Action Code	Reason Code	Reason Code Long Name	EXPLANATION. Use This When… Last updated 04/19/2022 — UHR = Central University Human Resources	USES						
				Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
HIRE										
These action reasons are designed to be used when initiating a Job Action Request (JAR) for a brand new, first instance hire. Note that rehire and additional job actions will use a "hire" action and action reason when initiated in JAR but will feed to Job Data using the appropriate "rehire" or "additional job" action reason based on current employment data. Each hire action in JAR will have a transaction number (AGXXXXXXXX) assigned to it and supporting documentation attached to the action that can be referenced later in the event of an audit.										
HIR	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	HSI	Hire from Other UNC System Institution	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 a constituent institution of the UNC System and falling into the same employment categories as used for Reason Code HRE (Hire for Regular Employment). Prior state service, from the previous UNC System Institution, will have to be verified and updated in the HR System (for reasons such as longevity calculations & leave accruals). For individuals transferring from another state agency outside of the UNC System, use action reason Hire - Hire from other State Agency (HTR).	☑	☐	☑	☐	☐	☐	☐
HIR	HTR	Hire from other State Agency	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, excluding 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). Prior state service, from the previous NC agency, will have to be verified and updated in the HR System (for reasons such as longevity calculations & leave accruals). For individuals transferring from an UNC System Institution, use action reason Hire - Hire from Other UNC System Institution (HSI).	☑	☐	☑	☐	☐	☐	☐
HIR	SWH	Hire Search Waiver	Initiating the first-ever hire at NCSU of an individual who meets one of the defined circumstances under which a recruitment waiver may be permitted and has been pre-approved by the Office of Institutional Equity & Diversity for employment without going through the recruitment process. Waiver hires require a unique hiring proposal code provided by UHR Classification and Compensation. If the individual being hired is coming from another state agency, use HIR/HTR (Hire from other State Agency) even if they're being hired via search waiver. More information on recruitment waivers is available on Talent Acquisition's website.	☑	☐	☑	☐	☐	☐	☐
HIR	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. Postdoctoral appointments are reviewed and approved in JAR by the Office of Postdoctoral Affairs (OPA).	☑	☐	☑	☐	☐	☐	☐
HIR	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	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	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.	☑	☐	☑	☐	☐	☐	☐

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							USES			
HIR	HSR	Hire NC State Retiree - Paid Assignment	Providing a new paid assignment (temporary or position based) 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. (Retiree candidates should contact UHR Benefits if they have questions regarding retirement benefits)	☑	☑	☑	☐	☐	☐	☐
HIR	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	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	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).	☐	☑	☑	☐	☐	☐	☐
HIR	EMT	Hire Emeritus Status	Providing a retired faculty member with an unpaid appointment and emeritus status. Upon approval of the Chancellor, emeritus/emerita status is granted to retiring full-time faculty in recognition of dedicated service at NC State University. 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.	☐	☑	☑	☐	☐	☐	☐
HIR	HGA	Hire Graduate 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).	☐	☑	Next Gen	☐	☐	☐	☐
HIR	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	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 Exempt SHRA professional-level duties 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. Before hiring the individual have UHR Classification and Compensation review the temporary duties to determine if the work performed is FLSA Exempt.	☐	☑	☑	☐	☐	☐	☐
HIR	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 11 months without approval from Talent Acquisitions. If a temporary individual is selected for a 'permanent' (regular, ongoing) PART-TIME position, the temporary job must be separated in the system.	☐	☑	☑	☐	☐	☐	☐
HIR	VIH	Volunteer/Intern No Pay Hire	Initiating the first-ever NCSU assignment for an UNPAID volunteer or intern hired under the N970 or N971 job code whose duties and interactions require a background check. These appointments should be short-term in length with an auto-termination date placed on the JAR action.	☐	☑	☑	☐	☐	☐	☐
HIR	HSP	Summer Pre-Hire	Initiating the first-ever paid summer assignment of a TT/T 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. Summer Pre-Hire appointments typically have a $1 base salary and are compensated via Additional Compensation to avoid a deviated 9-month contract or pre-paid 12-month contract. Consult UHR Classification and Compensation before using.	☑	☐	☑	☐	☐	☐	☐

REHIRE

Action Code	Reason Code	Reason Code Long Name	EXPLANATION. Use This When… Last updated 04/19/2022 UHR = Central University Human Resources	USES						
				Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
			**Rehire of an individual with previous hire records in the HR System who are currently Inactive. Note that many of these action reasons are automatically selected by the system when the Job Action Request (JAR) Hire action feeds to Job Data and thus may only be reflected in Job Data. Each hire action in JAR will have a transaction number (AGXXXXXXX) assigned to it and supporting documentation attached to the action that can be referenced later in the event of an audit.**							
REH	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	RSI	Rehire from Other UNC System Institution	Rehiring an individual who is transferring directly (without break in service) to regular employment at NCSU, from regular employment at a constituent institution of the UNC System 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	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, excluding 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	SWH	Rehire Job Search Waiver	Rehiring an individual who meets one of the defined circumstances under which a recruitment waiver may be permitted and has been pre-approved by the Office of Institutional Equity & Diversity for employment without going through the recruitment process. Waiver hires require a unique hiring proposal code provided by UHR Classification and Compensation. More information on recruitment waivers is available on Talent Acquisition's website.	☑	☐	☐	☐	☑	☐	☐
REH	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. Postdoctoral appointments are reviewed and approved in JAR by the Office of Postdoctoral Affairs (OPA).	☑	☐	☐	☐	☑	☐	☐
REH	RTF	Rehire as Temporary Faculty	Rehiring an individual whose primary presence at NC State will be for paid, temporary professional 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	RSA	Summer Assignment	Rehiring a paid summer assignment (ie: summer lecturer) of a faculty member (typically a professional faculty member) with an already established semester or annual year contract beginning 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	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	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	RNR	Rehire NCSU Retiree to Paid Assignment	Providing a new paid assignment (temporary or position based) to someone who previously retired from NCSU. In no case can such an individual be re-employed greater than 29 hours per/week or 0.74 FTE. 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). (Retiree candidates should contact UHR Benefits if they have questions regarding retirement benefits)	☑	☑	☐	☐	☑	☐	☐

