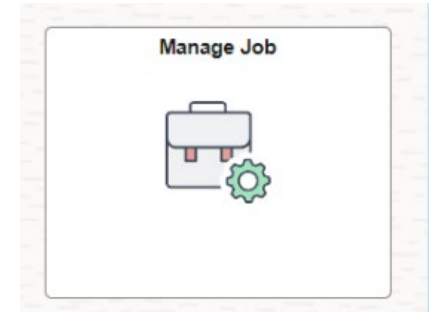


MANAGE JOB - allows you to make Job updates to an Employee Record. For example, Pay Rate, Job Earnings Distribution, Short Work Breaks, amongst other ‘Actions’ noted in the action column below.

The "**Manage Job**" functionality is designed for handling transfers within the same or related business units and for employees within the same **Employee Class** (staff to staff or academic to academic). This function also simplifies the rehire process by allowing the reuse of a terminated employee's record, (being rehired within the same or related business unit and Employee class). Additionally, the "**Manage Job**" functionality allows the user to process both voluntary and involuntary terminations.



Action	Reason	Description
COM - Contingent Worker - Completion	COM – Completion – Contingent Worker	Use to complete or end a Contingent Workers contract
	DNR – Do Not Rehire (Settlement)	Agreement/Settlement – Employee agrees not to return.
CWE - Contingent Worker Extension	CWE – Contingent Worker Extension	Use to extend an active Contingent Workers contract.
CWU - Contingent Worker Job Update	CDP – Contingent Worker Department Change/Transfer	Use to transfer a Contingent Worker to a different department within same or related business unit.
	CDU– Contingent Worker Data Update	Use to update job data in a Contingent Worker’s EMPL record, including Job Work Location, Expected Job End Date, Job Code, Reporting structure, FTE, or Cubicle
	CJC– Contingent Worker Job Code Change	Use to update a Contingent Worker job code.
	CRT– Contingent Worker Reports to Change	Us to update a Contingent Worker reporting structure.
	LOC – Contingent Worker Location Code Change	Use to update a Contingent Worker’s work location.
RNW - Renew Contingent Worker	RNW – Renew Contingent Worker	Use to renew a contract with a previously employed contingent worker.



Action	Reason	Description
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.
	CAR – Limited to Career	Update an Employee Class from Limited to Career due to the 1,000-hour rule.
	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 Full Time Equivalent “FTE”) on an academic or staff appointment. It should only be used if Position Data FTE does not control employee level Job Data FTE. Otherwise, Job Data FTE field is display only.
	CRS – Cubicle/ Room/Suite changes	Use to document changes in Cubicles, rooms, offices, suites, etc.
	EPR – Extension Pending Review	Extension of end date pending review.
	ERI – Update ERIT End Date	Use to update the Employee Reduction in Tim (“ERIT”), End Date field on the 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.
	FRQ – Update Job Comp Frequency	Use to move an employee to a new Compensation Frequency at the beginning of January or July.

Action	Reason	Description
DTA – Data Change	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 Date	Used to transition employee 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.
	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.
	TRL – Update Trial Employment Date	Use to update an employee's Trial Employment Date.
	UCC – Update Off Scale Rate Code	Use to update the Pay Component Comp Rate Code associated with an employee's Off Scale Rate.

Action	Reason	Description
JED – Earnings Distribution Change	ERT – Employee Reduction in Time	<p>Use to place an employee (Exempt & Non-Exempt) on Employee Reduction in Time (“ERIT”). The employee's Job FTE will not be reduced. This action will require manual entry of Job Earnings Distribution.</p> <ul style="list-style-type: none"> • 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.
	TSR – Temp Vol Salary Reduction	Use 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	AAS – Advancement to Above-Scale	Use to enter compensation data when the employee has exceeded the maximum Step in their current Salary Grade. The used would remove the step value and enter Pay Components for the Above Scale Rates (i.e. Above Scale X, X, etc.)
	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.
	AMR – Academic Merit/Reappointment	A pay rate change that is a performance-based salary increase or related to academic reappointment.
	ATB – Across-The-Board	Use for an across-the-board mass increase due to contract negotiations or other across-the-board increases.

