

Action Code	Action Code Long Name	Reason Code	REASON CODE LONG NAME	EXPLANATION. Use This When...
				Last updated 4/01/16 UHR = Central University Human Resources
Brand New, First Instance Hires				
HIR	Hire	HSW	Hire Student Worker	Initiating the first hire of an individual whose primary presence at NC State is as an enrolled NC State student, and whose work activities will be incidental or secondary to their student status. Includes Work/Study students, undergrad students working in temporary paid assignments, Housing Resident Advisors and graduate student workers -- other than a graduate, teaching, research, extension, or service assistant.
HIR	Hire	HGA	Hire Grad Assistant	Initiate the first hire of an individual whose primary presence at NC State is as a fully admitted and enrolled NC State graduate student and who is being appointed as a graduate assistant in one of the following areas, (Teaching, Research, Extension, or Services).
HIR	Hire	HPD	Hire Postdoc / CVM House Officer	Initiating the first appointment of an individual whose primary presence at NC State is for the purpose of engaging in a post-PhD (or equivalent degree) scholarly/research experience under the auspices of an NCSU faculty mentor, whether paid through the university (as a postdoctoral scholar) or paid directly by a funding agency (as a postdoctoral fellow). Use also for the initial appointment of post-DVM interns and residents in the College of Veterinary Medicine (CVM). Postdoctoral appointment cannot exceed 5 years cumulative total. If paid directly by a funding agency rather than through NCSU payroll, use HIR/HUA instead.
HIR	Hire	HTS	Hire Temp FLSA Hourly	Initiating the first hire of an individual whose primary presence at NC State will be for paid temporary hourly staff employment -- even if the individual also may be enrolled in coursework at NCSU or another university -- and who will be performing FLSA-Subject duties that would be considered "SHRA" in nature if the appointment were a regular (non-temporary) position, Temporary staff appointments cannot exceed 6 months (with possible extension up to another 6 months), For 'permanent' (regular, ongoing) PART-TIME positions, use HIR/HRE with the appropriate FTE. These pay on bi-weekly cycle.
HIR	Hire	HTP	Hire Temp FLSA Exempt	Initiating the first hire of an individual whose primary presence at NC State will be for paid temporary, FLSA-exempt professional employment -- even if the individual also may be enrolled in coursework at NCSU -- and performing duties that would be considered either an SHRA professional-level position or an "EHRA non-faculty professional or SAAO" if the appointment were a regular (non-temporary) position. Use this reason code for an individual who will be appointed for less than 12 months, and for whom an immediately-subsequent or recurring appointment is not anticipated. For 'permanent' (regular, ongoing) PART-TIME positions, use HRE with the appropriate FTE. These pay on monthly cycle.
HIR	Hire	HTF	Hire Temporary Faculty	Initiating the first hire of an individual whose primary presence at NC State will be for paid, temporary faculty employment purposes (e.g., a lecturer teaching 1-2 courses per semester for the academic year, or a lecturer teaching a fulltime load for one semester only). Use this reason code for an individual who will be appointed 9 months or less, and for whom an immediately-subsequent or recurring appointment is not anticipated.
HIR	Hire	HLS	Hire Time-Limited Staff	Initiating the first hire of an individual whose primary presence at NC State will be for paid, time-limited staff employment -- even if the individual also may be enrolled in coursework at NCSU -- and who will be performing duties that would be considered "SHRA" in nature if the appointment were a regular (non-temporary) position. Unlike regular positions, time-limited positions have a defined or anticipated ending date not to exceed 3 years, due either to the time-limited need for the work itself or time-limited availability of funding to support the position. If the appointment/position is expected to last for longer than 3 years, use Reason Code HRE (Hire for Regular Employment). Time-Limited appointments are benefits eligible if they meet the FTE minimums and are considered "recurring" appointments of at least 9 months. SHRA employees whose employment reaches beyond 3 years achieve "permanent" SHRA status even if the position itself remains time-limited in nature.
HIR	Hire	HLP	Hire Time-Limited Professional	Initiating the first hire of an individual whose primary presence at NC State will be for paid time-limited professional employment -- even if the individual also may be enrolled in coursework at NCSU -- and performing duties that would be considered an "EHRA non-faculty professional or SAAO" if the appointment were a regular (non-temporary) position. Unlike regular positions, time-limited positions have a defined or anticipated ending date not to exceed 3 years, due either to the time-limited need for the work itself or time-limited availability of funding to support the position. If the appointment/position is expected to last for longer than 3 years, use Reason Code HRE (Hire for Regular Employment). Time-Limited appointments are benefits eligible if they meet the FTE minimums and are considered "recurring" appointments of at least 9 months.

HIR	Hire	HRE	Hire for Regular Employment	Initiating the first hire of an individual into a regular, paid, full- or part-time -- staff, professional, administrator, or faculty -- position, including positions that are categorized as "permanent" SHRA; LEORS (law enforcement); COSS (county operations support staff); EHRA Faculty, EHRA Instructional/Research professionals, EHRA SAAO; and County EHRA. -- except if the individual is a transfer from another State of NC entity (use Reason Code HTR for such transfers). Use Reason Code HRE for positions that have either (a) no currently-defined or anticipated ending date, or (b) a presumption, if faculty, that the appointment will be a "recurring" appointment of at least 9 months. If the faculty member is being hired for less than 9 months, use Hire-Hire Temporary Faculty (HTF).
HIR	Hire	HTR	Transfer for Regular Employment	Initiating the first-ever NCSU assignment of an individual who is transferring directly (without break in service) to regular employment at NCSU, from regular employment at another state agency, or from a constituent institution of the UNC System -- or from another entity that participates in the State Retirement systems (TSERS/LEORS) -- and falling into the same employment categories as used for Reason Code HRE (Hire for Regular Employment). Contact HRIM Specialist who will verify total State service and enter in HR System (for reasons such as longevity calculations & leave accruals).
HIR	Hire	HSR	Hire State of NC Retiree to Paid Assignment	Providing a new paid assignment to someone who previously retired from a State Agency of North Carolina, UNC System Institution -- or from another entity that participates in the State Retirement Systems (TSERS/LEORS)-- OTHER than from NCSU. In no case can such an individual be re-employed at an FTE greater than 0.74. Also, individuals who are members of TSERS or LEORS must have a 6-month break between retirement and re-employment.
HIR	Hire	HSP	Summer Pre-Hire	Initiating the first-ever paid summer assignment of a faculty member who will begin their first formal 9-month appointment on the following Aug 16. Benefits-eligible (except not eligible for leave accrual) if FTE meets benefits threshold. If not to be benefits-eligible during this period, use HIR/HTF (Hire as Temp Faculty) instead.
HIR	Hire	HJU	Joint Appointment Unpaid	A faculty member participating in an inter-institutional (or inter-agency) collaborative partnership or program, whose first NCSU assignment is a true joint appointment, in which all the individual's salary is being paid entirely through the other organization's payroll, including scenarios where NCSU is transmitting funds to the other organization to support the individual's salary. If the individual is paid instead in whole or in part on NCSU's payroll, use Hire-Joint Appointment Paid (HJP). Do not use HJU for dual employment, where NCSU is "borrowing" some time/effort of another UNC or State of NC employee; that is handled through the NCSU Budget office as a dual-employment agreement.
HIR	Hire	HJP	Joint Appointment Paid	A faculty member participating in an inter-institutional (or inter-agency) collaborative partnership or program, whose first NCSU assignment is a true joint appoint that is paid in whole or in part through NCSU's payroll, including scenarios where the other organization is transmitting funds to NCSU to support the individual's salary. Do not use HJP for dual employment, where NCSU is "borrowing" some time/effort of another UNC or State of NC employee; that is handled through the NCSU Budget office as a dual-employment agreement. Contact University Benefits to ensure that the individual's combined effort/FTE is considered in determining benefits eligibility.
HIR	Hire	HUA	Unpaid Appointment	Initiating the first-ever NCSU assignment, where the appointment is a courtesy UNPAID appointment as an adjunct faculty member, visiting faculty member, visiting EHRA non-faculty professional. Visiting appointments are of individuals who have a "home" institution to which they will return; visiting appointments cannot be for more than 2 years. Use also for unpaid county extension appointments (such as those paid entirely by the county or by NC A&T), federal personnel, ROTC and similar appointments paid directly by their sponsoring entity, and postdoctoral scholars and veterinary house officers who are receiving funding directly from an outside funding agency (not through NCSU payroll).
Rehire of an individual with previous hire records in the HR System who are currently inactive.				
REH	Rehire	RSW	Rehire as Student Worker	Rehiring an individual whose primary presence at NC State is as an enrolled NC State student, and whose work activities will be incidental or secondary to their student status. Includes Work/Study students, undergrad students working in temporary paid assignments, Housing Resident Advisors and graduate student workers -- other than a graduate, teaching, research, extension, or service assistant.
REH	Rehire	HGA	Rehire Grad Assistant	Rehire an individual whose primary presence at NC State is as a fully admitted and enrolled NC State graduate student and who is being appointed as a graduate assistant in one of the following areas, (Teaching, Research, Extension, or Services).
REH	Rehire	RPD	Rehire as Postdoc / CVM House Officer	Rehiring an individual whose primary presence at NC State is for the purpose of engaging in a post-PhD (or equivalent degree) scholarly/research experience under the auspices of an NCSU faculty mentor, whether paid through the university (as a postdoctoral scholar) or paid directly by a funding agency (as a postdoctoral fellow). Use also for the rehire of post-DVM interns and residents in the College of Veterinary Medicine (CVM). Postdoctoral appointment cannot exceed 5 years cumulative total.

