Job Aid: PayPath Transactions – Action Codes, Reason Codes, and Descriptions (Academic)

Page	Action	Reason	Description
Position Data	**POS – Position Change**	APU – APU Change	Use to change Academic Programmatic Unit (APU scales).
		CID – Change in Duty Station	Use to update a Location Code when a change of duty station is approved. This occurs when the faculty member's regular, ongoing, University duties must be carried out at a location other than the campus.
		COR – Position Data Correction	Use to update Position Attributes due to data corrections.
		ERC – Update Employee Relations Code	Use to update Employee Relations Code.
		FL2 – FLSA Update- Does Not Meet	Use when the employee does not meet the salary basis test, and the FLSA needs to be overridden.
		FL3 – FLSA Revert	Use to revert the FLSA status to default when an employee's additional/concurrent job or dual employment ends.
		FLS – FLSA Override Due to Review	Use to update the FLSA status when an employee receives an additional/concurrent job.
		FTE – Revert to Position FTE	Used when the user wants to reconnect the Position Data FTE with Job Data FTE (if it is currently disconnected) for the Position FTE to control the Job Data FTE. The **Include FTE** check box becomes editable, and the user should check this box to ensure that the two FTEs are connected.
		JFT – Job Data FTE Override	Used to allow the job record to override the FTE defaulted from the position. This would mean that the Position FTE and Job FTE will not be the same. The Include FTE check box becomes editable, and the user should uncheck this check box to disconnect the two. Example: Used for employees with a temporary change in FTE (for example, where Position FTE may remain 'as is', but Job Data FTE is reduced).
		LVL – Post Doc Level Progression	Use for Post Doc Level progression. Salary Grade is updated in Position Data, and pay rate change is made in Job Data.

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Page	Action	Reason	Description
		PIT – Permanent Increase In Time (FTE)	Academic Personnel Use: Permanent increase in percent time (Position FTE). The employee could have a JOB change. FTE as well.
		PRI – Permanent Reduction - Layoff	Use to permanently reduce the Standard Hours/FTE due to a partial layoff.
		PRO – Promotion	Use to advance an academic appointee from one rank to another within the same title series.
		PRT – Permanent Reduction In Time (FTE)	Permanent reduction in percent time (Position FTE). This would change the employee's FTE on the Job.
		REG – Regularization	The transition from acting status to regular status after completing a Ph.D. or obtaining permanent residency.
		REO – Re-Organization/Restructure	Position change due to re-organization and/or restructuring within the same business unit.
		RTC – Reports To Change	A change to the reports-to position.
		SEC – Series Change	Permanent change from one academic series to another.
		TIT – Temporary Increase in Time	Temporary increase in the percentage of effort for employees whose effort usually is less than 100% or full-time.
		TRT – Temporary Reduction in Time	Use to decrease the FTE field on the Position Data Page. For example, there is a temporary decrease in the percentage of effort for employees whose effort is usually 100% or full-time.
		XFR – Transfer	Use when moving/transferring a position from one department to another within the same business unit.

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Page	Action	Reason	Description
Job Data	**DTA – Data Change**	ASM – Active Service Modified Duties	Use for tracking modified service when an academic appointee has substantial responsibility for a newborn child or adoptee.
		ASR – Return from ASMD	Use to return a faculty member to regular service after a period of Active Service Modified Duties.
		CNT – New Contract (Contract Pay)	Use to assign someone to a new/renewed contract. The user should update Compensation Frequency to 'Contract' and Pay Components as required.
		COR – Correction-Non Pay Related	Non-pay related data change to correct erroneously entered information.
		CPR – Correction-Pay Rate	Pay-related data change to correct erroneously entered information.
		CPT – Change in Percent Time (FTE)	Use to increase/decrease percent time (Job Data FTE) on an academic or staff appointment. It should only be used if Position Data FTE does not control EE level Job Data FTE. Otherwise, Job Data FTE field is display only.
		CRS – Cubicle/Room/Suite Changes	Use to update an employee's physical cubicle, room, or suite assignment. Used when the only field being updated is the Cubicle field in the UC Job Data page.
		EPR – Extension Pending Review	Extension of end date pending review.
		EXP – Extend Expected Return Date	Use to extend expected return date for employees on a short work break.
		EXT – Add/Extend Appointment	Use to add or extend the temporary appointment.
		FRQ – Update Job Comp Frequency	Use to move an employee to a new Compensation Frequency at the beginning of January or July.
		LUE – Update Location Use End Date	Use to update the Location Use End Date field on the UC Job Data page.