Action	Reason	Description
PAY – Pay Rate Change	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 Reclassification - Downward	A change to the current position where the position is given a lower salary range maximum, upon completion of a classification review
	JRL – Job Reclass - 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 Reclass - Upward	A change to the current position where the position is given a higher salary range maximum upon completion of a classification review
	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 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).
	OCA – LBNL Out of Class Assignment	Use 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.
	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	Use for a pay rate change that occurs due to a promotion.	

Action	Reason	Description
PAY – Pay Rate Change	REF – Range Adjustment/Comp Refresh	Use by Comp Refresh process only. The process could be run for the following reasons: <ul style="list-style-type: none"> • 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. 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	Use to move someone to the WOS comp rate code. The overnight pay group assignment program will then move the employee to the 'WOS' pay group based on this newly added 'UCWOS' Pay Component.
RES – Reserve/ Faculty Abeyance	ABY – Faculty Abeyance	Use to place a faculty job in abeyance. The employee has another full-time administrator position.
	RES – Reserve Appointment (Staff)	Use to place employee's appointment on full-time reserve.
Retirement	RET – Retirement	Use for Retirement.
RFR - Return from Reserve/ Abeyance	RFR – Return to Normal Appointment	Use to return an employee from abeyance (suspension).

Action	Reason	Description
SWB – Short Work Break	BEN – U18-Benefits Bridge Eligible	Use to put Unit 18 <i>Academic</i> employees off (Non-Senate Faculty/Lectures) 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	Use to put an educator WOS or educator out-of-state (e.g., UCDC) <i>Academic</i> employee off pay status between quarters or semesters of active employment. The employee is not eligible to request a Benefits Bridge.
	FLT – Floaters/TOPS	Use for <i>Staff</i> floater employees during periods of inactivity. Criteria: Limited to 4 consecutive calendar months. The short work break (“SWB”) can only use 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.
	GST – Academic Students	Use to put academic students off pay status over the summer or in between quarters/semesters. Criteria: Limited to 4 consecutive months. It must only use when there is intent to return to student employment at the end of the Short Work Break, but the job may not yet be in place
	LMT- Limited Employees	Use for limited employees off pay status. Criteria: Limited to 4 consecutive calendar months. Short Work Break is only 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 <i>Staff</i> employee on Short Work Break.
	P10 – Partial Year Career - 10 Months	Use to place a 10-month PY Career <i>Staff</i> employee on Short Work Break.
	P11 – Partial Year Career - 11 Months	Use to place an 11-month PY Career <i>Staff</i> employee on Short Work Break.

Action	Reason	Description
SWB – Short Work Break	RFB – Research Funding Bridge	Use to place an employee that is awaiting research funding on a SWB. Criteria: Limited to 4 consecutive months. Use 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.
	U18 – U18-Benefits Bridge Not Elig	Use to put Unit 18 <i>Academic</i> 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	Use to put an <i>Academic</i> UNEX Teacher off pay status in between periods of active employment. Criteria: Limited to 6 consecutive months. Use only when there is an approved job/contract to which they will return at the end of the SWB, otherwise, a termination should occur.
	UST – Staff Students	Use to put undergraduate <i>Staff</i> 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 Use 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.
	VAR – Academic Variable Appointment	Use to put an exempt <i>Academic</i> employee with a highly variable schedule off pay status between active employment periods. Criteria: Limited to 12 consecutive months. Use during periods of inactivity for exempt academic appointees with intermittent service (e.g., seasonal or on-call).