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				Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
REH	RSR	Rehire State of NC Retiree to Paid Assignment	Rehiring an individual (temporary or position based) 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 greater than 29 hours per/week or 0.74 FTE. Also, individuals who are members of **TSERS** or **LEORS** must have a 6-month break between retirement and re-employment. (Retiree candidates should contact UHR Benefits if they have questions regarding retirement benefits)	✔	✔	☐	☐	✔	☐	☐
REH	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	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	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	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	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.	☐	✔	☐	☐	✔	☐	☐
REH	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).	☐	✔	Next Gen	☐	☐	☐	☐
REH	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	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 Exempt SHRA professional-level duties 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. Before hiring the individual have UHR Classification and Compensationensation review the temporary duties to determine if the work performed is FLSA Exempt.	☐	✔	✔	☐	☐	☐	☐
REH	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 11 months without approval from Talent Acquisitions. If a temporary individual is selected for a 'permanent' (regular, ongoing) PART-TIME position, the temporary job must be separated in the system.	☐	✔	✔	☐	☐	☐	☐
REH	PRE	Summer Pre-Hire	**UHR USE ONLY.** Initiating a paid summer assignment of a TT/T 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. Summer Pre-Hire appointments typically have a $0 base salary and are compensated via Additional Compensation to avoid a deviated 9-month contract or pre-paid 12-month contract. Consult UHR Classification and Compensation before using. The rehire action for summer pre-hires is auto-selected by the system following approval of a JAR hire action due to the employee having a prior appointment in a different classification (temporary, graduate, postdoc, no pay, or SHRA) at NC State. Central University HR (UHR) only; no College/Division/Dept/Unit use.	✔	☐	☐	☐	✔	☐	✔

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				Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
			# PROMOTION							
			These action reasons are designed to be used when initiating a Promotion Job Action Request (JAR) for a current NC State employee being hired into another position at NC State with a higher title and pay (other than temporary increases).							
PRO	POS	Promotion, Open Search	ANY regular, non-faculty NCSU 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. Make sure the position the NCSU employee is being promoted into is accurate and up to date before initiating the JAR transaction.	☑	☐	☑	☐	☐	☐	☐
PRO	PNS	Promotion, NCSU Search	ANY regular, non-faculty NCSU 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. Make sure the position the NCSU employee is being promoted into is accurate and up to date before initiating the JAR transaction.	☑	☐	☑	☐	☐	☐	☐
PRO	PSW	Promotion, Search Waiver	Rare. An NCSU employee 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.	☑	☐	☑	☐	☐	☐	☐
PRO	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 Rank/Tenure Info Tab). ALSO, if an associated promotional change in salary is required as a result of the promotion, change the salary using Action Reason PAY/PFP.	☑	☐	☐	☐	☑	☐	☐
PRO	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 Rank/Tenure Info Tab). ALSO, if an associated promotional change in salary is required as a result of the promotion, change the salary using Action Reason PAY/PFP.	☑	☐	☐	☑	☐	☐	☐
PRO	PNR	Promotion in Rank, Prof Fac	A Promotion in Rank of a professional 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 Rank/Tenure Info Tab). ALSO, if an associated promotional change in salary is required as a result of the promotion, change the salary using Action Reason PAY/PFP.	☑	☐	☐	☐	☑	☐	☐
PRO	PNT	Promotion Prof Fac Rank in Posn	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 Rank/Tenure Info Tab). ALSO, if an associated promotional change in salary is required as a result of the promotion, change the salary using Action Reason PAY/PFP.	☑	☐	☐	☐	☑	☐	☐
PRO	DPR	Promote in Prof Fac Rank No Posn	A Promotion of a part-time (only) paid, or unpaid, Professional Faculty is not in a position. Enter this action first, then enter a commensurate change in pay (if applicable) using PAYPFP. 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 Rank/Tenure Info Tab). ALSO, if an associated promotional change in salary is required as a result of the promotion, change the salary using Action Reason PAY/PFP.	☑	☐	☐	☑	☐	☐	☐
			# TRANSFER							
			These action reasons are designed to be used when initiating a Transfer Job Action Request (JAR) for a current NC State employee being hired/reassigned into another position at NC State at the SAME or LOWER salary. If the salary also changes, enter the pay rate change as part of the Transfer action.							
XFR	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	TVR	Transfer, Vol Reassignment	An employee is voluntarily transferring to a different position -- pursuant to an open search -- with the SAME banded classification but to a lower competency level or movement from one position to another with a different classification with the lower market rate.	☑	☐	☑	☐	☐	☐	☐
XFR	TIL	Transfer, Invol Lateral	An employee who is transferred by management to a different position at the SAME or HIGHER (but same classification or level for higher) salary or rate of pay, for non-disciplinary reasons such as unit reorganization	☑	☐	☑	☐	☐	☐	☐