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Page	Action	Reason	Description
		PST – Update Post Doc Anniversary Dt	Use to update the Post Doc Anniversary Date.
		RCN – Remove Contract Pay	Use to remove the Contract Pay Comp Rate Code and Compensation Frequency.
		REA – Academic Reappointment	Use with Assistant Professors and any other term-appointed academics.
		TMF – Update Auto Termination Flag	Use to either select or deselect the 'End Job Automatically' check box.
		UCC – Update Off Scale Rate Code	Use to update the Pay Component Comp Rate Code associated with an employee's Off Scale Rate.
	JED – Earnings Distribution Change	JED – Negotiated Compensation Plans	Use only for Health Sciences Comp Plan, MSP Staff Physician Comp Plan, or Negotiated Trial Salary Program. This can also be used for Summer Salary where the earn code for a given Salary Plan/Grade is not REG. This action will require manual entry of Job Earnings Distribution.
		RET – Return to Normal Hours/Dist	Used to return employees to normal hours or distribution.
	PAY – Pay Rate Change	AAS – Advancement to Above-Scale	Used to enter compensation data when the EE has exceeded the maximum Step in his current Salary Grade. The user would remove the step value and enter Pay Components for the Above Scale Rates (For example, Above Scale X, X, and so on).
		AMR – Academic Merit/Reappointment	A pay rate change that is a performance-based salary increase or related to academic reappointment.
		ATB – Across-The-Board	Used for an across-the-board mass increase due to contract negotiations or other across-the-board increases.
		DEM – Demotion	The pay rate change for an employee who has moved from one position to another which has a lower salary range maximum.

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		EQU – Equity	A pay rate change for a salary increase granted to correct an internal or external/market inequity.
		MIN – Bring to Meet Minimum	A salary increase granted to raise an employee's salary to meet a new minimum salary range or step rate.
		NEG – Change in Negotiated Salary	Change in annual negotiated salary. Negotiated compensation plan members only (For example, HSCP, NSTP and so on).
		OFF – Off Scale Increase	New or increased off-scale salary component due to retention, equity, or academic review.
		OSD – Off Scale Decrease	Decrease in off-scale salary component.
		PRO – Promotion/Academic Promotion	Used for pay rate change that occurs due to a promotion.
		REF – Range Adjustment/Comp Refresh	Used by Comp Refresh process only. The process could be run for the following reasons: -Range Adjustment -Academic Scale Adjustment -Across the Board Increases -Mass updates
		ROP – Change to Record-Only Pay Rate	Change to the rate of pay from a non-UC source that is being tracked for records purposes only, such as for Postdocs Paid Direct.
		STI – Step Increase/Progression	A pay rate change that is an advancement to a higher step in accordance with applicable contract provisions. Will be used in the Administer Compensation business process.
		U18 – Unit 18 Salary Increase	Contracted salary increase based on quarters of service or other reasons.
		WOS – Move to/from Without Salary	Used to move someone to the WOS comp rate code. The overnight pay group assignment program will then move the EE to the 'WOS' pay group based on this newly added 'UCWOS' Pay Component.

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Page	Action	Reason	Description
	POS – Position Change	These Action/Reason combinations are automatically copied to a row on the **Job Data** tab when a position change is made on the **Position Data** tab AND that change impacts incumbent Job Data information. Refer to **Position Data** action and reason codes above for description.	
	RES – Reserve/ Faculty Abeyance	ABY – Faculty Abeyance	Used to place a faculty job in abeyance. The employee has another full-time administrator position.
	RFR - Return from Reserve/ Abeyance	RFR – Return to Normal Appointment	Used to return an EE from abeyance.
	SWB – Short Work Break	BEN – U18-Benefits Bridge Eligible	Used to put Unit 18 employees off pay status in between quarters/ semesters of active employment. The employee is eligible to request a benefits bridge. Criteria: Limited to 3 consecutive months. Non-continuing Unit 18 titles must have an approved job to which they will return at the end of the SWB. Otherwise, a termination should occur.
		EDU – Educator-Benefit Bridge Not Elg	Used to put an educator WOS or educator out-of-state (e.g., UCDC) employee off pay status between quarters or semesters of active employment. The employee is not eligible to request a Benefits Bridge.
		GST – Academic Students	Used to put academic students off pay status over the summer or in between quarters/semesters. Criteria: Limited to 4 consecutive months. It must only be used when there is intent to return to student employment at the end of the SWB, but the job does not necessarily need to be in place.
		RFB – Research Funding Bridge	Used to place an employee that is awaiting research funding on SWB. Criteria: Limited to 4 consecutive months. Used when the employee is not working, and an approved reappointment is pending the arrival of contract/grant funding. There must be proof of incoming funding.

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Page	Action	Reason	Description
		U18 – U18-Benefits Bridge Not Elig	Used to put Unit 18 employees off pay status in between quarters/ semesters of active employment. The employee is not eligible to request a Benefits Bridge. Criteria: Limited to 12 consecutive months. Non-Continuing Unit 18 titles must have an approved job to which they will return at the end of the SWB. Otherwise, a termination should occur.
		UNX – University Extension	Used to put a UNEX Teacher off pay status in between periods of active employment. Criteria: Limited to 6 consecutive months. Must only be used when there is an approved job/contract to which they will return at the end of the SWB, otherwise, a termination should occur.
		VAR – Academic Variable Appointment	Used to put an exempt academic employee with a highly variable schedule off pay status between active employment periods. Criteria: Limited to 12 consecutive months. Used during periods of inactivity for exempt academic appointees with intermittent service (e.g., seasonal or on-call).
	RWB – Return from Work Break	RWB – Return from Short Work Break	Used to return an employee from a short work break.