Job Aid: Manage Job – Job Data Modernization Action Codes, Reason Codes, and Descriptions

Page	Action	Reason	Description
Job Action Summary	DTA – Data Change	ASM – Active Service Modified Duties	Used for tracking modified service when an academic appointee has substantial responsibility for a newborn child or adoptee.
		ASR – Return from ASMD	Use to return a faculty member to regular service after a period of Active Service Modified Duties.
		CAR – Limited to Career	Use to update employee's Employee Class from Limited to Career due to 1,000 hour rule.
		CNT – New Contract (Contract Pay)	Used to assign someone to a new/renewed contract. The user should update Compensation Frequency to 'Contract' and Pay Components as required.
		COR – Correction-Non Pay Related	Non-pay related data change to correct erroneously entered information.
		CPR – Correction-Pay Rate	Pay-related data change to correct erroneously entered information.
		CPT – Change in Percent Time (FTE)	Used to increase/decrease percent time (Job Data FTE) on an academic or staff appointment. It should only be used if Position Data FTE does not control EE level Job Data FTE. Otherwise, Job Data FTE field is display only.
		EPR – Extension Pending Review	Extension of end date pending review.
		EXP – Extend Expected Return Date	Used to extend expected return date for employees on a short work break.
		EXT – Add/Extend Appointment	Used to add or extend the temporary appointment.
		GWC – Career Tracks Grade Watch Change	Use to make grade changes to job data/employee after the final list of Career Tracks Grade Watch List Changes are announced.
		LUE – Update Location Use End Date	Used to update the Location Use End Date field on the UC Job Data page.
		PHR – Update Phased Retirement End Dt	Use to transition into retirement by reducing their appointment percentages over a period of 120 days for up to 3 years. This only applies to those who voluntarily participate in an approved system-wide phased retirement program.
		PRB – Update Probation Code/End Date	Use to update probation code and its related information.
		PST – Update Post Doc Anniversary Dt	Used to update the Post Doc Anniversary Date.
		RCN – Remove Contract Pay	Used to remove the Contract Pay Comp Rate Code and Compensation Frequency.
		REA – Academic Reappointment	Used with Assistant Professors and any other term-appointed academics.
		TMF – Update Auto Termination Flag	Used to either select or deselect the 'End Job Automatically' check box.
		TRL – Update Trial Employment Date	Use to update an employee's Trial Employment Date.

Page	Action	Reason	Description
		UCC – Update Off Scale Rate Code	Used to update the Pay Component Comp Rate Code associated with an employee's Off Scale Rate.
	JED – Earnings Distribution Change	JED – Negotiated Compensation Plans	Use only for Health Sciences Comp Plan, MSP Staff Physician Comp Plan, or Negotiated Trial Salary Program. This can also be used for Summer Salary where the earn code for a given Salary Plan/Grade is not REG. This action will require manual entry of Job Earnings Distribution.
		PHR – Phased Retirement Program	Use to transition into retirement by reducing their appointment percentages over a period of 120 days for up to 3 years. This only applies to those who voluntarily participate in an approved system-wide phased retirement program.
		RET – Return to Normal Hours/Dist	Used to return employees to normal hours or distribution.
		TSR – Temp Vol Salary Reduction	Used to temporarily reduce an employee's salary while keeping their Job Compensation the same. The employee's Job FTE will not be reduced.
	PAY – Pay Rate Change	AAS – Advancement to Above-Scale	Used to enter compensation data when the EE has exceeded the maximum Step in his current Salary Grade. The user would remove the step value and enter Pay Components for the Above Scale Rates (For example, Above Scale X, X, and so on).
		AMR – Academic Merit/Reappointment	A pay rate change that is a performance-based salary increase or related to academic reappointment.
		ATB – Across-The-Board	Used for an across-the-board mass increase due to contract negotiations or other across-the-board increases.
		EQU – Equity	A pay rate change for a salary increase granted to correct an internal or external/market inequity.
		MER – Merit	A pay rate change that is a performance-based salary increase granted in accordance with the applicable merit program guidelines or contract provision.
		MIN – Bring to Meet Minimum	A salary increase granted to raise an employee's salary to meet a new minimum salary range or step rate.
		NEG – Change in Negotiated Salary	Change in annual negotiated salary. Negotiated compensation plan members only (For example, HSCP, NSTP and so on).
		OCA – LBNL Out of Class Assignment	Used by LBNL to track pay rate changes for out-of-class assignments. **Note**: An employee temporarily assigned to perform all the duties on a full-time basis of a position in a classification with a salary rate higher than their appointment shall be considered in an out-of-class assignment. And will be paid at the rate of the higher classification for all hours worked in the out-of-class assignment.
		OFF – Off Scale Increase	New or increased off-scale salary component due to retention, equity, or academic review.