Action	Reason	Description
RWB - Return from Work Break	P09 – Partial Year Career - 09 Months	Use to return a 9-month PY Career employee on Short Work Break.
	P10 – Partial Year Career - 10 Months	Use to return a 10-month PY Career employee on Short Work Break.
	P11 – Partial Year Career - 11 Months	Use to return an 11-month PY Career employee on Short Work Break.
	RWB – Return from Short Work Break	Use to return an employee from a short work break.
Voluntary Terminations	AAJ – Resign - Accept Another Job	Use for termination due to employee accepting another job.
	CAR – Career to Per Diem	Use for termination of career appointment. Employee will be rehired into a Per Diem position. Must have a one-day break in service. These individuals will be required to sign a waiver form as part of the rehire process.
	DWJ – Resign - Dissatisfied with Job	Use for termination due to employee being dissatisfied with job.
	FRL – Resign - Failed to Return from Leave	Use for termination due to employee’s failure to return from an approved leave of absence.
	JAB – Resign - Job Abandonment	Use for termination due to job abandonment.
	LAJ – Resign - Look for Another Job	Use for termination due to employee looking for another job.
	MIL – Resign - Military Service	Use for termination due to employee planning to enter military service.
	MOA – Resign - Moved Out of Area	Use for termination due to employee moving out of area.
	NRG – Resign - No Reason Given	Use for termination – Employee did not provide a reason.

Actions	Reason	Description
Voluntary Terminations	PER – Resign - Personal Reasons	Use for termination due to personal reasons.
	QWN – Resign - Quit Without Notice	Use for termination due to employee quitting without notice.
	SCH – Resign - Attend School	Use for termination due to employee planning to attend school.
	SLF – Resign - Self-Employment	Use for termination due to employee planning to work for themselves.
	TR1 – Release from Trial Employment - Voluntary	Use for release from trial employment initiated by the employee.
	VSP – Voluntary Separation Program <i>(routes to UCPath)</i>	Use to voluntarily terminate an employee as part of a Location’s Voluntary Separation Program.
Involuntary Terminations	ACE – Appointment Expired	Use for the termination of an appointment with a fixed end date or expiration of contract in accordance with the terms of the contract or appointment.
	AIP – Academic -Incompetent Performance	Use to terminate Academic Personnel based on APM 075.
	APR – Academic -Presumptive Resignation	Use to terminate an academic appointee per APM 700-30.
	ATA – Academic -Terminal Appointment	Use to terminate an academic appointee who did not receive tenure.
	ATT – Dismissal - Attendance	Use for termination due to attendance.
	DEA – Death <i>(routes to UCPath)</i>	Use for termination due to death.
	DNP – Do Not Protest (Settlement)	Use to termination someone who has a settlement with the university. UCPC will not protest any UI claims if the employee has this action/reason code.
	DNR – Do Not Rehire (Settlement)	Agreement/Settlement – Employee agrees not to return.
	FLS – Dismissal – Falsified Application	Use for termination due to falsification on application.
	GCE – Grant/Contract Expired	Use for termination due to the expiration of a grant or contract.

Action	Reason	Description
Involuntary Termination	GRD – No Longer Student	Use for termination due to employee graduating or no longer student status.
	INV – Involuntary Termination - Other	Use for termination for other reasons not stated.
	LHC – Layoff - Accept Health Care	Use to track employee who are laid off and accept a job at new Healthcare Corporation. Note: Use for Conversion purposes only.
	MED – Medical Separation	Use for termination due to an employee who became unable to perform essential functions of their position due to a disability.
	MIS – Dismissal - Misconduct	Use for termination due to misconduct.
	NLC – Dismissal – No Longer Certified/Licensed	Use for termination due to lack of certification or license.
	NSE – Never Started Employment	Use for termination of appointment due to prospective employee never starting work. This voids the employment record rather than deleting it.
	NSV – Elimination of Position	Use for termination due to an elimination of a MSP position or layoff of an Academic position where no severance or rehire rights are provided.
	PDR – Per Diem Release	Use for termination due to the end of a per diem appointment.
	PRF – Dismissal – Lack of Performance	Use for termination due to performance.
	PRO – Released During Probation	Use for termination due to employee not passing probation.
	RDS – Layoff-Reduced Sev Reh/ Recall	Use for indefinite Layoff - Reduced Severance and Preferential Rehire/Recall Rights
	RRR – Layoff - Rehire/Recall Rights	Use for indefinite Layoff - Rehire/Recall Rights
	SEV – Layoff - Severance	Use for indefinite Layoff - Severance
	TR2 – Release from Trial Employment - Involuntary	Use for release from trial employment initiated by the University.
VIS – Visa/Work Permit Expired	Use for termination due to expiration of visa and/or work permit.	

