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

Page	Action	Reason	Description
Position Data	**POS – Position Change**	ACR – Accretion to Bargaining Unit	Use to move position to a bargaining unit.
		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	Used 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 back 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	Use when the user wants to reconnect the Position Data FTE with Job Data FTE (if it is currently disconnected) in order 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 are connected.
		GWC – Career Tracks Grade Watch Change	Use to make grade changes to a position after the final list of Career Tracks Grade Watch List Changes are announced.
		JFT – Job Data FTE Override	Use 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 user should 'uncheck' this checkbox to disconnect the two. Example: - Used for employees with a temporary change in FTE (for example, where Position FTE may remain 'as is', however Job Data FTE is reduced).
		JRD – Job Reclassification - Downward	A change to the current position where the position is given a lower salary range maximum, upon completion of a classification review.

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Page	Action	Reason	Description
		JRL – Job Reclassification - Lateral	A change to the current position where the position is reclassified and given the same salary range maximum in a different Job Code or Employee Relation Code upon the completion of a classification review.
		JRU – Job Reclassification - Upward	A change to the current position where the position is given a higher salary range maximum upon completion of a classification review.
		JSH – Job Sharing	Use when more than one person will fill a position temporarily.
		MCD – Update Mail/Location Code	Use to update the Mail Drop ID or Location Code in Position.
		PIT – Permanent Increase In Time (FTE)	Permanent increase in percent time (Position FTE). The employee could have a change in Job. FTE as well.
		PRO – Promotion	Used to advance a position from grade to grade. This will require a change in job code.
		PRT – Permanent Reduction In Time (FTE)	Permanent reduction in percent time (Position FTE). This would change the employee's FTE on the Job.
		REO – Re-Organization/ Restructure	Position change due to reorganization and/or restructuring within the same Business Unit.
		RTC – Reports To Change	A change to the reports-to position.
		TIT – Temporary Increase in Time	Temporary increase in the percentage of effort for employees whose effort is normally less than 100% or full-time.
		TRT – Temporary Reduction in Time	Use to decrease the FTE field on the Position Data Page. For example, a temporary decrease in the percentage of effort for employees whose effort is normally 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**	CAR – Limited to Career	Use to update employee's Employee Class from Limited to Career due to 1,000 hour rule.
		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. Should only be used if Position Data FTE does not control 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.
		ERI – Update ERIT End Date	Use to update the ERIT End Date field on the UC Job Data page.
		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.
		GWC – Career Tracks Grade Watch Change	Use to make grade changes to job data/employee after the final list of Career Tracks Grade Watch List Changes are announced.
		LUE – Update Location Use End Date	Use to update the Location Use End Date field on the UC Job Data page.
		PHR – Update Phased Retirement End Dt	Use to transition into retirement by reducing their appointment percentages over a period of 120 days for up to 3 years. This only applies to those who voluntarily participate in an approved system-wide phased retirement program.
		PRB – Update Probation Code/End Date	Use to update probation code and its related information.

Page	Action	Reason	Description
		TMF – Update Auto Termination Flag	Use to update the auto termination flag.
		TRL – Update Trial Employment Date	Use to update an employee's Trial Employment Date.
	JED – Earnings Distribution Change	ERT – ERIT-EE Reduction in Time	Use to place an employee (Exempt & Non Exempt) on ERIT. The employee's Job FTE will not be reduced. This action will require manual entry of Job Earnings Distribution. • ERIT hours should be submitted on the non-exempt employee's timesheet, much like a vacation or sick take would be submitted using the ERIT code. • These ERIT hours are not payable but simply reported to let UCPath know they should accrue on those hours.
		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.
		PHR – Phased Retirement Program	Use to transition into retirement by reducing their appointment percentages over a period of 120 days for up to 3 years. This only applies to those who voluntarily participate in an approved system-wide phased retirement program.
		RET – Return to Normal Hours/Dist	Use to return employees to normal hours or distribution. This action will require manual entry of Job Earnings Distribution.
		TSR – Temp Vol Salary Reduction	Used to temporarily reduce an employee's salary while keeping their Job Compensation the same. The employee's Job FTE will not be reduced.
	PAY – Pay Rate Change	ACR – Accretion to Bargaining Unit	Use when an employee is moved from non-represented to represented unit. This can be used for both academic and staff.
		ATB – Across-The-Board	Use for an across-the-board mass increase due to contract negotiations or other across-the-board increases.

