JOB CHANGE REASON CODES

Description	Job Change Reason Code	Change Reason Usage	Employment Group
ADDING A JOB (Not New Hire to University)			
Add job	JB001	Adding a new job; 1 job split into 2; unit transfer	All
Add Supplemental Job	JB002	Administrative adjustments/increments	AP, Faculty and Civil Service
Add Lump Sum Job	JB003	Lump sums	All
Add Temporary Upgrade Job (CS)	JB004	Adding temporary upgrade jobs	Civil Service
Add Summer Job (Acad & Grad)	JB007	Adding Summer Job	9mo and 10mo Faculty, Grad and Acad Prof
Add Trainee Job (CS)	JB008	Adding job as Trainee	Civil Service
Add Learner Job (CS)	JB009	DoNotUseCode	Civil Service
Add Apprentice Job (CS)	JB010	Adding job as Apprentice	Civil Service
Add Provisional Job (CS)	JB011	Adding job as Provisional	Civil Service
Add Job UI Retiree NonAnnuitnt	JB012	Adding job for a retiree from the University of Illinois who is not currently a SURS annuitant	AP, Faculty and Civil Service
Add Job SURS Annuitant	JB013	Adding job for a current SURS annuitant	AP, Faculty and Civil Service
Add FLSA Hourly Job	JB014	Adding an overload academic hourly job	All Academic Classes
Separate Place of Employment (CS)	JB015	When a current CS employee accepts a position within a separate place of employment	Civil Service
Lateral Class Change (CS)	JB016	When a CS employee accepts a new position to a new classification, moving laterally with no change in pay	Civil Service
ENDING JOB			
End Job	EJ001	Job requiring an end date (used on the terminated status record)	All
Employee Resignation	EJ002	Separating from University	All
Employer Termination	EJ003	Visa issue, job abandonment, int'l over allowed FTE, falsifying information, extra help problem employee (UIUC); job entered in error (UIUC)	All
Indefinite Layoff (CS)	EJ004	Layoff	Civil Service
Student Enrollment Violation	EJ005	Student not enrolled for required number of hours	Student, Graduate
Job Terminated	EJ006	Ending non-status job	HA, SA, EH, UA
Truncate Acting/Interim Job	EJ007	Only used when person returns/hired to the permanent position	Acad Prof and Faculty
Dismissed (CS)	EJ008	Dismissed in Probation	Civil Service
End Summer Job (Acad & Grad)	EJ009	Ending summer job record	9mo and 10mo Faculty, Grad and Acad Prof
Employee Job Resignation	EJ010	Voluntary resignation from job (not to be used for employees transferring campuses or leaving the University)	All
SURS Dsblty Rtrmnt Allowance	EJ011	When an employee has been approved for SURS Disability Retirement Allowance (DRA). Current job must be ended to pay out any remaining benefit time.	AP, Faculty, Civil Service
Visa Shortened by INTL Office	EJ012	When a current international student employee or scholar graduates early or transfers to another school (e.g.), their visa expiration date is changed to reflect the earlier date of their employment termination. All Jobs must be ended accordingly.	Students, Graduates

FACULTY CHANGE (Academic Only)			
Faculty Promotion	FA002	Promotions outside annual promotion cycle	Faculty
Tenure Change	FA003	Non-tenure to tenured (and vice versa); changing tenure track	Faculty
FTE			
FTE Change	FT001	When FTE changes & dollars remain = to new FTE; if salary increase is above new FTE, then change reason should be Pay Change	AP, Faculty and Civil Service
LABOR DISTRIBUTION			
Labor Distribution Change	LD001	When funding is changing and no other change is being made	All
LEAVE OF ABSENCE			
Leave of Absence	LV001	Record reflecting leave of absence (full or partial leave)	AP, Faculty and Civil Service
Return from Leave	LV002	Reflecting return from leave to pre-leave FTE	AP, Faculty and Civil Service
Partial Return from Leave	LV003	Reflecting return from leave at less than pre-leave FTE	AP, Faculty and Civil Service
NEW HIRE			
New Hire	HR001	New employees hired to the University	All
Rehire	HR002	Employees rehired within 1 year of previous separation	All
Rehire SURS Retiree	HR003	Retired employee who has been terminated (PEAESCHed) from system and who is a SURS annuitant (use RA003 when reappointing a SURS retiree to subsequent jobs)	AP, Faculty and Civil Service
Return from Layoff (CS)	HR004	Reflecting employee returning to work from layoff	Civil Service
Rehire UI Retiree NonAnnuitant	HR005	U of I Retired employee who has been terminated (PEAESCHed) from system and who is not a SURS annuitant (use RA007 when reappointing a non-annuitant U of I retiree to subsequent jobs)	AP, Faculty and Civil Service
NON-REAPPOINTMENT			
Initiating Notice of NonReappt	NR001	Reflecting beginning of notice of non-reappointment period (Contract Code=NONR)	Acad Prof and Faculty
Early Return to Regular Status	NR002	Ending notice and returning to regular status (Contract Code=ENPR) For Central HR determination.	Acad Prof and Faculty
Rescind Notice of NonReappt	NR003	Rescinding notice of non-reappointment with the effective date of the Notice of NonReapt (Contract Code=RESC)	Acad Prof and Faculty
Extend Notice of NonReappt	NR004	Extending notice of non-reappointment period (Contract Code=EXTN)	Acad Prof and Faculty
Trunc Job w/ Notice NonReappt	NR005	Contract (for employees entitled to formal notice rights) truncated due to unexpected loss of funding (Contract Code=TWNF). For Central HR determination.	Acad Prof and Faculty
Trunc Job w/o Notice NonReappt	NR006	Contract (for employees not entitled to formal notice period) truncated due to unexpected loss of funding (Contract Code=TWOF). For Central HR determination.	Acad Prof and Faculty
Ending Notice of NonReappt	NR007	Reflecting Last Date of Notice Period	Acad Prof and Faculty
Return to Regular Status	NR008	Ending Notice and Returning to Regular Status (Contract Code=ENER)	Acad Prof and Faculty
REAPPOINTMENT			
Reappointment	RA001	Reappointment	All
Reappt of SURS Annuitant	RA003	Used only for subsequent jobs (use HR003 for initial job rehiring SURS annuitant)	AP, Faculty and Civil Service