Action	Reason	Description
Rehire	ACA - Rehire: Academic Recall <i>(routes to UCPath)</i>	Use for Academic rehires, if using from Manage Job , the Rehire must be from same or related Business Unit and from an Academic role. If from a different business unit, you must use Direct Entry/HR Smart Template Full Hire . For Job Codes that are without salary (WOS), be sure to also enter the Comp Rate as UCWOS.
	CN1 - Academic Concurrent Hire <i>(routes to UCPath)</i>	Use to add a concurrent academic employee record (appointment). This means that an employee is working in two or more jobs at the same time in different departments and/or job codes
	DUE – Concurrent Dual Employment <i>(routes to UCPath)</i>	Use for a staff employee that is hired into another job that puts them into dual employment, where the total FTE exceeds 1.0, but less than 1.2, across all active appointments. Dual employment appointments must be at the same or related business unit (it does not apply to multi-locations). A Dual Employment Request form is required and must be attached to the template transaction. If hired into multiple unrelated business units, use the Direct Entry/HR Smart Template and a Multi-Location Agreement (MLA) is required to be attached to the template transaction.
	NDE – Concurrent Non-Dual Employment <i>(routes to UCPath)</i>	Use for a staff employee hired into an additional job within the same business unit or multiple unrelated business units, all of which do not exceed 1.0 FTE If hired into multiple unrelated business units, use the Smart HR Templates and attach a Multi-Location Agreement (MLA) to the template transaction.
	PR2 - Rehire, from Layoff-Pref <120 <i>(routes to UCPath)</i>	Use for rehires from following a layoff and secured through the preferential rehire process within 120 days of separation. To use Manage Job , the Rehire must be from same or related Business Unit & Employee Class, otherwise you must use Direct Entry/HR Smart Template .
	PRF - Rehire, from Layoff-Pref >=120 <i>(routes to UCPath)</i>	Use to rehire following a layoff and secured through the preferential rehire process where there is greater than or equal to 120 days of separation. To use Manage Job , the Rehire must be from same or related Business Unit & Employee Class, otherwise you must use Direct Entry/HR Smart Template .
	RC2 - Staff Recall, <120 <i>(routes to UCPath)</i>	Use to rehire a former UC employee eligible under layoff recall policies within 120 days of separation. To use Manage Job the Rehire must be from same or related Business Unit & employee class, otherwise you must use Direct Entry/HR Smart Template .