Action Code	Reason Code	Reason Code Long Name	EXPLANATION. Use This When… Last updated 04/19/2022 UHR = Central University Human Resources	Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
XFR	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	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	TRL	Transfer, RIF Lateral	A 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	TRR	Transfer, RIF Reassignment	A 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.)	☑	☐	☑	☐	☐	☐	☐
XFR	TSW	Transfer, Search Waiver	Rare. An NCSU employee who is transferring under special circumstances to a different position with the SAME banded classification and competency level or movement from one position to another with a different classification with the same or lower market rate via a waiver of search pre-approved by Office of Institutional Equity & Diversity.	☑	☐	☑	☐	☐	☐	☐
XFR	IAP	Interim Appointment	An EHRA employee who takes on an interim role and is moving into the interim position.	☑	☐	☑	☐	☐	☐	☐
XFR	RTF	Return to Faculty	An EHRA employee in an administrative position that is returning to a faculty position.	☑	☐	☑	☐	☐	☐	☐
XFR	RPA	Return to Primary Appointment	An EHRA employee in an interim administrative position that is returning to their previous primary position.	☑	☐	☑	☐	☐	☐	☐

ADDITIONAL JOB

Action Code	Reason Code	Reason Code Long Name	Additional employment instance (a second or additional JOB) for someone currently active in the HR System. Note that many of these action reasons are automatically selected by the system when the Job Action Request (JAR) Hire action feeds to Job Data. Do NOT use these for additional compensation characterized as a SALARY SUPPLEMENTAL pay.	Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
ADL	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	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. 10th) time frame. Contact your UHR-HRIM Specialist to ensure the temporary assignment, (Empl Rcd#), does not interfere with the continuity of benefits for the employee. If the faculty member has a combined 1.0 FTE total during their contract period the temp summer teaching assignment should be submitted through the Additional Compensation tool for approval.	☑	☐	☐	☐	☑	☐	☐
ADL	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 a paid 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 that does not exceed a combined 1.0 FTE. Additional faculty duties that require payment (when the combined FTE is already 1.0) should be submitted through the Additional Compensation tool for approval.	☑	☐	☐	☐	☑	☐	☐
ADL	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 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	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	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	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 40 hours per/week or 1.0 FTE. For FLSA non-exempt (hourly paid) employees, hours exceeding 40 in a workweek are paid as overtime (time-and-a-half). For student workers whose primary role at the university is as a student, use ATS.	☐	☑	☐	☐	☑	☐	☐

Action Code	Reason Code	Reason Code Long Name	EXPLANATION. Use This When… Last updated 04/19/2022 UHR = Central University Human Resources	USES						
				Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
ADL	SWH	Addition Job Search Waiver	**UHR USE ONLY.** The individual has an active paid appointment and is being waived into an additional assignment due to meeting one of the defined circumstances under which a recruitment waiver may be permitted and has been pre-approved by the Office of Institutional Equity & Diversity for employment without going through the recruitment process. Waiver hires require a unique hiring proposal code provided by UHR Classification and Compensation. More information on recruitment waivers is available on Talent Acquisition's website. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☑	☐	☑
			# SEPARATION							
These action reasons are designed to be entered directly in Job Data for Permanent/Monthly employees. For Temporary/Biweekly employees, separations should be entered in NextGen/JAR. The applicable action reason is automatically selected by the system when the NextGen/JAR separation action feeds to Job Data.										
TER	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	VNR	Voluntary Sep, Did Not Report	The employee was hired and accepted but did not report to work as expected.	☑	☑	☑	☑	☐	☐	☐

Action Code	Reason Code	Reason Code Long Name	EXPLANATION. Use This When… Last updated 04/19/2022 UHR = Central University Human Resources	USES						
				Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
TER	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	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	VDC	Voluntary Sep, Declined Counteroffer	The employee resigned to accept employment elsewhere, and a formal counteroffer was issued but was declined.	☑	☐	☐	☑	☐	☐	☐
TER	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.	☑	☑	☑	☑	☐	☐	☐
TER	ISP	Involuntary Sep, SHRA, During Probation	An SHRA employee is terminated during their probationary period.	☑	☐	☐	☑	☐	☐	☐
TER	IRF	Involuntary Sep, SHRA, RIF	The position held by an SHRA employee is eliminated due to a Reduction in Force (if employee decides on retirement at that time, use RET / RRD below)	☑	☐	☐	☑	☐	☐	☐
TER	IUP	Involuntary Sep, Unsat Perf	An SHRA or EHRA employee is terminated for cause, due to unsatisfactory performance	☑	☐	☐	☑	☐	☐	☐
TER	IMC	Involuntary Sep, Misconduct	An SHRA or EHRA employee is terminated for cause, due to misconduct	☑	☐	☐	☑	☐	☐	☐
TER	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	ISO	Involuntary Sep, Other	An employee is terminated by the institution due to employment non-compliance and/or expiration or lack of employment eligibility (visa).	☑	☐	☐	☑	☐	☐	☐
TER	ENP	End Appt, Conclude No-Pay Affiliation	The unpaid courtesy appointment of a non-compensated affiliate or visitor ends for any reason	☐	☑	☑	☐	☐	☐	☐
TER	ETL	End Appt, SHRA, Time Limited	The Time-Limited position held by an SHRA employee has reached its time limit / funding end	☑	☐	☐	☑	☐	☐	☐
TER	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	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	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	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	EPD	End of Post Doc Assignment	A Postdoc appointment is ended due to reaching the five year maximum or the time limit/funding end that was initially agreed upon by the postdoc and supervisor at the onset of the appointment (ie: the position was created and the postdoc hired for 2 years and the 2 years is up)	☑	☐	☐	☑	☐	☐	☐
TER	CCA	Course Cancellation	The appointment of a temporary faculty member hired to teach a course is ended when the course that he/she was hired to teach is cancelled, most likely due to low enrollment.	☑	☐	☐	☑	☐	☐	☐
TER	DEA	Death	The employee dies while in 'active employee' status or while on approved leave of absence	☑	☑	☐	☑	☐	☐	☐
TER	CAN	Cancellation	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.	☑	☑	☐	☑	☐	☐	☐
TER	ETP	End Appt, Grad/Temp Assignment	The action is done via the JAR Modify/Separate 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.	☐	☑	☑	☐	☐	☐	☐
TER	JOB	Auto-Term 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.) Note: The auto-termination program runs every Wed. night and looks 3 weeks out and 1 week back from the current date.	☐	☑	☐	☐	☑	☐	☑
TER	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 (UHR) only; no College/Division/Dept/Unit use.	☑	☑	☐	☑	☐	☐	☑