REH	Rehire	RTS	Rehire as Temp - FLSA Hourly	Rehiring an individual whose primary presence at NC State will be for paid temporary hourly staff employment -- even if the individual also may be enrolled in coursework at NCSU or another university -- and who will be performing FLSA-subject duties that would be considered "SHRA" in nature if the appointment were a regular (non-temporary) position. Temporary staff appointments cannot exceed 6 months (with possible extension up to another 6 months), For rehire into a 'permanent' (regular, ongoing) PART-TIME position, use RRE with the appropriate FTE. These pay on bi-weekly cycle
REH	Rehire	RTP	Rehire as Temp - FLSA Exempt	Rehiring an individual whose primary presence at NC State will be for paid temporary, FLSA-exempt, professional employment -- even if the individual also may be enrolled in coursework at NCSU -- and performing duties that would be considered either an SHRA professional-level positions or an "EHRA non-faculty professional or SAAO" if the appointment were a regular (non-temporary) position. Use this reason code for an individual who will be appointed for less than 12 months, and for whom an immediately-subsequent or recurring appointment is not anticipated. For rehire into a 'permanent' (regular, ongoing) PART-TIME position, use RRE with the appropriate FTE. These pay on monthly cycle.
REH	Rehire	RTF	Rehire as Temporary Faculty	Rehiring an individual whose primary presence at NC State will be for paid, temporary NTT faculty employment purposes (e.g., a lecturer teaching 1-2 courses per semester for the academic year, or a lecturer teaching a fulltime load for one semester only). Use this reason code for an individual who will be appointed for 9 months or less, and for whom an immediately-subsequent or recurring appointment is not anticipated.
REH	Rehire	RSA	Summer Assignment	Rehiring a paid summer assignment of a faculty member who will then begin a formal 9-month appointment on the following Aug 16. Benefits-eligible (except not eligible for leave accrual) if FTE meets benefits threshold. If not to be benefits-eligible during this period, use REH/RTF (Rehire as Temp Faculty) instead.
REH	Rehire	RLS	Rehire as Time-Limited Staff	Rehiring an individual whose primary presence at NC State will be for paid, time-limited staff employment -- even if the individual also may be enrolled in coursework at NCSU -- and who will be performing duties that would be considered "SHRA" in nature if the appointment were a regular (non-temporary) position. Unlike regular positions, time-limited positions have a defined or anticipated ending date not to exceed 3 years, due either to the time-limited need for the work itself or time-limited availability of funding to support the position. If the appointment/position is expected to last for longer than 3 years, use Reason Code RRE (Rehire for Regular Employment). Time-Limited appointments are benefits eligible if they meet the FTE minimums and are considered "recurring" appointments of at least 9 months. SHRA employees whose employment reaches beyond 3 years achieve "permanent" SHRA status even if the position itself remains time-limited in nature.
REH	Rehire	RLP	Rehire as Time-Limited Professional	Rehiring an individual whose primary presence at NC State will be for paid time-limited professional employment -- even if the individual also may be enrolled in coursework at NCSU -- and performing duties that would be considered an "EHRA non-faculty professional or SAAO" if the appointment were a regular (non-temporary) position. Unlike regular positions, time-limited positions have a defined or anticipated ending date not to exceed 3 years, due either to the time-limited need for the work itself or time-limited availability of funding to support the position. If the appointment/position is expected to last for longer than 3 years, use Reason Code RRE (rehire for Regular Employment). Time-Limited appointments are benefits eligible if they meet the FTE minimums and are considered "recurring" appointments of at least 9 months.
REH	Rehire	RRE	Rehire as Regular Employment	Rehiring an individual into a regular, paid, full- or part-time -- staff, professional, administrator, or faculty -- position, including positions that are categorized as "permanent" SHRA; LEORS (law enforcement); COSS (county operations support staff); EHRA Faculty, EHRA Instructional/Research professionals, EHRA SAAO; and County EHRA. -- except if the individual is a transfer from another State of NC entity (use Reason Code RTR for such transfers). Use Reason Code RRE for positions that have either (a) no currently-defined or anticipated ending date, or (b) a presumption, if faculty, that the appointment will be a "recurring" appointment of at least 9 months. If the faculty member is being hired for less than 9 months, use Rehire-Rehire Temporary Faculty (RTF).
REH	Rehire	RTR	Transfer for Regular Employment	Rehiring an individual who is transferring directly (without break in service) to regular employment at NCSU, from regular employment at another state agency, or from a constituent institution of the UNC System -- or from another entity that participates in the State Retirement systems (TSERS/LEORS) -- and falling into the same employment categories as used for Reason Code RRE (Rehire for Regular Employment). Contact HRIM Specialist who will verify total State service and enter in HR System (for reasons such as longevity calculations & leave accruals).
REH	Rehire	RNR	Rehire NCSU Retiree to Paid Assignment	Providing a new paid assignment to someone who previously retired from NCSU. In no case can such an individual be re-employed at an FTE greater than 0.74. NOTE: individuals who are members of TSERS or LEORS must have a 6-month break between retirement and paid re-employment. If a retiree of another state agency, use RSR. If the retiree has been awarded active Emeritus status, use Additional Job (ATE) instead of Rehire (RNR).

REH	Rehire	RSR	Rehire State of NC Retiree to Paid Assignment	Rehiring an individual who worked for NCSU in the past and is known to the NCSU HR System, AND who previously retired from a State Agency of North Carolina, UNC System Institution -- or from another entity that participates in the State Retirement Systems (TSERS/LEORS)-- OTHER than from NCSU. In no case can such an individual be re-employed at an FTE greater than 0.74. Also, individuals who are members of TSERS or LEORS must have a 6-month break between retirement and re-employment.
REH	Rehire	RRU	Rehire of a Retiree to an Unpaid Assignment	Providing a new Unpaid assignment to someone who has been in the NCSU HR/Payroll system in the past but is currently inactive, who previously retired from NCSU and is currently inactive. NOTE: individuals who are members of TSERS or LEORS must have a 6-month break between retirement and paid re-employment.
REH	Rehire	RJU	Rehire as Joint Appointment Unpaid	A faculty member participating in an inter-institutional (or inter-agency) collaborative partnership or program, whose first NCSU assignment is a true joint appointment, in which all the individual's salary is being paid entirely through the other organization's payroll, including scenarios where NCSU is transmitting funds to the other organization to support the individual's salary. If the individual is paid instead in whole or in part on NCSU's payroll, use Hire-Joint Appointment Paid (HJP). Do not use HJU for dual employment, where NCSU is "borrowing" some time/effort of another UNC or State of NC employee; that is handled through the NCSU Budget office as a dual-employment agreement.
REH	Rehire	RJP	Rehire Joint Appointment Paid	A faculty member participating in an inter-institutional (or inter-agency) collaborative partnership or program, who are being rehired to an NCSU assignment is a true joint appoint that is paid in whole or in part through NCSU's payroll, including scenarios where the other organization is transmitting funds to NCSU to support the individual's salary. Do not use RJP for dual employment, where NCSU is "borrowing" some time/effort of another UNC or State of NC employee; that is handled through the NCSU Budget office as a dual-employment agreement. Contact University Benefits to ensure that the individual's combined effort/FTE is considered in determining benefits eligibility.
REH	Rehire	RUA	Rehire as Unpaid Appointment	Providing a new Unpaid assignment to someone who has been in the NCSU HR/Payroll system in the past but is currently inactive, where the appointment is a courtesy UNPAID appointment as an adjunct faculty member, visiting faculty member, visiting EHRA non-faculty professional, . Visiting appointments are of individuals who have a "home" institution to which they will return; visiting appointments cannot be for more than 2 years. Use also for unpaid county extension appointments (such as those paid entirely by the county or by NC A&T), federal personnel, ROTC and similar appointments paid directly by their sponsoring entity, and postdoctoral scholars and veterinary house officers who are receiving funding directly from an outside funding agency (not through NCSU payroll).
REH	Rehire	REM	Rehire to Emeritus Status	Entering an Action/Reason of SEP/RRPC or RXX (Retirement, Conclude Phased Retirement or Retirement, respectively) or similar, in order to appoint an individual to official "Emeritus" honor status after retirement (and after all leave payout has been processed). Primarily used for faculty only; in rare cases, may be appropriate for EHRA non-faculty in accordance with policy.
Additional JOBS - Additional employment instance (a second or additional JOB) for someone currently active in the HR System. Do NOT use these for additional compensation				
ADL	Additional Job	STP	Summer Temp Pay for 9-mo	The individual has a 9 month paid EHRA or SHRA non-faculty assignment which they are on LOA status during the summer but taking on an additional assignment between the (May 16th - Aug. 5th) time frame. Contact your HRIM specialist to ensure the temporary assignment, (Empl Rcd#), does not interfere with the continuity of benefits for the employee.
ADL	Additional Job	ATR	Part-time Paid Regular	The individual has an active regular, part-time assignment and is being provided with an additional part-time paid regular or temp assignment. Regular assignments include Faculty, EHRA, SHRA*, LEORS*, Post Doc, CVM House Officer, COSS, County EHRA. All assignments total cannot exceed 1.0 FTE. Assignments that cause total FTE to now exceed .50 FTE or .75 FTE have benefits implications -- and possible costs to the employing units; contact the Benefits Office before providing additional assignments that cross the .50 or .75 threshold (total for all jobs combined).
ADL	Additional Job	ATG	Part-time Paid Graduate Assistantship	A Graduate Assistant (GA) with an active paid GA assignment takes an additional part-time paid GA assignment. GA appointments totaling more than 30 hours per week require advance approval by the Grad School.
ADL	Additional Job	ATS	Part-time Paid Student Worker	A student worker enrolled at least half-time at NC State University and working in one department (OUC), who takes an additional part-time paid student assignment (non-GA) in another OUC (or in the same OUC doing different work at a different pay rate). All work combined cannot exceed 29 hours/wk to be considered a FICA-exempt student worker. Foreign national students typically cannot work more than 20 hours/week total, because of federal visa limits (contact Office of International Services - OIS - with student visa questions). For a Grad Assistant taking a second GA appointment, use ATG. For a GA taking an additional assignment as a resident housing advisor, contact the Graduate School for advance approval.