Page	Action	Reason	Description
		DEM – Demotion	The pay rate change for an employee who has moved from one position to another, which has a lower salary range maximum.
		EQU – Equity	A pay rate change for a salary increase granted to correct an internal or external/market inequity.
		JRD – Job Reclass - Downward	Use to add a pay rate change for the job reclassification. This action/reason should be a 2nd row inserted in Job upon the position change.
		JRL – Job Reclass - Lateral	Use to add a pay rate change for the job reclassification. This action/reason should be a 2nd row inserted in Job upon the position change.
		JRU – Job Reclass - Upward	Use to add a pay rate change for the job reclassification. This action/reason should be a 2nd row inserted in Job upon the position change.
		MER – Merit	A pay rate change that is a performance-based salary increase granted in accordance with the applicable merit program guidelines or contract provision.
		MIN – Bring to Meet Minimum	A salary increase granted in order to raise an employee's salary to meet a new minimum salary range or step rate.
		OCA – LBNL Out of Class Assignment	Used by LBNL to track pay rate changes for out-of-class assignments. • Note: An employee temporarily assigned to perform all the duties on a full-time basis of a position in a classification with a salary rate higher than their appointment shall be considered in an out-of-class assignment. And will be paid at the rate of the higher classification for all hours worked in the out-of-class assignment.
		PRO – Promotion/Academic Promotion	Use for pay rate change that occurs due to a Promotion.

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		REF – Range Adjustment/Comp Refresh	Will be 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
		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.
	POS – Position Change	The POS Action/Reason combinations are automatically copied to a new 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 listed above.	
	RES – Reserve/ Faculty Abeyance	RES – Reserve Appointment (Staff)	Use to place employee's appointment on full-time reserve.
	RFR – Return from Reserve/ Abeyance	RFR – Return to Normal Appointment	Use to return an employee from reserve.
	SWB – Short Work Break	EDU – Educator-Benefits Bridge NT Elg	Use to put an educator WOS or educator out-of-state (e.g., UCDC) employee off pay status in between quarters or semesters of active employment. The employee is not eligible to request a Benefits Bridge.
		FLT – Floaters/TOPS	Used for floater employees during periods of inactivity. Criteria: Limited to 4 consecutive calendar months. SWB can only be used when the department intends for the floater to return to employment following the SWB. If this is unknown, the employee should be terminated. The SWB should not exceed the floater's job record end date.

Page	Action	Reason	Description
		LMT – Limited Employees	Used for limited employees off pay status. Criteria: Limited to 4 consecutive calendar months. SWB can only be used when the department intends for the limited employee to return to employment following the SWB. If this is unknown, the employee should be terminated. The SWB should not exceed the employee's job record end date.
		P09 – Partial Year Career - 09 Months	Use to place a 9-month PY Career employee on Short Work Break.
		P10 – Partial Year Career - 10 Months	Use to place a 10-month PY Career employee on Short Work Break.
		P11 – Partial Year Career - 11 Months	Use to place an 11-month PY Career employee on Short Work Break.
		UST – Staff Students	Use to put undergraduate students (covered under PPSM) off pay status over the summer or in between quarters/semesters. Criteria: Limited to 4 consecutive calendar months. SWB can only be used when the department intends for the student employee to return to employment following the SWB. If this is unknown, the student employee should be terminated. The SWB should not exceed the student's job record end date.
	RWB – Return from Work Break	RWB - Return from Short Work Break	Use to return an employee from Short Work Break.
		P09 – Partial Year Career - 09 Months	Use to return a 9-month PY Career employee from Short Work Break.
		P10 – Partial Year Career - 10 Months	Use to return a 10-month PY Career employee from Short Work Break.
		P11 – Partial Year Career - 11 Months	Use to return an 11-month PY Career employee from Short Work Break.