Action Code	Reason Code	Reason Code Long Name	EXPLANATION. Use This When… Last updated 04/19/2022 UHR = Central University Human Resources	USES						
				Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
			# RETIREMENT							
			These action reasons are designed to be entered directly in Job Data to signify an employee separation due to retirement.							
RET	EPR	Retirement, Conclude Phased Ret	A tenured EHRA faculty member concludes UNC phased retirement and fully retires	☑	☐	☐	☑	☐	☐	☐
RET	DSR	Retirement, Discontinued Service Ret	Economies in the State budget prevail over paying severance during the RIF process of an SHRA employee.	☑	☐	☐	☑	☐	☐	☐
RET	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	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 (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑
			# PAY RATE CHANGE							
			These action reasons are designed to be used when entering a pay rate change directly in Job Data for Permanent/Monthly employees. Some may also require a similar entry in position management. Unless otherwise noted, position and job actions for Permanent/Monthly employees should first be reviewed and approved by UHR Classification and Compensation as processes vary by classification and FTE. For Temporary/Biweekly employees, pay rate changes should be entered as a Modification in NextGen/JAR. The applicable action reason is automatically selected by the system when the NextGen/JAR Modification action feeds to Job Data.							
PAY	SSA	Salary Supplement - Add	A current employee (other than student worker or temp) is provided with a salary supplement such as an: Administrative Supplement, Honorific 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.	☑	☐	☐	☑	☐	☐	☐
PAY	SSC	Salary Supplement - Change	Changing the amount of an existing salary supplement.	☑	☐	☐	☑	☐	☐	☐
PAY	SSR	Salary Supplement - Remove	Removing a salary supplement such as an Administrative, Honorific, Interim, or Temporary salary supplement (noted above).	☑	☐	☐	☑	☐	☐	☐
PAY	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	PTS	Compensation Rate/FTE Change	An adjustment in pay that is NOT exactly commensurate with a change in FTE. For example, an employee going from $30K at .75 FTE to $45K at 1.0 FTE.	☑	☐	☐	☑	☐	☐	☐
PAY	AR1	ARP 1 - Merit	A discretionary salary adjustment for an EHRA employee based on individual meritorious performance, including teaching, service, publications, and/or research productivity of faculty (merit) as part of the Annual Raise Process (ARP)	☑	☐	☐	☑	☐	☐	☐
PAY	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	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	PHC	Pay Increase - SHRA Higher Level Change	An 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	PIP	Pay Increase - Post Doc	An Office of Postdoctoral Affairs (OPA)-approved salary adjustment for a postdoctoral employee.	☑	☐	☐	☑	☐	☐	☐
PAY	ECH	Pay Increase - Employee Class Change	An UHR-approved salary increase associated with a position conversion from EHRA to SHRA or SHRA to EHRA.	☑	☐	☐	☑	☐	☐	☐
PAY	PID	Pay Increase - EHRA Duties	An 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	PIM	Pay Increase - Merit	An 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 Classification and Compensation before making any merit adjustment outside the annual Legislative Increase (LI) process.	☑	☐	☐	☑	☐	☐	☐