ADL	Additional Job	ATT	Part-time Paid Temp Staff	The individual has an active paid part-time (SHRA-type) temp assignment in one department (OUC) and takes an additional part-time paid temporary assignment in another department at NC State University (a different OUC). All combined assignments cannot exceed 1.0 FTE. For FLSA non-exempt (hourly paid) employees, hours worked over 40 in a week are paid as overtime (time-and-a-half). For student workers whose primary role at the university is as a student, use ATS.
ADL	Additional Job	AFU	Additional Faculty Assignment, Unpaid	The individual with an active paid or unpaid assignment who is given an additional unpaid assignment as an adjunct faculty member -- such as an individual whose primary appointment is as a paid SHRA or EHRA non-faculty professional who is given a courtesy faculty appointment for academic duties such as teaching a course (uncompensated). Also use for an individual who may have a faculty-rank relationship with an academic unit but is not currently paid by the unit, such as in the academic home dept. of a faculty member or administrator who is paid 100% from their primary administrative or academic unit's budget; use with a 0.00 FTE.
ADL	Additional Job	AFP	Additional Faculty Assignment, Paid	The individual with an active paid full- or part-time assignment who is given an additional paid assignment as a faculty member -- such as an individual whose primary appointment is as a paid SHRA or EHRA non-faculty professional -- and this appointment represents an additional paid faculty appointment for academic duties in another department (OUC), such as teaching a course (and compensated either within a 1.0 FTE total if part time, or as overload pay -- not to exceed an additional .25 FTE if the primary appointment is fulltime).
PROMOTION of a Person to Higher Title and Pay (other than temporary increases)				
PRO	Promotion	PTR	Promotion in Rank, T/TT Fac	A Promotion in Rank of a regular (T/TT) faculty member, from Asst Prof to Assoc Prof, or Assoc Prof to Full Prof. This action changes the Job title. TYPICALLY, you will initiate this action on the Position itself, and if the 'update incumbent' box is checked, the action will automatically feed to the Job. THEREFORE, use this action only if the promotion action is not feeding automatically from the Position. (In either case, you also need change the individual's Rank in Job Data under the NCSU EHRA Data Panel). ALSO, if an associated promotional change is salary isn't feeding automatically from Position, change the salary using Action Reason PAY/PFP.
PRO	Promotion	PNR	Promotion in Rank, NTT Fac	A Promotion in Rank of a non-tenure-track (NTT) faculty member, for example, from Research Asst Prof to Research Assoc Prof. This action changes the Job title. TYPICALLY, you will initiate this action on the Position itself, and if the 'update incumbent' box is checked, the action will automatically feed to the Job. THEREFORE, use this action only if the promotion action is not feeding automatically from the Position. (In either case, you also need change the individual's Rank in Job Data under the NCSU EHRA Data Panel). ALSO, if an associated promotional change in salary isn't feeding automatically from Position, change the salary using Action Reason PAY/PFP.
PRO	Promotion	PTT	Promotion T/TT Faculty Rank in Position Work-Against	The rank to which the individual is being promoted will match the rank of the Position against which the individual is assigned, use Action/Reason POS/PFT on Position (which then feeds to the Job), rather than this action. Use this PRO/PTR only if the Position is ranked differently than the individual... such as an Asst Prof working against a Professor position, and now being promoted to Assoc Prof. (In either case, you also need change the individual's Rank in Job Data under the NCSU EHRA Data Panel). ALSO, if an associated promotional change is salary isn't feeding automatically from Position, change the salary using Action Reason PAY/PFP.
PRO	Promotion	PNT	Promotion NTT Faculty Rank in Position Work-Against	The rank to which the individual is being promoted will match the rank of the Position against which the individual is assigned, use Action/Reason PRO/PFN on Position (which then feeds to the Job), rather than this action. Use this PRO/PNR only if the Position is ranked differently than the individual... such as a Lecturer working against a Professor position, and now being promoted to Sr Lecturer. (In either case, you also need change the individual's Rank in Job Data under the NCSU EHRA Data Panel). ALSO, if an associated promotional change is salary isn't feeding automatically from Position, change the salary using Action Reason PAY/PFP.
PRO	Promotion	DPR	Promote in NTT Rank No Posn	A Promotion of a part-time (only) paid, or unpaid, NTT Faculty is not in a position. Enter this action first, then enter a commensurate change in pay (if applicable) using PAY/PFP. For regular faculty in a position, promotion in rank is accomplished by a position action (POS/PFN) that will feed to Job Data. (You also need change the individual's Rank on their Tenure in Job Data under the NCSU EHRA Data Panel). ALSO, if an associated promotional change in salary isn't feeding automatically from Position, change the salary using Action Reason PAY/PFP.
PRO	Promotion	POS	Promotion, Open Search	ANY regular, non-faculty employee promoted to a higher-level position or title, pursuant to a posted, external open search. For example, an SHRA employee moving to a different SHRA position that has a higher SHRA market-reference rate, or an EHRA non-faculty employee taking a new job with a higher-level title and anticipated range of pay. Do not use for temps or post-docs moving into regular employment -- instead, terminate and re-hire into the new position. Use the appropriate Pay Rate Change Action/Reason to reflect the salary change.

PRO	Promotion	PNS	Promotion, NCSU Search	ANY regular, non-faculty employee promoted to a higher-level position or title, pursuant to a posted, internal-only search. For example, an SHRA employee moving to a different SHRA position that has a higher SHRA market-reference rate, or an EHRA non-faculty employee taking a new job with a higher-level title and anticipated range of pay. Do not use for temps or post-docs moving into regular employment -- instead, terminate and re-hire into the new position. Use the appropriate Pay Rate Change Action/Reason to reflect the salary change.
PRO	Promotion	PSW	Promotion, Search Waiver	UHR USE ONLY. Rare. University HR uses this to denote an individual promoted to a different, higher-level position or title under special circumstances with a waiver of search pre-approved by Office of Institutional Equity & Diversity. Central University HR only; no College/Division/Dept/Unit use.
For Changes in Pay				
PAY	Pay Rate Change	SSA	Salary Supplement - Add	A current employee (other than student worker or temp) is provided with a salary supplement such as an: Administrative Supplement, Honor Supplement, Interim/Acting Supplement, or a Temporary Supplement for additional duties. Use the appropriate "rate code" on the Compensation Panel within Job Data to distinguish the actual type of salary supplement. Reference: http://www.ncsu.edu/human_resources/forms/hrim/sal_supplements.pdf for more detail.
PAY	Pay Rate Change	SSC	Salary Supplement - Change	Changing the amount of an existing salary supplement.
PAY	Pay Rate Change	SSR	Salary Supplement - Remove	Removing a salary supplement such as an Administrative, Honor, Interim, or Temporary salary supplement (noted above).
PAY	Pay Rate Change	PFT	FTE Change w/Commensurate Change in Pay	An adjustment in pay that is exactly commensurate with a change in FTE. For example, an employee going from \$30K at .75 FTE to \$40K at 1.0 FTE.
PAY	Pay Rate Change	CBR	Pay Increase - OSHR Band Revision	The Office of State Human Resources (OSHR) releases revisions to the Career Banding Ranges based on a market review. The salary increase may be mandatory or discretionary based on provisions established by OSHR. Increases will be awarded in conjunction with consultation through UHR Class & Compensation.
PAY	Pay Rate Change	PRH	Pay Increase - Reclass	A UHR-approved salary adjustment as a result of ANY upward "reclassification" position action. Do the Reclass action on the Position first (for SHRA, you use action reason POS/RBH, or possibly POS/RBL, POS/RLC), then do this Pay change. (This includes EHRA non-faculty title changes comparable to an upward reclass).
PAY	Pay Rate Change	PRL	Pay Decrease - Reclass	A UHR-approved adjustment as a result of ANY downward reclassification position action. Do the Reclass action on the Position first (for SHRA, you use action reason POS/RBL, or possibly POS/RLC), then do this Pay change. (This includes EHRA non-faculty title changes comparable to a downward reclass.)
PAY	Pay Rate Change	PSC	Pay Increase - SHRA In-Level	A UHR-approved salary adjustment for an employee due to their demonstration of increased competencies, within the position's current band and current level (Contributing, Journey, or Advanced stays the same; there is no change to the position itself.)
PAY	Pay Rate Change	PHC	Pay Increase - SHRA Higher Level Change	A UHR-approved salary adjustment for an employee due to their demonstration of increased competencies recognized at a higher level. Do the Level Change Action on the Position first (for SHRA, you use action reason POS/LVH), then do this Pay change. For COSS employees, use PAY/PCG.
PAY	Pay Rate Change	PLC	Pay Decrease - SHRA Lower Level Change	A UHR-approved salary adjustment for a decrease in competencies recognized at a lower level. Do the Level Change Action on the Position first (for SHRA, you use action reason POS/LVL), then do this Pay change. For COSS employees, use PAY/PCG.
PAY	Pay Rate Change	ECH	Pay Increase - Employee Class Change	A UHR-approved salary increase associated with a position conversion from EHRA to SHRA or SHRA to EHRA.
PAY	Pay Rate Change	ECL	Pay Decrease - Employee Class Change	A UHR-approved salary decrease associated with a position conversion from EHRA to SHRA or SHRA to EHRA.
PAY	Pay Rate Change	PID	Pay Increase - EHRA Duties	A UHR-approved salary adjustment for a faculty member or EHRA non-faculty employee permanently assuming significant new duties but with no change in title. (Use appropriate "salary supplement" instead, if assuming new duties that do not permanently change the individual's base appointment, such as a faculty member assuming an administrative appointment as academic dept. head.)

