, Paid to Faculty for administrative duties.
79	Equity-Legislated	PAY	Pay Change	EQL	Equity - Legislated	Addresses internal competitiveness; part of a legislated process.
80	Market-Legislated	PAY	Pay Change	MKL	Market - Legislated	Addresses external market competitiveness; part of a legislated process.
81	Promotion - P&T/P&C	PAY	Pay Change	PNT	Promotion P&T/P&C	Pay Increase; Upwards movement in rank in one of the ladder series for employees designated T, TE, C, CE
81	Promotion - P&T/P&C	POS	Position Change	PNT	Promotion P&T/P&C	Upwards movement in rank in one of the ladder series for employees designated T, TE, C, CE
82	Remove Title	PAY	Pay Change	RMV	Remove Title	Pay change due to a Removal of an Additional/Secondary job title



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84	Prestigious Award	PLA	Paid Leave of Absence	PAD	Prestigious Awd - Term Benefits	Leave with pay for prestigious fellowship; FTE drops below .50
84	Prestigious Award	PLA	Paid Leave of Absence	PAW	Prestigious Awd - With Benefits	Leave with pay for prestigious fellowship; FTE remains benefit eligible.
87	Phased Retirement Program	DTA	Data Change	PHR	Phased Retirement	Delineates entry into the Phased Retirement Program; date should correspond with Phased Retirement Program contract start date.
<b>NEW Action/Reason Codes</b>						
		ADD	Add Contingent Worker	RHA	Resident Hall Assistants	Resident Hall Assist Room & Board- employees with no pay
		DTA	Data Change	ERN	Earning Code	Change of Earning Code for 9 pay 12 employees; while on summer off months. Change is done in Earning Distribution Link in Job Data
		DTA	Data Change	ETA	End Temporary Assignment	Temp assignment ends- no pay change.
		DTA	Data Change	FCA	FICA Status Change	Fica Status change: Exempt vs. Subject; for Student/Grad employees
		DTA	Data Change	FYD	Fiscal Year Work Days	Change of fiscal work days from 260, 261 and 262.
		DTA	Data Change	RGR	Paygroup	Employee changes pay groups (Empl Type/Benefits/FLSA status)
		DTA	Data Change	UOC	Empl Class	Input Code to indicate-Benefit Eligibility Rules.
	Expected End Date :	DTA	Data Change	END	Job Ending	Use for Expected End date only- will capture Expiring Visa information-It drives job row to change pay to \$0.00 and if no action is taken after 14 days, employee will Term- Employment Ended.
		DTA	Data Change	INA	Due to Inactivity	Use for Expected End Date only-Term Due to Inactivity- Provides a list/option for Departments to stop the Termination process if job is extended.
		DTA	Data Change	SBF	Short Wk Break- Fall/Fiscal	Use for Expected End Date only-will drive start of SWB; if no action is taken by 30days of start of SWB- Employee will Term- Employment Ended.
		DTA	Data Change	SBU	Short Wk Break- Summ Unkwn Return	Use for Expected End Date only-will drive start of SWB; if no action is taken by 120days of start of SWB- Employee will Term- Due to Inactivity.
		DTA	Data Change	VSA	Expiring Visa	Use for Expected End date only- will capture Expiring Visa information-It drives job row to change pay to \$0.00 and if no action is taken after 14 days, employee will Term- Voluntary Resignation.
		PAY	Pay Change	END	Job Ending	Pay Change to \$0.00 due to end date in job; expected end date procedures.
		PAY	Pay Change	ETA	End Temporary Assignment	Pay change; Temp Assignment ends.
		PAY	Pay Change	XFR	Transfer	Increase/Decrease in pay due to Transfer.
		PAY	Pay Change	SPY	Student Pay Rate	Increase/Decrease in pay for students. (exclude FED Min Wage)
		PAY	Pay Change	VSA	Expired Visa Status	Change Salary to \$0.00 due to expired Visa; expected end date procedures.



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Cd	Activity Description	Action	Description	Reason	Description	Description
		POS	Position Change	CLI	Class Indicator	Position Change; Class Indicator; (descriptions of ERE/OBJ Codes)
		POS	Position Change	INA	Position Inactivated	Position Status change; Inactive/Active
		POS	Position Change	NEW	New Position	Create New Position Number
		POS	Position Change	FLS	FLSA Status	Position changes FLSA Status
		POS	Position Change	PTC	Position Type Code	Position changes Type Code specifically for Classified Staff/Ancillary Staff (On-Call/ETE/REG)
		SUB	Hold Substantive Job	CNV	Conversion- Unknown Status	Conversion logic for Employees active in PSOS with inactive jobs: Job rows will be inserted with an Expected End Date of 11/30/09; and Check box to End Job Automatically.
		SWB	Short Work Break	OFF	Summer Off - 9 Months Appt	Start of Short Work Break due to Summer Off- 9mos Appt (Returns)
		SWB	Short Work Break	FLL	Temp Off (Fall/Fiscal)	Start of Short Work Break due to Fall off- unknown return date. Employee Terminates if longer than 30days in this status.
		SWB	Short Work Break	TMP	Temp Off (Summer)	Start of Short Work Break due to Summer Off- 9mos Appt; unknown return date. Employee Terminates if longer than 120days in this status.
		REC	Re-Activate from "S" Status	ACT	Return to Active- 30days	Return to Substantive Job. This action is only used for assignments that were suspended using the SUB (Hold Substantive Job) action. If on Suspended status for 30 days or less.
		REC	Re-Activate from "S" Status	RTN	Return to Active- after 30days	Return to Substantive Job. This action is only used for assignments that were suspended using the SUB (Hold Substantive Job) action. If on Suspended status for more than 30 days.
		RWB	Return from Work Break	RFB	Return from Short Work Break	Return from Short Work Break- (Roll over process)