

FACULTY		DESCRIPTION	ACTION	REASON	COMMENTS
EMPLOYEE DATA					
	data change		Data Chg	MSC	
	-annual rate for reporting				
	-encumbrance end date				
	-service date chg				
	-timekeeping group # change				
	-change or correction to home dept. number				
	-correction to pay rate				
	-correction to position number				
	change or correction to earnings distribution	Earnings Distn Chg	JED		
	change or correction to standard hours	Data Chg	HRS		
NOTE: CORRECTION ACTIONS HAVE BEEN COMBINED WITH CHANGE ACTIONS FOR VERSION 8					
HIRE/REHIRE					
PERMANENT	notify college		x	x	
TEMPORARY/RETIREEES	department level (see below)				
HIRE	current, future, or retroactive		Hire	HIR	
REHIRE	current, future, or retroactive		Rehire	REH	
PREHIRE	faculty prehire		Data Chg	PRE	no-sal prior to 9 mo. appt. for benefits
LEAVES-PAID					
	paid leave	Paid Leave of Absence	PRO		personal / professional
	return from leave	Return from Leave	RFL		
LEAVES-UNPAID					
W/BENEFITS	medical with benefits	Leave W/Benefits	MED		personal medical leave or FML
NO/BENEFITS	medical without benefits	Leave of Absence	MED		
	military	Leave of Absence	MIL		
	personal	Leave of Absence	PER		
W/BENEFITS	FML (personal medical leave)	Leave W/Benefits	PFL		
	return from leave	Return from Leave	RFL		
PAY RATE					
	annual salary increase	Pay Rate Chg	ANN		
	equity/market/performance	Pay Rate Chg	EQU		
RETIREMENT					
	disability retirement	Retirement	DRI		
	regular retirement	Retirement	RAT		
TERMINATION					
	offer rescinded or declined	Termination	DEC		
(most common)	resignation	Termination	RES		
	death	Termination	DEA		
	tenure denied / non-renewal	Termination	INF		
	reduction in workforce	Termination	LAY		
STUDENT		DESCRIPTION	ACTION	REASON	COMMENTS
HIRE/REHIRE/TRANSFER					
HIRE	current, future, or retroactive		Hire	HIR	
REHIRE	current, future, or retroactive		Rehire	REH	
	transfer		Transfer	XFR	from stud to stud or reg; reg to stud
EMPL DATA CHG					
	position change	Position Chg	UPD		
	data change	Data Chg	MSC		
	-encumbrance end date				
	-service date chg				
	-timekeeping group # change				
	-change or correction to home dept. number				
	-correction to pay rate				
	-correction to position number				
	change or correction to earnings distribution	Earnings Distn Chg	JED		
	change or correction to standard hours	Data Chg	HRS		
PAY RATE CHG					
(most common)	increase for students	Pay Rate Chg	OTH		
	mandated salary change	Pay Rate Chg	OTH		minimum wage increase
TERMINATION					
	offer rescinded or declined	Termination	DEC		
	death	Termination	DEA		
(most common)	student employment ends	Termination	RES		

IF APPROPRIATE CODE IS NOT LISTED, CONTACT COLLEGE PERSONNEL BEFORE ENTERING INTO HRIS