PAY	Pay Rate Change	CON	Contract Change	Changing an EHRA or SHRA (not typical for SHRA - SHRA typically entered with 12-month annual salary regardless) employee contract from 9 month to 12 month or vice versa, accompanied by a commensurate change in salary. Reference: www.provost.ncsu.edu/admin-resources/sops/SOP_ConversionofFacultySalariesbetweenFiscalandAcademicYear.php for additional information on Converting Faculty Salaries between Fiscal and Academic Year. Please note this change could impact benefits eligibility. Contact the Benefits office for more details.
PAY	Pay Rate Change	PIM	Pay Increase - Merit	A UHR-approved salary adjustment for EHRA or SHRA employees. A salary increase for outstanding/meritorious performance (contingent on funding authority, and BOT/BOG approval if needed). Consult with UHR before making any merit adjustment outside the annual Legislative Increase (LI) process.
PAY	Pay Rate Change	PIK	Pay Increase - Market	A UHR-approved salary adjustment for EHRA or SHRA employees. A salary increase due to demonstrated labor market factors (contingent on funding authority, and BOT/BOG approval if needed), Consult with UHR before making any market adjustment outside the annual Legislative Increase (LI) process.
PAY	Pay Rate Change	PIE	Pay Increase - Equity	A UHR-approved salary adjustment for EHRA or SHRA employees. A salary increase due to salary inequity that is otherwise unexplained by documented differential in performance, merit or labor market factors (contingent of funding authority, and BOT/BOG approval if needed). Consult with UHR before making any equity adjustment outside the annual Legislative Increase (LI) process.
PAY	Pay Rate Change	PIR	Pay Increase - Retention	A UHR-approved salary adjustment for EHRA or SHRA employees. A pre-emptive salary increase to retain an employee (contingent on funding authority, and BOT/BOG approval if needed), Consult with UHR before making any retention adjustment outside the annual Legislative Increase (LI) process.
PAY	Pay Rate Change	PIC	Pay Increase - Counteroffer	A UHR-approved salary adjustment for EHRA or SHRA employees. A salary increase to counter an official employment offer from another employer (must be a non-state agency/university, if SHRA). Contingent on funding authority and BOT/BOG approval as needed. Consult with HR -- and provide copy of offer letter -- before making any counteroffer adjustment.
PAY	Pay Rate Change	PIP	Pay Increase - Post Hoc	A salary increase awarded to an EHRA employee "post hoc" -- i.e., on effective date later than the title adjustment due to promotion or reclass, typically because funding was not available at the time of the title change. Contingent on funding authority and BOT/BOG approval as needed. Consult with UHR before making any post-hoc promotional/reclass adjustment.
PAY	Pay Rate Change	PFC	Salary Change - Subsequent NTT Contract, Same Rank	A salary change as the result of a 'subsequent contract' (NTT faculty) or 'reappointment' (TT faculty), without a break in service. Use for a Faculty member (either non-tenure-track -- OR tenure-track, but not-yet-tenured) receiving an increase in base pay rate as part of new appointment / contract, in accordance with any salary guidelines in effect at the time of the new appointment. (NOTE 1: For Instructor being moved to Asst Prof -- or Asst Prof being Reappointed to their second contract before tenure review -- also update the individual's status on the Tenure Panel: Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data > Tenure Type.) (NOTE 2: A change in total appointment length for NTT faculty could impact benefits eligibility, particularly in those situations where the employees total continuous service will now extend beyond nine months or be reduced to less than nine months...contact the Benefits Office.)
PAY	Pay Rate Change	PFP	Salary Change - Faculty Promotion in Rank	A salary change accompanying the promotion in rank of a faculty member -- for example from Assoc Prof to Professor, or Research Asst Prof to Research Assoc Prof.
PAY	Pay Rate Change	PCG	COSS In-Grade	A County Operations Support Staff (COSS) only to denote the awarding of a salary increase within the same pay grade other than standard "Legislative Increase" or promotional adjustments.
PAY	Pay Rate Change	PCI	County Increase	A County Operations Support Staff (COSS) or County EHRA (CEHRA) only, to denote a salary increase provided/funded by the county (rather than by NC State / State of NC).
PAY	Pay Rate Change	ABC	Appointment Basis Change between AY and FY -- EHRA	Changing the salary basis of a Faculty or other EHRA individual to or from an Academic Year (AY, 9-month) basis, to or from a Fiscal Year (FY, 12-month) basis. Enter the pay change AFTER the Position basis has been changed by UHR (using POS/ABE). The timing of such a change may have negative consequences for TSERS service credit accrual and other benefits; contact the Benefits Director to discuss in advance. For additional information on converting faculty salaries between AY and FY, which impacts things like leave accrual, Reference: www.provost.ncsu.edu/admin-resources/sops/SOP_ConversionofFacultySalariesbetweenFiscalandAcademicYear.php
PAY	Pay Rate Change	PGS	Grad Salary Adjustment	UHR/ISSC USE ONLY. The action is done via the VPAF to adjust salary compensation and FTE on Graduate Assistant appointments. It should not be used otherwise.

PAY	Pay Rate Change	PGD	Grad Salary Adjustment & Date Chg	UHR/ISSC USE ONLY. The action is done via the VPAF when the graduate appointment extension includes a salary adjustment with the same effective date. It should not be used otherwise.
PAY	Pay Rate Change	PPW	Pay Increase - Prevailing Wage	UHR USE ONLY. A mandatory salary adjustment on a non-immigrant foreign national, due to federal wage requirements. Central University HR only; no College/Division/Dept/Unit use.
PAY	Pay Rate Change	PIA	Salary Change - TT Instructor to Asst Prof	UHR USE ONLY. Rare. A salary change as the result of an individual who was initially hired as a TT Instructor until they complete their terminal degree (ABD), having now been awarded their degree and receiving a title change to Assistant Professor. Central University HR only; no College/Division/Dept/Unit use.
PAY	Pay Rate Change	LI	Legislative Increase	UHR USE ONLY. To apply salary increases provided through the legislative process. Central University HR only; no College/Division/Dept/Unit use.
PAY	Pay Rate Change	PTS	Temp Hourly Rate Change	UHR USE ONLY. Processing any such action through VPAF. Central University HR only; no College/Division/Dept/Unit use.
PAY	Pay Rate Change	DEL	DE Comp Rate Correction	UHR USE ONLY. Used by HR to assign the correct comp rate to those individuals teaching a distance education course whose comp rate is based on student headcount and not known when they are initially entered into the HR System, thereby, requiring a subsequent correction. Central University HR only; no College/Division/Dept/Unit use.
FTE Changes on Job (use ONLY if the individual is not assigned to a formal position or is in a "Work Against/Override" status.)				
FTE	FTE Change	FLF	FTE Change TO 0.49 or less	The FTE of an individual's current appointment is changing TO 0.49 FTE or less (FROM .50 FTE or more). This will TERMINATE the individual's benefits-eligibility. If the individual is in a position, use POS/FLH instead, which, if the 'Update Incumbent' flag is checked, will feed automatically to Job Data with a commensurate change in pay. (Or, if overriding the FTE of the position because the employee is working a different FTE than designated for the position, use OVR/POF.)
FTE	FTE Change	FLS	FTE Change TO 0.50 -0.74	The FTE of an individual's current appointment is changing TO between .50 and .74 FTE (either from .49 or less, or from .75 or more). This will CHANGE the individual's benefits-eligibility. If the individual is in a position, use POS/FLH instead, which, if the 'Update Incumbent' flag is checked, will feed automatically to Job Data with a commensurate change in pay. (Or, if overriding the FTE of the position because the employee is working a different FTE than designated for the position, use OVR/POF.)
FTE	FTE Change	FMS	FTE Change TO 0.75 -1.00	The FTE of an individual's current appointment is changing TO .75 FTE or more (from .74 or less). This will CHANGE the individual's benefits-eligibility. If the individual is in a position, use POS/FLH instead, which, if the 'Update Incumbent' flag is checked, will feed automatically to Job Data with a commensurate change in pay. (Or, if overriding the FTE of the position because the employee is working a different FTE than designated for the position, use OVR/POF.)
FTE	FTE Change	FNI	FTE Change, No Benefit Impact	A change in FTE that does not cross a benefit-eligibility threshold. In other words, a change that stays within the current benefit category (still .49 or less; still .50-.74, or still .75 or above). If the individual is in a position, use POS/FLH instead, which, if the 'Update Incumbent' flag is checked, will feed automatically to Job Data with a commensurate change in pay. (Or, if overriding the FTE of the position because the employee is working a different FTE than designated for the position, use OVR/POF.)
POSITION Reclassification & Retitling Actions initiated on a Position automatically feed to Job Data, if the 'Update Incumbent' box is checked located on the Position/Specific				
POS	Position Change	RBH	Reclass SHRA Higher Reference Rate	An SHRA position (and its incumbent if filled) being reclassified to a different Career Band with a higher reference rate. If accompanied by a salary change, do PAY/PRH on Job Data as well.
POS	Position Change	RBL	Reclass SHRA Lower Reference Rate	An SHRA position (and its incumbent if filled) being reclassified to a different Career Band with a lower reference rate. If accompanied by a salary change, do either the PAY/PRH or PAY/PRL on Job Data as well, whichever is applicable.
POS	Position Change	RLC	Reclass SHRA Same Reference Rate	An SHRA position (and its incumbent if filled) being reclassified to a different Career Band with a equivalent reference rate. If accompanied by a salary change, do either the PAY/PRH or PAY/PRL on Job Data as well, whichever is applicable.
POS	Position Change	LVH	SHRA Higher Level in Band	An SHRA position (and its incumbent if filled) being changed to a higher competency level (eg, from Contributing to Journey, or Journey to Advanced) within the same Career Band. If higher competencies within a level, use PAY/PHC to make a salary adjustment on the person.
POS	Position Change	LVL	SHRA Lower Level in Band	An SHRA position (and its incumbent if filled) being changed to a lower competency level (eg, from Journey to Contributing, or Advanced to Journey) within the same Career Band. If lowered competencies within a level, use PAY/PLC to make a salary adjustment on the person.
POS	Position Change	ETS	EHRA to SHRA Position Conversion	Converting an EHRA position to an SHRA position. If the position is filled, the action may be accompanied by a salary change. Use Pay Rate Change/Employee Class Conversion (PAY/ECH or PAY/ECL whichever is applicable).
POS	Position Change	STE	SHRA to EHRA Position Conversion	Converting an SHRA position to an EHRA position. If the position is filled, the action may be accompanied by a salary change. Use Pay Rate Change/Employee Class Conversion (PAY/ECH or PAY/ECL whichever is applicable).