Page	Action	Reason	Description
		OSD – Off Scale Decrease	Decrease in off-scale salary component.
		PRO – Promotion/Academic Promotion	Used for pay rate change that occurs due to a promotion.
		REF – Range Adjustment/Comp Refresh	Used by Comp Refresh process only. The process could be run for the following reasons: -Range Adjustment -Academic Scale Adjustment -Across the Board Increases -Mass updates
		ROP – Change to Record-Only Pay Rate	Change to the rate of pay from a non-UC source that is being tracked for records purposes only, such as for Postdocs Paid Direct.
		STI – Step Increase/Progression	A pay rate change that is an advancement to a higher step in accordance with applicable contract provisions. Will be used in the Administer Compensation business process.
		U18 – Unit 18 Salary Increase	Contracted salary increase based on quarters of service or other reasons.
		WOS – Move to/from Without Salary	Used to move someone to the WOS comp rate code. The overnight pay group assignment program will then move the EE to the 'WOS' pay group based on this newly added 'UCWOS' Pay Component.
	RES – Reserve/Faculty Abeyance	ABY – Faculty Abeyance	Used to place a faculty job in abeyance. The employee has another full-time administrator position.
		RES – Reserve Appointment (Staff)	Use to place employee's appointment on full-time reserve.
	RFR - Return from Reserve/Abeyance	RFR – Return to Normal Appointment	Used to return an EE from abeyance.
	SWB – Short Work Break	BEN – U18-Benefits Bridge Eligible	Used to put Unit 18 employees off pay status in between quarters/ semesters of active employment. The employee is eligible to request a benefits bridge. Criteria: Limited to 3 consecutive months. Non-continuing Unit 18 titles must have an approved job to which they will return at the end of the SWB. Otherwise, a termination should occur.
		EDU – Educator-Benefit Bridge Not Elg	Used to put an educator WOS or educator out-of-state (e.g., UCDC) employee off pay status between quarters or semesters of active employment. The employee is not eligible to request a Benefits Bridge.

Page	Action	Reason	Description
		FLT – Floaters/TOPS	Used for floater employees during periods of inactivity. Criteria: Limited to 4 consecutive calendar months. SWB can only be used when the department intends for the floater to return to employment following the SWB. If this is unknown, the employee should be terminated. The SWB should not exceed the floater's job record end date.
		GST – Academic Students	Used to put academic students off pay status over the summer or in between quarters/semesters. Criteria: Limited to 4 consecutive months. It must only be used when there is intent to return to student employment at the end of the SWB, but the job does not necessarily need to be in place.
		LMT – Limited Employees	Used for limited employees off pay status. Criteria: Limited to 4 consecutive calendar months. SWB can only be used when the department intends for the limited employee to return to employment following the SWB. If this is unknown, the employee should be terminated. The SWB should not exceed the employee's job record end date.
		P09 – Partial Year Career - 09 Months	Use to place a 9-month PY Career employee on Short Work Break.
		P10 – Partial Year Career - 10 Months	Use to place a 10-month PY Career employee on Short Work Break.
		P11 – Partial Year Career - 11 Months	Use to place an 11-month PY Career employee on Short Work Break.
		RFB – Research Funding Bridge	Used to place an employee that is awaiting research funding on SWB. Criteria: Limited to 4 consecutive months. Used when the employee is not working, and an approved reappointment is pending the arrival of contract/grant funding. There must be proof of incoming funding.
		U18 – U18-Benefits Bridge Not Elig	Used to put Unit 18 employees off pay status in between quarters/ semesters of active employment. The employee is not eligible to request a Benefits Bridge. Criteria: Limited to 12 consecutive months. Non-Continuing Unit 18 titles must have an approved job to which they will return at the end of the SWB. Otherwise, a termination should occur.
		UNX – University Extension	Used to put a UNEX Teacher off pay status in between periods of active employment. Criteria: Limited to 6 consecutive months. Must only be used when there is an approved job/contract to which they will return at the end of the SWB, otherwise, a termination should occur.