Action Code	Reason Code	Reason Code Long Name	EXPLANATION. Use This When… Last updated 04/19/2022 UHR = Central University Human Resources	USES						
				Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
PAY	PIK	Pay Increase - Market	An 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 Classification and Compensation before making any market adjustment outside the annual Legislative Increase (LI) process.	☑	☐	☐	☑	☐	☐	☐
PAY	PIE	Pay Increase - Equity	An 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 Classification and Compensation before making any equity adjustment outside the annual Legislative Increase (LI) process.	☑	☐	☐	☑	☐	☐	☐
PAY	PIR	Pay Increase - Retention	An UHR-approved salary adjustment for an EHRA or SHRA employee who has been offered a position, is in active negotiations, or is being interviewed (by a non NC State employer). There must be documentation of the recruitment activity by the other university/employer. For example, a copy of the offer of employment or email communication confirming details. Such increases are done to retain employees in mission critical roles that require unique/specialized skills for which recruitment is difficult.	☑	☐	☐	☑	☐	☐	☐
PAY	PIC	Pay Increase - Preemptive Retention	An UHR-approved salary adjustment for an EHRA or SHRA employee who is being approached by outside organizations but there is no actual recruitment evidence or offers. Such increases are done to retain employees in mission critical roles that require unique/specialized skills for which recruitment is difficult.	☑	☐	☐	☑	☐	☐	☐
PAY	PPW	Pay Increase - Prevailing Wage	A mandatory salary adjustment on a non-immigrant foreign national, due to federal wage requirements. For use only when instructed by International Employment.	☑	☐	☐	☑	☐	☐	☐
PAY	PRL	Pay Decrease - Reclass	An 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	PLC	Pay Decrease - SHRA Lower Level Change	An 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	ECL	Pay Decrease - Employee Class Change	An UHR-approved salary decrease associated with a position conversion from EHRA to SHRA or SHRA to EHRA.	☑	☐	☐	☑	☐	☐	☐
PAY	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: https://provost.ncsu.edu/administrator-resources/standard-operating-procedures/converting-faculty-salaries-between-fiscal-and-academic-year/ 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	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 your UHR Benefits Consultant to discuss impacts. For additional information on converting faculty salaries between AY and FY, which impacts things like leave accrual, Reference: https://provost.ncsu.edu/administrator-resources/standard-operating-procedures/converting-faculty-salaries-between-fiscal-and-academic-year/	☑	☐	☐	☑	☐	☐	☐
PAY	PFC	Salary Change - Subsequent Prof Fac Contract, Same Rank	A salary change as the result of a 'subsequent contract' for a professional faculty that is processed using JAR Reappointment). Use for a professional/non-tenure track Faculty member receiving an increase in base pay rate as part of a subsequent contract renewal, in accordance with any salary guidelines in effect at the time of the new appointment. (NOTE: A change in total appointment length for professional faculty could impact benefits eligibility, particularly in those situations where the employee's total continuous service will now extend beyond nine months or be reduced to less than nine months. Contact the UHR Benefits Office.)	☑	☐	☑	☐	☐	☐	☐
PAY	TFC	Salary Change - Subsequent T/TT Fac Contract, Same Rank	A salary change as the result of a 'subsequent contract' OR 'reappointment' (TT/T faculty), without a break in service. Use for a TT/T Faculty member 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.	☑	☐	☐	☑	☐	☐	☐
PAY	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 Asst Research Prof to Assoc Research Prof.	☑	☐	☐	☑	☐	☐	☐
PAY	PIA	Salary Change - TT Instructor to Asst Prof	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.	☑	☐	☐	☑	☐	☐	☐
PAY	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.	☑	☐	☐	☑	☐	☐	☐

Action Code	Reason Code	Reason Code Long Name	EXPLANATION. Use This When… Last updated 04/19/2022 UHR = Central University Human Resources	USES						
				Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
PAY	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	PGS	Grad Salary Adjustment	**UHR/ISSC USE ONLY.** The action is done via NextGen to adjust salary compensation and FTE on Graduate Assistant appointments. It should not be used otherwise.	☐	☑	☐	☐	☑	☐	☑
PAY	PGD	Grad salary and date adj	**UHR/ISSC USE ONLY.** The action is done via NextGen when the graduate appointment extension includes a salary adjustment with the same effective date. It should not be used otherwise.	☐	☑	☐	☐	☑	☐	☑
PAY	DAT	Grad Salary/Data Change	**UHR/ISSC USE ONLY.** Used to support a NextGen modification action to an existing active graduate appointment salary and/or FTE when it feeds to Job Data after the action is approved. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☐	☑	☐	☐	☑	☐	☑
PAY	CBR	OSHR Band Revision	**UHR USE ONLY.** 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. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑
PAY	UFS	Univ. Faculty Scholar Base Increase	**UHR USE ONLY.** An increase to the base salary of a faculty member in recognition of being named a University Faculty Scholar. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑
PAY	LEG	Legislative Increase	**UHR USE ONLY.** To apply salary increases provided through the legislative process, administered by Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑
PAY	LIF	Legislative Increase Flat Amount	**UHR USE ONLY.** A batch-loaded salary increase resulting from an across-the-board, flat amount legislative increase. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑
PAY	HRO	Salary Data Cleanup	**UHR USE ONLY.** University HR uses this action to correct salary data element errors made by hiring units, subsequent to data integrity audits, and upon verifying with the hiring unit. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑

FTE CHANGES ON JOB

These action reasons are designed to be used in Job Data to update the FTE of an individual who is NOT assigned to a formal position or is in a "Work Against/Override" status.

Action Code	Reason Code	Reason Code Long Name	EXPLANATION	Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
FTE	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/POS.)	☑	☐	☐	☑	☐	☐	☐
FTE	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/POS.)	☑	☐	☐	☑	☐	☐	☐
FTE	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/POS.)	☑	☐	☐	☑	☐	☐	☐
FTE	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/POS.)	☑	☐	☐	☑	☐	☐	☐