POS	Position Change	REH	Reclass EHRA Higher Title	An EHRA (including County CEHRA) position (and its incumbent if filled) being re-titled to a position with a higher anticipated market range of pay, with endorsement of UHR's Director of EHRA Personnel. If accompanied by a salary change, do PAY/PRH on Job Data as well.
POS	Position Change	REL	Reclass EHRA Lower Title	An EHRA (including County CEHRA) position (and its incumbent if filled) being re-titled to a position with a lower anticipated market range of pay, with endorsement of UHR's Director of EHRA Personnel. If accompanied by a salary change, do PAY/PRL on Job Data as well.
POS	Position Change	REC	Reclass EHRA Comparable Title	An EHRA (including County CEHRA) position (and its incumbent if filled) being re-titled to a position with a substantially equivalent anticipated market range of pay, with endorsement of UHR's Director of EHRA Personnel. Typically would not be accompanied by a salary change, but if so, do PAY/PID on Job Data as well.
POS	Position Change	TLS	Change SHRA Time Limited Status	Changing an SHRA position to or from "Time Limited" designation. Use this action reason to "check" or "uncheck" the Time Limited checkbox on the Description panel in Position; If the box is checked, the position is designated as "Time Limited."
POS	Position Change	RCH	Reclass COSS Higher Grade	A County Operations Support Services (COSS) position (and its incumbent if filled) being reclassified to a higher pay grade. If accompanied by a salary change, do PAY/PRH on Job Data as well.
POS	Position Change	RCL	Reclass COSS Lower Grade	A County Operations Support Services (COSS) position (and its incumbent if filled) being reclassified to a lower pay grade. If accompanied by a salary change, do PAY/PRL on Job Data as well.
POS	Position Change	RCC	Reclass COSS Comparable Grade	A County Operations Support Services (COSS) position (and its incumbent if filled) being reclassified to different title but same pay grade. If accompanied by a salary change, do PAY/PSC on Job Data as well.
POS	Position Change	AEP	Abolish Faculty, EHRA position or Postdoctoral	Abolishing a Faculty, EHRA or Postdoctoral position. Changes the Status to Inactive and the Position Status to Frozen.
POS	Position Change	ASP	Abolish SHRA position	Abolishing an SHRA position. Changes the Status to Inactive and the Position Status to Frozen. Please note that in those cases where an SHRA employee has been RIF'd, HRIM will be responsible for abolishing the SHRA position.
Position Actions (Actions initiated on Position Data automatically feed to Job Data, if 'Update Incumbent' box is checked on Position)				
POS	Position Change	FLH	Change FTE TO 0.49 or less	Permanently changing the full time equivalency (FTE) of a position FROM .50 FTE or more TO .49 FTE or less. This action TERMINATES benefits-eligibility. For a filled position, enter a commensurate pay rate change using PAY/PFT. (NOTE: If the FTE of the position itself is not changing, but, for example, the individual in the job is working less than the position's designated FTE, use Job action OVR/POF -- such as someone in a .50 FTE job cutting back to 0.25 for the summer).
POS	Position Change	FMH	Change FTE TO 0.50 -0.74	Permanently changing the full time equivalency (FTE) of a position FROM either less than .50 FTE or more than .74 FTE, TO an FTE that is between .50 and .74 FTE. This action CHANGES benefits-eligibility. For a filled position, enter a commensurate pay rate change using PAY/PFT. (NOTE: If the FTE of the position itself is not changing, but, for example, the individual in the job is working an FTE other than the position's designated FTE, use Job action OVR/POF -- such as someone in a 1.0 FTE job cutting back to 0.60 for the summer). If the 'update incumbent box is checked, this will automatically adjust the salary. If box is not checked, enter a commensurate pay rate change using PAY/PFT.
POS	Position Change	FFT	Change FTE TO 0.75 -1.00	Permanently changing the full time equivalency (FTE) of a position FROM .74 FTE or less, TO .75 FTE or more. This action CHANGES benefits-eligibility. For a filled position, enter a commensurate pay rate change using PAY/PFT. (NOTE: If the FTE of the position itself is not changing, but, for example, the individual in the job is working an FTE other than the position's designated FTE, use Job action OVR/POF.
POS	Position Change	FSB	Change FTE, No Benefit Impact	A change in FTE that does not cross a benefit-eligibility threshold. In other words, a change that stays within the current benefit category (still .49 or less; still .50-.74, or still .75 or above). For a filled position, enter a commensurate pay rate change using PAY/PFT. (NOTE: If the FTE of the position itself is not changing, but, for example, the individual in the job is working an FTE other than the position's designated FTE, use Job action OVR/POF. For example, a position changing from .25 FTE to .33 FTE, or a position changing from 1.0 FTE to .75.)
POS	Position Change	MEK	Change to Mandatory/Essential/Key Status	Changing the positions Mandatory/Essential/Key Status, when the physical or remote presence at the workplace to support the operation of the university regardless of adverse weather or emergency conditions has changed. Reference: www.ncsu.edu/human_resources/hrim/Mandatory-Essential_Key-SelectingFieldValue.php
POS	Position Change	OCU	Change OUC/Dept	Changing the Department code (6-digit OUC) to which a position is permanently assigned. Use when the position is being permanently moved to a new OUC. If no HR System access to new OUC, contact HRIM for assistance.
POS	Position Change	LOC	Change Location / CDC	Use to permanently change the departmental "check distribution code," to which the position is assigned. The CDC is primarily used to receive the "Payroll Advice Register" after each payroll, showing all employees' gross pay.

POS	Position Change	RTC	Change Reports To Assignment	Permanently changing the supervisory position to which this position reports (as identified by the supervisor's Position number). (NOTE: If the supervisor is not in a formal position, use the supervisor's Empl Id on the Job Information panel of the person being supervised.)
POS	Position Change	PTT	Promote in T/TT Faculty Rank	A tenured/tenure-track Faculty member is being promoted in faculty rank, i.e., from Instructor to Asst Professor, Asst Professor to Associate Professor, or Associate Professor to Professor. Information feeds from Position to Job. Should be accompanied by a commensurate change in pay. Generally done effective 7/1. If tenure is being granted simultaneously with promotion, enter the tenure change at Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data, & go to the Tenure Data panel and field Tenure Status. (If individual is working against a position designated at different rank, use PRO/PTR instead of POS/PFT)
POS	Position Change	PFN	Promote in NTT Faculty Rank	A non-tenure-track Faculty member is being promoted in faculty rank, i.e., from Lecturer to Sr Lecturer, or from Teaching Asst Professor to Teaching Associate Professor. Information feeds from Position to Job, Asst Professor to Associate Professor, or Associate Professor to Professor. Typically accompanied by a commensurate change in pay. Generally done effective 7/1. (If individual is working against a position designated at a different rank, use PRO/PNR instead of POS/PFN)
Position Actions - combination change(In general, these actions once initiated on the position, will automatically feed to the job)				
POS	Position Change	TSH	Title & FTE/Standard Hours Change	Changing the Title and FTE/Standard Hours. This action should also be accompanied by a commensurate change in salary done as a Pay Rate Change action on the job. Please note this change could impact benefits eligibility. Contact the Benefits office for more details.
POS	Position Change	TCC	Title and Contract Change	Changing the Title and Contract between 9 month and 12 month or vice versa. This action should also be accompanied by a commensurate change in salary done as a Pay Rate Change action on the job. Reference: www.provost.ncsu.edu/admin-resources/sops/SOP_ConversionofFacultySalariesbetweenFiscalandAcademicYear.php for additional information on Converting Faculty Salaries between Fiscal and Academic Year. Please note this change could impact benefits eligibility. Contact the Benefits office for more details.
POS	Position Change	TCS	Title, Contract and FTE/Standard Hours	Changing the Title and Contract between 9 month and 12 month or vice versa including a change in the standard hours. This action should also be accompanied by a commensurate change in salary done as a Pay Rate Change action on the job. Reference: www.provost.ncsu.edu/admin-resources/sops/SOP_ConversionofFacultySalariesbetweenFiscalandAcademicYear.php for additional information on Converting Faculty Salaries between Fiscal and Academic Year. Please note this change could impact benefits eligibility. Contact the Benefits office for more details.
Position Actions for HR USE ONLY (Actions initiated on Position Data automatically feed to Job Data, if 'Update Incumbent' box is checked on Position)				
POS	Position Change	New	New	UHR USE ONLY. Creating a New SHRA, Faculty, EHRA or Postdoctoral scholar position. Central University HR only; no College/Division/Dept/Unit use. UHR & CALS USE ONLY: Creating COSS & CEHRA position. No Dept/Unit use.
POS	Position Change	JCC	Change Job Code	UHR USE ONLY. Very Rare. Changing the official job code in the base table used for a system update on a group of positions. Central University HR only; no College/Division/Dept/Unit use.
POS	Position Change	TTL	Change Position Title	UHR USE ONLY. Very Rare. Changing the official title description of any position. Central University HR only; no College/Division/Dept/Unit use.
POS	Position Change	JCT	Change JCAT	UHR USE ONLY. Changing the JCAT of a position. Central University HR only; no College/Division/Dept/Unit use.
POS	Position Change	ABS	Change Appointment Basis between AY and FY -- SHRA	UHR USE ONLY. Changing an SHRA or COSS position between a 9-month and 12-month basis. The timing of such a change may have negative consequences for TSERS service credit accrual or other benefits; contact the Benefits Director to discuss in advance. Central University HR only; no College/Division/Dept/Unit use.
POS	Position Change	ABE	Change Appointment Basis between AY and FY -- EHRA	UHR USE ONLY. Changing the appointment basis of a Faculty or other EHRA position to or from an Academic Year (AY, 9-month) basis, to or from a Fiscal Year (FY, 12-month) basis. Accompanied by a commensurate change in salary using Pay Rate Change PAY/ABE. The timing of such a change may have negative consequences for TSERS service credit accrual and other benefits; contact the Benefits Director to discuss in advance. Central University HR only; no College/Division/Dept/Unit use. For additional information on converting faculty salaries between AY and FY, which impacts things like leave accrual. Reference: www.provost.ncsu.edu/admin-resources/sops/SOP_ConversionofFacultySalariesbetweenFiscalandAcademicYear.php