Page	Action	Reason	Description
		UST – Staff Students	Use to put undergraduate students (covered under PPSM) off pay status over the summer or in between quarters/semesters. Criteria: Limited to 4 consecutive calendar months. SWB can only be used when the department intends for the student employee to return to employment following the SWB. If this is unknown, the student employee should be terminated. The SWB should not exceed the student's job record end date.
		VAR – Academic Variable Appointment	Used to put an exempt academic employee with a highly variable schedule off pay status between active employment periods. Criteria: Limited to 12 consecutive months. Used during periods of inactivity for exempt academic appointees with intermittent service (e.g., seasonal or on-call).
	RWB – Return from Work Break	P09 – Partial Year Career - 09 Months	Use to return a 9-month PY Career employee on Short Work Break.
		P10 – Partial Year Career - 10 Months	Use to return a 10-month PY Career employee on Short Work Break.
		P11 – Partial Year Career - 11 Months	Use to return an 11-month PY Career employee on Short Work Break.
		RWB – Return from Short Work Break	Used to return an employee from a short work break.
	Voluntary Terminations	AAJ – Resign - Accept Another Job	Use for termination due to employee accepting another job.
		CAR – Career to Per Diem	Use for termination of career appointment. Employee will be rehired into a Per Diem position. Must have a one-day break in service. These individuals will be required to sign a waiver form as part of the rehire process.
		DWJ – Resign - Dissatisfied with Job	Use for termination due to employee being dissatisfied with job.
		FRL – Resign - Failed to Return from Leave	Use for termination due to employee's failure to return from an approved leave of absence.
		JAB – Resign - Job Abandonment	Use for termination due to job abandonment.
		LAJ – Resign - Look for Another Job	Use for termination due to employee looking for another job.
		MIL – Resign - Military Service	Use for termination due to employee planning to enter military service.
		MOA – Resign - Moved Out of Area	Use for termination due to employee moving out of area.
		NRG – Resign - No Reason Given	Use for termination – Employee did not provide a reason.
		PER – Resign - Personal Reasons	Use for termination due to personal reasons.
		QWN – Resign - Quit Without Notice	Use for termination due to employee quitting without notice.

Page	Action	Reason	Description
		SCH – Resign - Attend School	Use for termination due to employee planning to attend school.
		SLF – Resign - Self-Employment	Use for termination due to employee planning to work for themselves.
		TR1 – Release from Trial Employment - Voluntary	Use for release from trial employment initiated by the employee.
	Involuntary Terminations	ACE – Appointment Expired	Use for the termination of an appointment with a fixed end date or expiration of contract in accordance with the terms of the contract or appointment.
		AIP – Academic -Incompetent Performance	Academic Personnel Use. Termination based on APM 075.
		APR – Academic -Presumptive Resignation	Academic Personnel Use. Used to terminate an academic appointee per APM 700-30.
		ATA – Academic -Terminal Appointment	Academic Personnel Use. Used to terminate an academic appointee who did not receive tenure.
		ATT – Dismissal - Attendance	Use for termination due to attendance.
		DNP – Do Not Protest (Settlement)	Used to termination someone who has a settlement with the university. UCPC will not protest any UI claims if the employee has this action/reason code.
		DNR – Do Not Rehire (Settlement)	Agreement/Settlement – Employee agrees not to return.
		FLS – Dismissal – Falsified Application	Use for termination due to falsification on application.
		GCE – Grant/Contract Expired	Use for termination due to the expiration of a grant or contract.
		GRD – No Longer Student	Use for termination due to employee graduating or no longer student status.
		INV – Involuntary Termination - Other	Use for termination for other reasons not stated.
		LHC – Layoff - Accept Health Care	Use to track employee who are laid off and accept job at new Healthcare Corporation. Note: Used for Conversion purposes only.
		MED – Medical Separation	Use for termination due to an employee who became unable to perform essential functions of their position due to a disability.
		MIS – Dismissal - Misconduct	Use for termination due to misconduct.
		NLC – Dismissal – No Longer Certified/Licensed	Use for termination due to lack of certification or license.
		NSE – Never Started Employment	Use for termination of appointment due to prospective employee never starting work. This is used to void the employment record rather than deleting it.

Page	Action	Reason	Description
		NSV – Elimination of Position	Use for termination due to an elimination of a MSP position or layoff of an Academic position where no severance or rehire rights are provided.
		PDR – Per Diem Release	Use for termination due to the end of a per diem appointment.
		PRF – Dismissal – Lack of Performance	Use for termination due to performance.
		PRO – Released During Probation	Use for termination due to employee not passing probation.
		RDS – Layoff - Reduced Severance and Preferential Rehire/Recall Rights	Use for indefinite Layoff - Reduced Severance and Preferential Rehire/Recall Rights.
		SEV – Layoff - Severance	Use for indefinite Layoff - Severance
		SEV – Layoff -Rehire/Recall Rights	Use for indefinite Layoff – Rehire/Recall Rights
		TR2 – Release from Trial Employment - Involuntary	Use for release from trial employment initiated by the University.
		VIS – Visa/Work Permit Expired	Use for termination due to expiration of visa and/or work permit.