Action Code	Reason Code	Reason Code Long Name	EXPLANATION. Use This When… Last updated 04/19/2022 UHR = Central University Human Resources	USES						
				Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
	**POSITION CHANGE**
	These action reasons are designed to be used in Position Management. Reclassification & Retitling Actions initiated on a position automatically feed to Job Data if the 'Update Incumbent' box is checked on the Position/Specific Information panel and the employee is not in a position override. If a salary change accompanies the position action, perform the appropriate "PAY RATE CHANGE" in Job Data as well. Refer to the instructions and action reason provided on the endorsement email received from Classification and Compensation.
POS	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	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	RLC	Reclass SHRA Same Reference/ Journey 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	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	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	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	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	ABE	Change Appointment Basis between AY and FY -- EHRA	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. For additional information on converting faculty salaries between AY and FY, which impacts things like leave accrual. Reference: https://provost.ncsu.edu/administrator-resources/standard-operating-procedures/converting-faculty-salaries-between-fiscal-and-academic-year/	☑	☐	☐	☐	☐	☑	☐
POS	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 by the UHR Classification and Compensation unit. If accompanied by a salary change, do PAY/PRH on Job Data as well.	☑	☐	☐	☐	☐	☑	☐
POS	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 by the UHR Classification and Compensation unit. If accompanied by a salary change, do PAY/PRL on Job Data as well.	☑	☐	☐	☐	☐	☑	☐
POS	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 by the UHR Classification and Compensation unit. Typically would not be accompanied by a salary change, but if so, do PAY/PID on Job Data as well.	☑	☐	☐	☐	☐	☑	☐
POS	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	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	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	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 that the position's designated FTE, use Job action OVR/POS -- such as someone in a .50 FTE job cutting back to 0.25 for the summer).	☑	☐	☐	☐	☐	☑	☐

Action Code	Reason Code	Reason Code Long Name	EXPLANATION. Use This When… Last updated 04/19/2022 UHR = Central University Human Resources	USES						
				Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
POS	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/POS -- 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	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/POS.	☑	☐	☐	☐	☐	☑	☐
POS	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/POS. For example, a position changing from .25 FTE to .33 FTE, or a position changing from 1.0 FTE to .75.)	☑	☐	☐	☐	☐	☑	☐
POS	MEK	Mandatory Designation	Changing the position's Adverse Weather and/or Emergency Events Mandatory 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: https://policies.ncsu.edu/regulation/reg-04-20-07/#reg5sect3ey-SelectingFieldValue.php	☑	☐	☐	☐	☐	☑	☐
POS	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	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	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	PTT	Promote in T/TT Faculty Rank	A tenured/tenure-track Faculty member is being promoted in faculty rank, i.e., Asst Professor to Associate Professor, or Associate Professor to Professor. Information feeds from Position to Job. Should be accompanied by a change in pay. Generally done effective 7/1.	☑	☐	☐	☐	☐	☑	☐
POS	PFN	Promote in Prof Faculty Rank	A Professional Faculty (non-tenure track) member is being promoted in faculty rank, i.e., from Lecturer to Sr Lecturer, or from Asst Teaching Professor to Associate Teaching Professor. Information feeds from Position to Job. Typically accompanied by a 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).	☑	☐	☐	☐	☐	☑	☐
POS	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 in job data. Please note this change could impact benefits eligibility. Contact the Benefits office for more details.	☑	☐	☐	☐	☐	☑	☐
POS	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. Please note this change could impact benefits eligibility. Contact the Benefits office for more details.	☑	☐	☐	☐	☐	☑	☐
POS	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. Please note this change could impact benefits eligibility. Contact the Benefits office for more details.	☑	☐	☐	☐	☐	☑	☐
POS	NEW	New Position	**UHR USE ONLY.** Creating a New SHRA, Faculty, EHRA or Postdoctoral scholar position. Central University HR (UHR) only; no College/Division/Dept/Unit use. **UHR & CALS USE ONLY:** Creating COSS & CEHRA position. No Dept/Unit use.	☑	☐	☐	☐	☐	☑	☑
POS	JCC	Job Code Change	**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 (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☐	☑	☑
POS	JFC	Job Code F to C Conversion	**UHR USE ONLY.** An EHRA position that is converting from a faculty job code to a professional job code. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☐	☑	☑
POS	SCA	Shift Job Code Assignment	**UHR USE ONLY.** Updating a job code to include the shift differential "D" to indicate that the FLSA non-exempt employee could earn shift premium if the punch data on the timesheet meets the shift eligible criteria. Positions are approved for shift differential following review and endorsement by UHR Classification and Compensation. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☐	☑	☑