Job Action - To affect changes on the individual's CURRENT job itself (rather than on Position), or where the job action is in a "Work Against" status.				
DTA	Job Change	OUC	OUC/Department Change	Changing the Department/6 digit OUC a job is assigned.
DTA	Job Change	CSP	Reports-To Change	Changing the position number of the position to which the position reports. In other word, the supervisor (as identified by Position number) of the position. If the supervisor of the position is not in a position, you will need to designate by Empl Id on the job the person the position the person reports to
DTA	Job Change	POL	Position Override	Use this action reason when changing the employees job attributes to be different then that of the position that they are currently working in.
DTA	Job Change	PRO	Remove Position Override	Use this action reason when changing the employees job attributes to default that of the position that they are currently working against.
DTA	Job Change	RAP	Reappointment of TT Asst Prof to 2nd Term	An Assistant Professor who is successfully completing their initial (typically 4-year) appointment and is being reappointed for a subsequent 3-year term (leading up to a tenure review prior to the end of the second term). Not considered a "promotion," and a salary increase typically does not accompany the reappointment per se. However, may be eligible for an LI increase due to market, merit, or other allowable reasons.
DTA	Job Change	TAP	Tenure of TT Assoc Prof	An individual initially hired as a NON-tenured, but tenure-track, ASSOCIATE Professor (whose initial contract was not to exceed 5 yrs) -- and who has now successfully come up for -- and is being granted -- tenure. Not considered a "promotion," and a salary increase typically does not accompany the granting of tenure at the same rank, per se. However, may be eligible for an LI increase due to market, merit, or other allowable reasons.
DTA	Job Change	SCN	Subsequent Contract NTT Faculty at Same Rank	An NTT faculty member whose current appointment is expiring and who is being appointed to a subsequent contract at the same rank/title. E.g., a Teaching Asst Prof receiving a new 3-year contract, still as a Teaching Asst Professor. Not considered a "promotion," and a salary increase typically does not accompany the reappointment per se. However, may be eligible for an LI increase due to market, merit, or other allowable reasons.
DTA	Job Change	ECB	Encumbrance Change	Identifying the following job data encumbrance changes: 1. If the "Encumbrance Override" box is checked the funding will not be encumbered for reporting purposes only. 2. If the "Encumber to Appt End" box is checked the funding will be encumbered until the appointment ends or the end of the funding, whichever comes first. (i.e. the Contract End Date normally reflects when the appt ends) Note: If the encumbrance boxes are not checked (default) the funds will be encumbered normally until the end of the fiscal year or until the funding ends, whichever comes first.
DTA	Job Change	PTT	Promote in T/TT Ranks, w/Tenure status chg	A Faculty member being promoted within the tenured/tenure-track faculty ranks with a tenure status change, (i.e., from Assistant Professor to Associate Professor, or Associate Professor to Professor). Typically accompanied by a change in base pay as PAY/PFP.
DTA	Job Change	PTN	Promote in T/TT Ranks, without/Tenure status chg	A Faculty member being promoted within the tenured/tenure-track faculty ranks without a tenure status change, (i.e., from Assistant Professor to Associate Professor, or Associate Professor to Professor). Typically accompanied by a change in base pay as PAY/PFP.
DTA	Job Change	PNN	Promote in NTT Ranks	A Faculty member being promoted within the non-tenure-track faculty ranks, i.e., from Instructor to Assistant Professor or Asst Professor to Associate Professor or Associate Professor to Professor. May be accompanied by a change in base pay as PAY/PFP.
DTA	Job Change	TCE	Tenure Clock Extension	A tenure-track faculty member has been granted a tenure clock extension in accordance with REG 05.20.31 that changes the end date of the contract so that the required review time for reappointment or promotion and conferral of tenure will be one (1) year later. See http://www.provost.ncsu.edu/promotion-tenure/ExtendingTenureClock2.php Note: the Mandatory Review Date should be changed in Job Data to reflect the one-year extension and "TENURE CLOCK EXTENSION" should be selected as the Change Reason .
DTA	Job Change	CIA	Conversion from Instructor to Asst Prof	Converting an individual who was initially appointed as an Instructor (because they had not yet completed the terminal degree requirements for Asst Prof, but were in-progress to do so within 1 year) to an Assistant Professor, as a result of the individual now being awarded the required degree. Not considered a "promotion," and a salary increase does not typically accompany the conversion per se. However, may be eligible for an LI increase due to market, merit, or other allowable reasons.
DTA	Job Change	ACR	Academic Courtesy Rank (NTT)	A non-faculty NCSU employee meets the academic qualifications for faculty rank and is awarded a non-tenure track (NTT) 'courtesy' faculty rank status authorized by the department's Voting Faculty or Department Head in accordance with department policy. Typically appropriate when an individual in an otherwise non-faculty professional position is also qualified and appointed to teach a class. All such courtesy rank appointments should be reviewed each year and removed if no longer active/relevant.

DTA	Job Change	TRT	Transfer between NTT and T/TT Faculty Status	A Faculty member transferring from a NTT appointment to T/TT appointment -- or vice versa -- and receiving a new contract commensurate with the new rank. May be accompanied by a change in salary (up or down) as appropriate to the new rank.
DTA	Job Change	DTC	EHRA/Postdoc Correct Begin/End Date	Correcting an EHRA/Postdoc contracted appointment, "Begin or End Date", as a result of a data entry error on the original contract length.
DTA	Job Change	GFC	Graduate Faculty Status Chg	The EHRA employee's, Graduate Faculty status, has been approved by the Graduate School to be changed or updated under the "Job Data/NCSU EHRA Data" panel.
DTA	Job Change	SDC	EHRA non-faculty/Postdoc Subsequent Apt	An EHRA non-faculty or Postdoc employee receives a subsequent appointment. (i.e. Subsequent contracted appointments are contingent on a funding source that potentially extends the duration beyond the original end date.)
DTA	Job Change	TKC	Time Keeping Location Chg	Identifying the clock punch "Time keeping Location" (TKL) of an employee utilizing the NC State University time collection system, (KABA).
DTA	Job Change	VAC	Faculty Assignment Chg	Assigning or changing the Faculty senate voting assignment for an EHRA employee.
DTA	Job Change	PRP	Retirement, Start Phased Ret	A tenured faculty member relinquishes tenure and enters the UNC phased retirement program
DTA	Job Change	CWA	Change Work-Against Position	You are changing a person's job from being "worked against" one vacant position to being worked against a different vacant position.
DTA	Job Change	JCA	JCAT Change	UHR USE ONLY. University HR uses this action to change the JCAT to which a job is assigned. This action is used on Job only when the person is not in a formal Position. Central University HR only; no College/Division/Dept/Unit use.
DTA	Job Change	HRC	HR Data Correction	UHR USE ONLY. University HR uses this action to correct data element errors made by hiring units, subsequent to data integrity audits, and upon verifying with the hiring unit. Central University HR only; no College/Division/Dept/Unit use.
DTA	Job Change	TDC	Rank/Tenure Update	UHR USE ONLY. University HR uses this action to update/correct elements on the Rank/Tenure Info panel. Central University HR only; no College/Division/Dept/Unit use.
PAID Leave Actions - Used to place an employee on PAID leave for various reasons.				
PLA	Paid Leave	EDU	Educational Leave, Extended	A regular SHRA or EHRA employee who has been approved to take a period of time away from work with pay to engage in class(es) and/or educational programs that enhance the individual's knowledge, skills and behaviors, and that will ultimately benefit the University. For SHRA employees, approval is subject to provisions of the state's Academic Assistance Program and may require OSHR approval for extended paid educational leave that exceeds the credit hour limitations as outlined under the Academic Assistance Program. For EHRA employees, no educational leave may be granted for longer than one year, although an extension of up to one additional year may be granted by the dean/VC.
PLA	Paid Leave	LPP	Scholarly Reassignment - Partial Pay	An employee who has been approved for Scholarly Reassignment Leave and will receive a portion of their annual compensation.
PLA	Paid Leave	LFP	Scholarly Reassignment - Full Pay	An employee who has been approved for Scholarly Reassignment Leave with full pay.
PLA	Paid Leave	PAR	Parental Leave	A biological birth mother who does not qualify for FMLA or FIL leave, during the period of her medical disability. Also used for immediate family member to care for biological mother during the period of her medical disability. May be used after, or instead of, exhausting, any accrued sick or vacation leave. May also be used for up to 30 days following the adoption of a child, for bonding purposes.
PLA	Paid Leave	FIL	Family Illness Leave	An employee who has been approved by UHR Leave Administration for a leave with pay based on the state's Family Illness Leave Policy. Typically required for an FIL-qualifying leave of 3 or more consecutive days.
PLA	Paid Leave	FIR	Family Illness Leave Reduced Schedule	An employee who has been approved by UHR Leave Administration to receive partial pay based on a reduced work schedule while covered under the state's Family Illness Policy. If the employee does not have enough leave to bring their hours up to the full FTE or chooses to take the remaining time as leave without pay, the FTE may require adjustment.
PLA	Paid Leave	FML	Family & Medical Leave	For an employee who has been approved by UHR Leave Administration for a leave with pay based on the federal Family & Medical Leave Policy. Typically required for an FMLA-qualifying leave of 3 or more consecutive days.
PLA	Paid Leave	FMR	Family Medical Leave Reduced Worked Schedule	An employee who has been approved by UHR Leave Administration to receive partial pay based on a reduced work schedule while covered under the federal Family & Medical Leave Policy. If the employee does not have enough leave to bring their hours up to the full FTE or chooses to take the remaining time as leave without pay, the FTE may require adjustment.
PLA	Paid Leave	DIS	In Lieu of Short Term Disability	An employee who has been approved by UHR Leave Administration for Short-Term Disability benefits through DIP-NC and chooses to exhaust their leave prior to receiving Short-Term Disability benefits through DIP-NC.
PLA	Paid Leave	PML	Personal Leave/Medical	An employee who is not eligible for Family & Medical Leave or Family Illness Leave but are approved to take a leave with pay for medical reasons (other than parental leave).