Action	Reason	Description
Rehire	RE2 - Rehire, <120 days break <i>(routes to UCPath)</i>	Use for a regular rehire to return to pay status following less than 120 days of break in service. To use Manage Job the Rehire must be from same or related Business Unit & employee class, otherwise you must use Direct Entry/HR Smart Template .
	REC = Staff Recall, >= 120 <i>(routes to UCPath)</i>	Use to rehire a former UC employee eligible under layoff recall policies greater than or equal to 120 days of separation. To use Manage Job the Rehire must be from same or related Business Unit & employee class, otherwise you must use Direct Entry/HR Smart Template .
	REH - Rehire, > or = 120 days break <i>(routes to UCPath)</i>	Use for a regular rehire to return to pay status following a greater than or equal to 120 days of break in service. To use Manage Job the Rehire must be from same or related Business Unit & Employee Class, otherwise you must use Direct Entry/HR Smart Template
	REI – Rehired Reinstatement <i>(routes to UCPath)</i>	Use to reinstate an employee (either staff or academic) that was terminated. To use Manage Job the Rehire must be from same or related Business Unit & Employee Class, otherwise you must use Direct Entry/HR Smart Template
	RET – Rehired Retiree <i>(routes to UCPath)</i>	Use to return to pay status, in accordance with the Policy on Reemployment of UC Retired Employees, following a retirement, and the employee continues to draw retirement benefits. To use Manage Job the Rehire must be from same or related Business Unit & Employee Class, otherwise you must use Direct Entry/HR Smart Template Rehire-Retiree requires the completed UBEN1039 form to be attached to the template transaction.
	RL2 - Rehire, fr Layoff-No Pref <120 <i>(routes to UCPath)</i>	Use to rehire following a layoff and not secured through the preferential rehire process within 120 days of separation. To use Manage Job the Rehire must be from same or related Business Unit & Employee Class, otherwise you must use Direct Entry/HR Smart Template
	RLO - Rehire, fr Layoff-No Pref >=120 <i>(routes to UCPath)</i>	Use to rehire following a layoff and not secured through the preferential rehire process where there is greater than or equal to 120 days of separation. To use Manage Job , the Rehire must be from same or related Business Unit & Employee Class, otherwise you must use Direct Entry/HR Smart Template

Action	Reason	Description
Rehire	RSR - Rehire: Retirement Suspended <i>(routes to UCPath)</i>	Use to return to pay status following a retirement with retirement suspended and employee becomes an active UCRP member again. To use Manage Job the Rehire must be from same or related Business Unit & Employee Class, otherwise you must use Direct Entry/HR Smart Template
Transfers	AXF - Academic Intra-Campus Transfer <i>(routes to UCPath)</i>	Use when a person moves to a new department and position To use Manage Job the Rehire must be from same or related Business Unit & Employee Class, otherwise you must use Direct Entry/HR Smart Template Full Hire .
	DEE - Transfer - Dual Employment <i>(routes to UCPath)</i>	Use to transfer to a concurrent dual-employment job.
	DEM - Voluntary Demotion <i>(routes to UCPath)</i>	Use for voluntary transfer to a position with a lower salary range maximum in a different department.
	INV – Involuntary Demotion <i>(routes to UCPath)</i>	Use for involuntary transfer to lower salary range maximum for disciplinary reasons in a different department.
	LAT - Lateral Transfer <i>(routes to UCPath)</i>	Use for the transfer of an employee from one position to another position in a new department
	MHP – Move to Multi-Headcount Position <i>(routes to UCPath)</i>	Use to move a job record to a multi-headcount position. This requires a change in position number.
	PDC - Per Diem to Career	Use to transfer an appointment of a per diem employee into a career position. This is tracked so that employees who receive less (in the career position) are not flagged as a demotion.

Action	Reason	Description
Transfers	PRO – Promotion <i>(routes to UCPath)</i>	Use to change an employee from one position to another position which has a higher salary range maximum. Promotions are normally obtained through a competitive recruitment process
	SHP – Move to Single-Headcount Position <i>(routes to UCPath)</i>	Use to move a job record to a single-headcount position. This requires a change in position number.
	TMP - Temp Out of Class Assignment <i>(routes to UCPath)</i>	Use to temporarily transfer a represented employee, according to the employee’s bargaining contract, to a full perform the functions of a position in a different classification. The University shall determine the duration and end date of such assignment. The temporary assignment shall not result in the permanent reclassification of the employee. This moves employee into a new department.

RELATED RESOURCES:

- [Job Aid: Template Transactions – Action Reason Codes and Descriptions](#)
- [Job Aid: PayPath Transactions - Action Codes, Reason Codes and Descriptions \(Academic\)](#)
- [Job Aid: PayPath Transactions - Action Codes, Reason Codes and Descriptions \(Staff\)](#)
- [Job Aid: TAM Prepare for Hire – Applicant Type, Type of Hire, Action Reason and Description](#)
- [Job Aid: Pay Group Assignment, Configuration and Code List](#)
- [Job Aid: Contingent Worker \(CWR\) Job Codes and Descriptions](#)