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				Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
POS	TTL	Change Position Title	**UHR USE ONLY.** Very Rare. Changing the official title description of any position. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☐	☑	☑
POS	WTC	Working Title Change	**UHR USE ONLY.** University HR uses this action to update the "working title" of a position when it differs from the default title that typically matches the job code. Working titles must be reviewed and endorsed by UHR Classification and Compensation. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☐	☑	☑
POS	JCT	Change JCAT	**UHR USE ONLY.** Changing the JCAT of a position. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☐	☑	☑
POS	STE	SHRA to EHRA Position Conversion	**UHR USE ONLY.** 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). Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☐	☑	☑
POS	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 your UHR Benefits Consultant to discuss impacts. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☐	☑	☑
POS	FLS	FLSA Status Change	**UHR USE ONLY.** Changing the FLSA exemption status of a position following review and endorsement by UHR Classification and Compensation. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☐	☑	☑
POS	IRP	IRPS Change	**UHR USE ONLY.** University HR uses this action to update the Instructional, Research, and Public Service (IRPS)/ Instructional, Research, and Information Technology (IRIT) category when a new position creation and/or employment classification conversion involves an EHRA (ENF - Non-Faculty). Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☐	☑	☑
POS	PAR	Pay Range Assignment	**UHR USE ONLY.** University HR uses this action to update the pay range assignment associated with a specific EHRA or SHRA job code. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☐	☑	☑
POS	AEP	Abolish Faculty, EHRA or Postdoc position	**UHR USE ONLY.** Abolishing a Faculty, EHRA or Postdoctoral position. Changes the Status to Inactive and the Position Status to Frozen. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☐	☑	☑
POS	ASP	Abolish SHRA position	**UHR USE ONLY.** 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. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☐	☑	☑
POS	FLG	Position Flag	**UHR USE ONLY.** University HR uses this action to identify positions flagged for review at a future date to determine if the position needs to be reclassified to a different career band/level or converted to a different employment classification. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☐	☑	☑
POS	CUP	Position Information Clean Up	**UHR USE ONLY.** University HR uses this action to correct position data element errors. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☐	☑	☑
			## JOB CHANGE							
			These action reasons are designed to be used in Job Data to affect changes on the individual's CURRENT job itself (rather than on position), or where the job action is in a "Work Against/Override" status thereby requiring position actions to be duplicated in job data.							
DTA	OUC	OUC/Department Change	Changing the Department/6 digit OUC a job is assigned.	☑	☐	☐	☑	☐	☐	☐
DTA	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	POL	Position Override	Changing the employees job attributes with confirmation from UHR Classification and Compensation and/or Benefits that are different from the position attributes that they are currently working in.	☑	☐	☐	☑	☐	☐	☐
DTA	PRO	Remove Position Override	Changing the employees job attributes with confirmation from UHR Classification and Compensation and/or Benefits back to the default attributes of the position that they are currently working in.	☑	☐	☐	☑	☐	☐	☐
DTA	CWA	Change Work-Against Position	Changing a person's job from being "worked against" one vacant position to being worked against a different vacant position.	☑	☐	☐	☑	☐	☐	☐
DTA	AIC	Appointment Info Panel Change	Used when updating or correcting information on the Appointment Info Panel such as Appointment Begin/End Dates, Anticipated Appt Length, etc.	☑	☐	☐	☑	☐	☐	☐
DTA	TCH	Tenure Panel Data Change	Update/correct elements on the Rank/Tenure Info panel.	☑	☐	☐	☑	☐	☐	☐

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				Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
DTA	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	TKC	Time Keeping Location Chg	Identifying the clock punch "Time keeping Location" (TKL) of an employee utilizing the NC State University time collection system, (WolfTime).	☑	☐	☐	☑	☐	☐	☐
DTA	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	PTT	Promote in T/TT Ranks	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	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	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	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 https://provost.ncsu.edu/faculty-resources/reappointment-promotion-and-tenure/frequently-asked-questions/extending-the-tenure-clock/ 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	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	PNN	Promote in Prof Fac Ranks	A Faculty member being promoted within the professional (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	SCN	Subsequent Contract Prof Faculty at Same Rank	A professional faculty member whose current appointment is expiring and who is being renewed (processed using JAR Reappointment) to a subsequent contract at the same rank/title. E.g., a Asst Teaching Prof receiving a new 3-year contract, still as a Asst Teaching Professor. Not considered a "promotion," and a salary increase typically does not accompany the subsequent contract renewal per se. However, may be eligible for an LI increase due to market, merit, or other allowable reasons.	☑	☐	☑	☐	☑	☐	☐
DTA	TRT	Transfer between Prof Fac and T/TT Faculty Status	A Faculty member transferring from a professional/non-tenure track faculty 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	ACR	Award Courtesy Rank	A non-faculty NCSU employee meets the academic qualifications for faculty rank and is awarded a professional/non-tenure track '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	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	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	VAC	Faculty Voting Assignment Chg	Assigning or changing the Faculty senate voting assignment for an EHRA employee.	☑	☐	☐	☑	☐	☐	☐
DTA	ADA	Associate Dept Assignment	An EHRA faculty member that has been approved to have Associate Department assignment in another academic OUC.	☑	☐	☐	☑	☐	☐	☐

Action Code	Reason Code	Reason Code Long Name	EXPLANATION. Use This When… Last updated 04/19/2022 UHR = Central University Human Resources	USES						
				Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
DTA	PRP	Start Phased Retirement	A tenured faculty member relinquishes tenure and enters the UNC phased retirement program	☑	☐	☐	☑	☐	☐	☐
DTA	HOL	Holiday Schedule Update	Updating an employee's holiday schedule when their holiday schedule differs from the standard University holiday schedule.	☑	☐	☐	☑	☐	☐	☐
DTA	EED	Update Job Expected End Date	Updating the job expected end date of an appointment with an end date different from the one currently listed in the HR system, or adding a job expected end date when there isn't already one listed.	☑	☐	☐	☑	☐	☐	☐
DTA	BDC	Benefit Service Date Change	**UHR USE ONLY.** Adjusting the benefit service date of a permanent 12-month employee based on prior state service or leave of absence that does not count toward state service. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑
DTA	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 (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑
DTA	JCC	Jobcode Change	**UHR USE ONLY.** University HR uses this action to change the job code following review and endorsement by UHR Classification and Compensation. This action is used on Job only when the person is not in a formal Position. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑
DTA	ECC	Employee Class Change	**UHR USE ONLY.** University HR uses this action to change the employee class following review and endorsement by UHR Classification and Compensation. This action is used on Job only when the person is not in a formal Position. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑
DTA	HRC	Data Valid/Cleanup	**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 (UHR) only; no College/Division/Dept/Unit use.	☑	☑	☐	☑	☐	☐	☑

STATUS CHANGE

These action reasons are designed to be used in Job Data to convert an employee to permanent status.