PLA	Paid Leave	MLS	Military Service	An employee who has been called to active duty and is entitled to 30 days of paid leave under the Military Leave policy.
PLA	Paid Leave	LNO	In Lieu of Notice	An EHRA employee who has received a non-working notice of discontinuation and has opted for severance payments. This action can only be entered with the approval of Employee Relations.
PLA	Paid Leave	PLI	Investigatory Status Paid Leave	An employee is placed on investigatory status with full pay up to a maximum of 30 days. This action can only be entered with the approval of Employee Relations.
PLA	Paid Leave	FSD	Family & Medical Leave/Short-Term Disability Approved	UHR USE ONLY. An employee who has been approved by HR Leave Administration for paid Family & Medical Leave and is eligible for Short-Term Disability benefits through DIP-NC. Central University HR only; no College/Division/Dept/Unit use.
PLA	Paid Leave	FFD	Family & Medical Leave for 9-Mon Faculty/Short-Term Disability Approved	UHR USE ONLY. An employee who has been approved by HR Leave Administration for Family & Medical Leave, Medical Leave for 9 Mon Faculty, and Short-Term Disability through DIP-NC. Central University HR only; no College/Division/Dept/Unit use.
PLA	Paid Leave	FAC	Medical Leave for 9-Mon Faculty	UHR USE ONLY. For an employee who has been approved By HR Leave Administration for Medical Leave for 9 Mon Faculty. Central University HR only; no College/Division/Dept/Unit use.
PLA	Paid Leave	DPP	Short-Term Disability Partial Pay	UHR USE ONLY. An employee who has been approved to return to work in a reduced capacity while in receipt of Short-Term Disability benefits under DIP-NC. Central University HR only; no College/Division/Dept/Unit use.
PLA	Paid Leave	PNM	Personal Leave/Non-Medical	UHR USE ONLY. An employee who has requested a leave with pay for personal reasons not covered by an other leave category. Such leaves of 30 days or less may be approved by the dept. head with notification to HR Leave Admin. Leaves of longer than 30 days require written dean/VC approval submitted to HR Leave Admin. No personal leave may be granted for longer than one year, although an extension of up to one additional year may be granted by the dean/VC. Central University HR only; no College/Division/Dept/Unit use.
PLA	Paid Leave	PSL	Shared Leave	UHR USE ONLY. An employee who has been approved for a leave of absence and has received Shared Leave.
PLA	Paid Leave	WCP	Worker's Compensation - Partial Pay	UHR USE ONLY. An employee receiving partial pay from workers' compensation and partial pay from the University (which may include compensation from an authorized, reduced work schedule and/or use of supplemental leave as permitted under policy). Also used for law enforcement officers injured on the job, to remain at full salary (1.0 FTE), in accordance with NCGS § 143-166.13 et seq. Central University HR only; no College/Division/Dept/Unit use.
PLA	Paid Leave	WCW	Worker's Compensation - Waiting Period	UHR USE ONLY. An employee is placed on paid leave because of a workers' compensation claim to cover the 7-day waiting period before workers' compensation disability benefits would begin. A corresponding web leave transaction should accompany this entry to use the employee's accrued leave to remain in paid status for all or part of the workers' compensation 7-day waiting period. Central University HR only; no College/Division/Dept/Unit use.
PLA	Paid Leave	APL	Administrative Leave	UHR USE ONLY. When the University closes under authority of the Chancellor or authorized designee (such as for adverse weather or other emergency condition, see REG 04.20.7) and employees are not to be charged accrued leave Central University HR only; no College/Division/Dept/Unit use.
UNPAID Leave Actions - Used to Place an employee on UNPAID leave of absence for various reasons.				
LOA	Leave Without Pay	EDU	Educational Leave, Extended	A regular SHRA or EHRA employee who has been approved to take a period of time away from work without pay to engage in class(es) and/or educational programs that enhance the individual's knowledge, skills and behaviors, and that will ultimately benefit the University. For SHRA employees, approval is subject to provisions of the state's Academic Assistance Program. For EHRA employees, no educational leave may be granted for longer than one year, although an extension of up to one additional year may be granted by the dean/VC.
LOA	Leave Without Pay	PAO	Parental Leave	A biological birth mother who does not qualify for FMLA or FIL leave, during the period of her medical disability. Also used for immediate family member to care for biological mother during the period of her medical disability. May be used after, or instead of, exhausting, any accrued sick or vacation leave. May also be used for up to 30 days following the adoption of a child, for bonding purposes.
LOA	Leave Without Pay	FLO	Family Illness Leave	An employee who has been approved by UHR Leave Administration for a leave without pay based on the state's Family Illness Leave Policy. Typically required for an FIL-qualifying leave of 3 or more consecutive days, once any paid leave accrual has been exhausted if required under policy.
LOA	Leave Without Pay	FMO	Family & Medical Leave	An employee who has been approved by UHR Leave Administration for a leave without pay based on the federal Family & Medical Leave Policy. Typically required for an FMLA-qualifying leave of 3 or more consecutive days, once any paid leave accrual has been exhausted if required under policy.

LOA	Leave Without Pay	MED	Personal Leave/Medical	An employee who is not eligible Family & Medical Leave and/or Short-Term Disability (typically because they aren't eligible yet or have exhausted other eligibility) but who has been approved by HR Leave Administration to take a period of time without pay for medical/disability reasons. Contact UHR Leave Admin on any absence of more than 5 days.
LOA	Leave Without Pay	PER	Personal Leave/Non-Medical	An employee who has requested a leave without pay for personal reasons not covered by any other leave category. Such leaves of 30 days or less may be approved by the dept. head with notification to HR Leave Admin. Leaves of longer than 30 days require written dean/VC approval submitted to UHR Leave Admin. No personal leave may be granted for longer than one year, although an extension of up to one additional year may be granted by the dean/VC.
LOA	Leave Without Pay	MDN	Active Duty Leave - No Diff Pay	Entering unpaid leave of an employee who has been on Active Reserve Duty for more than 30 days and is not eligible for any military differential pay. (For the first 30 days, which must be PAID leave, use PLA/MLS, then convert to LOA/MDN.)
LOA	Leave Without Pay	MDD	Active Duty Leave - Diff Pay	Entering military leave of an employee who has been on Active Reserve Duty for more than 30 days and is unpaid EXCEPT that the employee IS eligible for military differential pay (an employer-paid supplement if the employee's regular salary is higher than their military salary). Contact HR Leave Admin, which will work with Payroll to set up such differential payments. (For the first 30 days, which must be PAID leave, use PLA/MLS, then convert to LOA/MDN.)
LOA	Leave Without Pay	MRT	Active Reserve Training Leave	An employee out on Active Duty Training, who has exhausted their 120 hours of annual paid military training entitlement during the federal fiscal year (Oct - Sept). Report all military leave training hours in the NCSU Web Leave System.
LOA	Leave Without Pay	REC	SHRA 9-mo Recurring	An SHRA employee whose appointment basis is 9 months and who is paid over 9 months is scheduled for summer leave. This action is necessary to stop the regular pay during the summer or off-season. This action applies to SHRA employees whose position is at least .75 FTE for 9 months on a recurring basis.
LOA	Leave Without Pay	DSN	Disciplinary Suspension	An employee who has been suspended for disciplinary reasons without pay. This should only be entered with an endorsement from Employee Relations. [Note: Employees who are exempt under the FLSA must be suspended for no less than one scheduled work-week.]
LOA	Leave Without Pay	WCO	Worker's Compensation	UHR USE ONLY. For an employee who is being placed out of work and is receiving approved Worker's Compensation benefits in lieu of regular wages. Central University HR only; no College/Division/Dept/Unit use.
LOA	Leave Without Pay	WCW	Worker's Compensation - Waiting Period	UHR USE ONLY. An employee is placed on unpaid leave because of a workers' compensation claim to cover all or part of the 7-day waiting period before workers' compensation disability benefits would begin. This code should be used when the employee either has (1) no accrued paid leave; (2) elects to not use their accrued leave; or (3) has exhausted their accrued leave before the workers' compensation 7-day waiting period is exhausted. Central University HR only; no College/Division/Dept/Unit use.
LOA	Leave Without Pay	FSD	Family & Medical Leave/Short-Term Disability Approved	UHR USE ONLY. An employee who has been approved for unpaid Family & Medical Leave and is eligible for Short-Term Disability benefits through DIP-NC. Central University HR only; no College/Division/Dept/Unit use.
LOA	Leave Without Pay	DIP	Short Term Disability	UHR USE ONLY. An employee who has been approved to participate in the Short Term Disability program. Central University HR only; no College/Division/Dept/Unit use.
LOA	Leave Without Pay	VIS	Visa Compliance	UHR USE ONLY. For a foreign national employee whose Visa has expired, but who is anticipating that it will be renewed within a short period of time. This leave action has received the approval of HR IET, or the Office of International Scholars. Central University HR only; no College/Division/Dept/Unit use.
Return from Leave Status to Active Status				
RFL	Return from Leave	RFU	Return from Unpaid Leave	An employee who has been on leave without pay and is returning to work. [NOTE: If the employee is moving immediately from an unpaid leave to paid leave status (uncommon), use the appropriate PLA action/reason. Or, if going from one unpaid leave to another unpaid leave, return them first using RFL/RFU, then enter the new LOA action/reason.]
RFL	Return from Leave	RFP	Return from Paid Leave	An employee who has been on paid leave of absence and is returning to work. [NOTE: If the employee is moving immediately from a paid leave to unpaid leave status, use the appropriate LOA action/reason. However, if the employee is moving from one type of paid leave to another type of paid leave, return them from the first using RFL/RFP, then enter the new PLA action/reason.]
VPAF Combo Transaction				

VPA	VPAF Transaction	JIC	VPAF Job Info Change	UHR/ISSC USE ONLY. The action is done via the VPAF to make job information changes to the department, location, supervisor, appointment date, and/or planned exit date. It should not be used otherwise. Central University HR & ISSC only; no College/Division/Dept/Unit use.
HR USE Only -- Conversion to Permanent Status				
STS	Status Change	DPS	SHRA/COSS Perm Status	UHR USE ONLY. An SHRA or COSS (County Operations Support Staff) employee successfully completes their probation and is made permanent. (Handled by central HR office instead of hiring department). Central University HR only; no College/Division/Dept/Unit use.
STS	Status Change	TLC	Time-Limited Status Change	UHR USE ONLY. Designating that -- while the position remains time-limited, due to the position funding source -- the person has achieved 'permanent' SHRA status for SHRA employment rights. Central University HR only; no College/Division/Dept/Unit use.
TRANSFER or REASSIGNMENT of a Person from one Position to Another at the SAME or LOWER Salary				
XFR	Transfer	TVL	Transfer, Vol Lateral	An employee is voluntarily transferring laterally to a different position -- pursuant to an open search -- with the SAME banded classification and competency level or movement from one position to another with a different classification with the same market rate.
XFR	Transfer	TVR	Transfer, Vol Reassignment	An employee is voluntarily transferring to a different position -- pursuant to an open search -- with the SAME banded classification but lower competency level or movement from one position to another with a different classification with a lower market rate.
XFR	Transfer	TIL	Transfer, Invol Lateral	An employee who is transferred by management to a different position at the SAME salary or rate of pay, for non-disciplinary reasons such as unit reorganization
XFR	Transfer	TIR	Transfer, Invol Reassignment	An employee who is transferred by management to a different position at a LOWER salary or rate of pay, for non-disciplinary reasons such as unit reorganization
XFR	Transfer	TID	Transfer, Demotion	An employee who is transferred by management to a different position at a LOWER salary or rate of pay, for a documented disciplinary reason such as unsatisfactory performance or misconduct.
XFR	Transfer	TRL	Transfer, RIF Lateral	An SHRA employee being moved to a different but comparable-level position at the same salary or reference rate of pay, because the employee has been notified that their current position has been designated for elimination due to reduction in force (this satisfies RIF priority.)
XFR	Transfer	TRR	Transfer, RIF Reassignment	An SHRA employee being moved to a lower-level position, but maintaining their pre-RIF salary or rate of pay (or the maximum of the career band, whichever is lower), because the employee has been notified that their current position has been designated for elimination due to reduction in force (this satisfies RIF priority.)
VOLUNTARY SEPARATION FROM EMPLOYMENT				
TER	Separation	VTA	Voluntary Sep, Transfer Agency	The employee resigned to transfer employment to another state agency, public university, or local gov't that is part of the State of NC retirement system
TER	Separation	VNR	Voluntary Sep, Did Not Report	The employee was hired and accepted but did not report to work as expected.
TER	Separation	VLD	Voluntary Sep, In Lieu of Discharge/Misconduct	The employee resigned in lieu of termination for cause for misconduct or gross neglect of duty; may result in ineligibility for rehire.
TER	Separation	VLP	Voluntary Sep, in Lieu of Discharge/Unsat Perf	The employee resigned in lieu of termination for unsatisfactory performance; typically would remain eligible for rehire.
TER	Separation	VDC	Voluntary Sep, Declined Counteroffer	The employee resigned to accept employment elsewhere, and a formal counteroffer was issued but was declined.
TER	Separation	VXX	Voluntary Separation	The employee voluntarily resigned for any reason other than transfer to another State entity, failure to report, a declined counteroffer, or in lieu of discharge. Use TER/ISU if the person is not available to return to work due to medical availability.
INVOLUNTARY SEPARATION FROM EMPLOYMENT				
TER	Separation	ISP	Involuntary Sep, SHRA, During Probation	An SHRA employee is terminated during their probationary period.
TER	Separation	IRF	Involuntary Sep, SHRA, RIF	The position held by an SHRA employee is eliminated due to a Reduction in Force (if retires at that time, use RET / RRD below)
TER	Separation	IUP	Involuntary Sep, Unsat Perf	An SHRA or EHRA employee is terminated for cause, due to unsatisfactory performance
TER	Separation	IMC	Involuntary Sep, Misconduct	An SHRA or EHRA employee is terminated for cause, due to misconduct
TER	Separation	ISU	Involuntary Sep, Unavailability	An SHRA or EHRA employee is terminated by the institution due to the employee's unavailability to return to work -- after exhausting any authorized leave entitlement
TER	Separation	ISO	Involuntary Sep, Other	An employee is terminated by the institution due to employment non-compliance and/or expiration of employment eligibility.

SEPARATION DUE TO END OF APPOINTMENT				
TER	Separation	ENP	End Appt, Conclude No-Pay Affiliation	The unpaid courtesy appointment of a non-compensated affiliate or visitor ends for any reason
TER	Separation	ETL	End Appt, SHRA, Time Limited	The Time-Limited position held by an SHRA employee has reached its time limit / funding end
TER	Separation	EEC	End Appt, EHRA, End of Contract	The 'fixed term' appointment of an EHRA employee ends, including separation of tenure-track faculty due to non-reappointment (if retires at that time, use RET / RRD below)
TER	Separation	ETD	End Appt, EHRA, Tenure Denied	The 'fixed term' appointment of a faculty members end due to tenure denial. Also requires that the Tenure Status on Job Data be changed to "Faculty, Tenure Denied."
TER	Separation	ELF	End Appt, EHRA, Funding Loss	The position held by an EHRA employee or postdoc is abolished, due to loss of funding upon which the appointment was contingent (if retires at that time, use RET / RRD below)
TER	Separation	EAW	End Appt, EHRA, At-Will	The 'at-will' appointment of an EHRA employee or postdoc is ended at the discretion of the Chancellor (if retires at that time, use RET / RRD below)
TER	Separation	ETP	End Appt, Grad/Temp Assignment	UHR / ISSC USE ONLY. The action is done via the VPAF Process when the temporary employee's appointment or graduate assistantship has ended. Please note this action should also be used for employment non-compliance, (e.g. I-9 Verification). It should not be used otherwise. Central University HR / ISSC only; no College/Division/Dept/Unit use.
DEATH OF EMPLOYEE				
TER	Separation	DEA	Death of Employee	The employee dies while in 'active employee' status or while on approved leave of absence
HR USE ONLY				
TER	Separation	JOB	Automatic End of Appointment	UHR USE ONLY. The HR System automatically assigns this Action+Reason code for employee with an 'Expected Job End Date' flagged to 'End Job Automatically.' (No other use permitted.) Central University HR only; no College/Division/Dept/Unit use.
TER	Separation	DUP	Eliminate Duplicate ID	UHR USE ONLY. Use as a correcting transaction when an employee already known to the HR System is incorrectly set up as new. Central University HR only; no College/Division/Dept/Unit use.
TER	Separation	CAN	Appointment Cancelled	UHR USE ONLY. Use when a hire has already been entered in the HR System, but a decision is made to retract or cancel the appointment prior to the first day of work. Central University HR only; no College/Division/Dept/Unit use.
RETIREMENT				
RET	Retirement	EPR	Retirement, Conclude Phased Ret	A tenured faculty member concludes UNC phased retirement and fully retires
RET	Retirement	DSR	Retirement, Discontinued Service Ret	Economies in the State budget prevail over paying severance during the RIF process of an SHRA employee.
RET	Retirement	RXX	Retirement	An employee retired for any reason other than (a) faculty phased retirement, or (b) retirement coterminous with either SHRA RIF or EHRA Discontinuation
RET	Retirement	RRD	Retirement, RIF or Discontinuation	UHR USE ONLY. An employee who retires conterminously with an SHRA reduction in force or an EHRA discontinuation (at-will or at end-of-contract). Central University HR only; no College/Division/Dept/Unit use.