Action Code	Reason Code	Reason Code Long Name	EXPLANATION	Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
STS	TLC	Time-Limited Status Change	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.	☑	☐	☐	☑	☐	☐	☐
STS	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 (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑

VPAF JOB INFORMATION CHANGE

These action reasons are designed to be used in Job Data by UHR/ISSC Only to make changes to Temporary/Biweekly appointment data. This action reason may also be automatically selected by the system when a NextGen or Non-Perm JAR modification action feeds to Job Data.

Action Code	Reason Code	Reason Code Long Name	EXPLANATION	Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
VPA	JIC	VPAF Job Info Change	The JAR Modify and/or Separation action is used to update temporary and/or student worker job information changes to the job code, TKL, location, supervisor, standard hours, hourly wage, and/or planned exit date. This action reason is auto-selected when the aforementioned changes are submitted and approved by campus users through JAR, or may be manually selected during direct job data entry as needed by Central University HR (UHR).	☐	☑	☐	☑	☑	☐	☐
VPA	GJC	VPAF Graduate Change	Used to support a NextGen modification action to update the job code, location, supervisor or appointment end date of an active graduate appointment. This action reason is auto-selected when the aforementioned changes are submitted and approved by campus users through NextGen, or may be manually selected during direct job data entry as needed by Central University HR (UHR).	☐	☑	☐	☑	☑	☐	☐

Action Code	Reason Code	Reason Code Long Name	EXPLANATION. Use This When… Last updated 04/19/2022 UHR = Central University Human Resources	USES						
				Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
			PAID LEAVE							
These action reasons are primarily designed to be used in Job Data to place an employee on PAID leave for various reasons.										
PLA	EDU	Educational Leave, Extended	A regular SHRA 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. 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.	☑	☐	☐	☑	☐	☐	☐
PLA	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	LFP	Scholarly Reassignment - Full Pay	An employee who has been approved for Scholarly Reassignment Leave with full pay.	☑	☐	☐	☑	☐	☐	☐
PLA	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	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	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	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	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	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	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	LNO	EHRA-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	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	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 (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑
PLA	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 (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑
PLA	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 (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑
PLA	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 (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑
PLA	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 (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑
PLA	PSL	Shared Leave	**UHR USE ONLY.** An employee who has been approved for a leave of absence and has received Shared Leave. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑
PLA	WKC	Worker's Compensation	**UHR USE ONLY.** An employee who has been approved by HR Leave Administration for a leave of absence following review and approval of submitted worker's compensation paperwork. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☑	☐	☑	☐	☐	☑

Action Code	Reason Code	Reason Code Long Name	EXPLANATION. Use This When… Last updated 04/19/2022 UHR = Central University Human Resources	USES						
				Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
PLA	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 (UHR) only; no College/Division/Dept/Unit use.	☑	☑	☐	☑	☐	☐	☑
PLA	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 (UHR) only; no College/Division/Dept/Unit use.	☑	☑	☐	☑	☐	☐	☑
PLA	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 (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑
PLA	RFT	Return at Reduced FTE	**UHR USE ONLY.** An employee is returning from paid leave (usually FMLA or Worker's Compensation) in partial capacity due to not yet being medically cleared to return at full capacity. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☑	☐	☐	☑
\multicolumn UNPAID LEAVE OF ABSENCE										
These action reasons are designed to be used in JAR Leave to place an employee on UNPAID leave for various reasons. Once the JAR Leave transaction is approved, the system will feed a row to Job Data.										
LOA	EDU	Educational Leave, Extended	A regular SHRA 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. Approval is subject to provisions of the state's Academic Assistance Program.	☑	☐	☐	☐	☑	☐	☐
LOA	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	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	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	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	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	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	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	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	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.]	☑	☐	☐	☐	☑	☐	☐

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				Perm	Non-Perm	JAR	Job Data (Entry)	Job Data (Feed)	Maintain Position	UHR Only
LOA	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 (UHR) only; no College/Division/Dept/Unit use.	☑	☑	☐	☐	☑	☐	☑
LOA	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 (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☑	☐	☑
LOA	DIP	Short Term Disability	**UHR USE ONLY.** An employee who has been approved to participate in the Short Term Disability program. Central University HR (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☑	☐	☑
LOA	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 (UHR) only; no College/Division/Dept/Unit use.	☑	☐	☐	☐	☑	☐	☑
			RETURN FROM LEAVE							
			These action reasons are designed to be used in JAR Leave to return an employee currently in leave status back to active status. Return from *unpaid* leave requires an approval process which includes UHR Benefits & Leave Admin Team. Once the JAR Leave transaction is approved, the system will feed a row to Job Data.							
RFL	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.] Return from Unpaid Leave should be entered in JAR Leave.	☑	☐	☑	☐	☑	☐	☐
RFL	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. The department is unable to submit the return from paid leave action through JAR Leave for a non-exempt employee who clocks in/out before the return from paid leave action is entered and will need to contact their UHR HRIM Specialist for assistance and direct entry in job data.	☑	☐	☑	☑	☐	☐	☐
RFL	RFS	Return from Summer Leave	A 9-month SHRA employee who has been on unpaid leave of absence for the summer months and is returning to work.	☑	☐	☑	☐	☑	☐	☐