Reappointment/FTE Change	RA004	Reappointment/FTE Change	All
Reappointment/Salary Change	RA005	Reappointment/Salary Change	All
Reappointment/FTE & Salary Change	RA006	Reappointment/FTE & Salary Change	All
Reappt UI Retiree NonAnnuitant	RA007	Used only for subsequent jobs (use HR005 for initial job rehiring non-annuitant retirees)	AP, Faculty and Civil Service

RECLASSIFICATION / REALLOCATION / REASSIGNMENT

Reclassification (CS)	RC001	Reclassifications	Civil Service
Reallocation (CS)	RC002	Reallocations	Civil Service
Reassignment (CS)	RC003	Moving an employee from one position to another in the same class	Civil Service
Trainee to Status (CS)	RC004	Employee going from non-status to status	Civil Service
Apprentice to Status (CS)	RC005	Employee going from non-status to status	Civil Service
Learner to Status (CS)	RC006	DoNotUseCode	Civil Service
Provisional to Status (CS)	RC007	Employee going from non-status to status	Civil Service

SALARY AND PAY

Acad–Addt'l Responsibility	SA001	Addt'l responsibility w/ same title (different suffix), including overload teaching	Faculty
CS Negotiated Increase (CS)	SA002	Contract Increases	Civil Service
Merit Increase (CS)	SA003	Civil Service Open Range and Student increases	Civil Service
CS-Anniversary Increase (CS)	SA004	Negotiated anniversary (step) increases	Civil Service
Student – Market	SA005	Increase based on Market Movement	Student
Equity Adjustment	SA006	Equity increase given outside Salary Planner	Academic, Faculty
Counter Offer	SA007	Used for any change as part of a counter offer	Academic, Faculty
Annual Increase	SA008	Increases w/ reappointment outside Salary Planner or grant year basis; includes retro pay changes back to beginning of contract	Academic, Faculty
Award Increase	SA009	Increases due to special award given on other than annual cycle	Academic, Faculty
Pay Change	SA010	Mid-year salary change; student hourly rate changes, Update Temporary upgrade rate	Academic, Faculty Student
Prevailing Salary Change (CS)	SA011	Prevailing rate change	Civil Service
Established Salary Change (CS)	SA012	Established rate change	Civil Service
App/Lrn/Trn Salary Change (CS)	SA013	Apprentice, Learner, Trainee rate change	Civil Service
Sabbatical Supplmnt Pay	SA014	Supplemental job on other funding source while on sabbatical	Faculty
Minimum Wage Increase	SA015	Increases for those not currently @ campus minimum	All
Other	SA016	To be used only if no other change reason applies. Used for 8/16 record to reflect true annual.	All
Across the Board	SA017	Reflecting Across the Board increases	Civil Service
General Contract Increase	SA019	Increase based on contract settlement. UIUC only – used for visiting AP and grad.	Civil Service (UIUC – AP and GA)
Gen'l Contract Plus Step Incr	SA020	Employee's anniversary date falls in same pay period as the general increase	Civil Service
Drop Step	SA021	Drop Step by Contract or Agreement	Civil Service
Longevity Increase (CS)	SA023	Longevity Increase	Civil Service
Adjusted Anniversary Date (CS)	SA024	Anniversary Date Adjusted based on negotiated contract	Civil Service
Shift Differential (CS)	SA025	Shift Differentials	Civil Service
Academic Progress Increase	SA026	Salary increase due to achievement of bachelors or masters degree as related to the job	Civil Service, Academic

INA Tier Change	SA027	When an Extra Help UIC Nurse elects to move from one of four defined tiers to another	UIC Civil Service
CS Negotiated Decrease (CS)	SA028	Due to negotiated contract agreements	Civil Service
Salary Correction	SA030	Salary correction required due to inaccurate data entry	All
FLSA Minimum Increase	SA031	Bringing employee up to new FLSA minimum	All
Retreat Rights (CS)	SA032	When a current CS employee exercises seniority and retreats back to a former classification	Civil Service
Voluntary Downgrade (CS)	SA033	When a current CS employee accepts a position of a lower level classification; salary is reduced	Civil Service
Contract Inc + Equity	SA034	When a current CS employee is receiving an increase combining contract movement and equity	

SEPARATION

Deceased	SP001	Death of employee	All
Discharged (CS)	SP002	Employee Discharged	Civil Service
Retired	SP003	Retiring from University	AP, Faculty and Civil Service
TC – Change in SSN	SP005	Temporary to Permanent SSN/correction of SSN	All
Employee Resignation	EJ002	Employee separating from the University	All

MISCELLANEOUS CHANGE REASONS

Time Entry Method Change	OT001	Change in time entry method	All
Title Change	OT002	Change/correction to title only	All
Start of Non-Serv Period (CS)	OT003	Used for flex year employees	Civil Service
Return from Non-Serv Period	OT004	Used for flex year employees	Civil Service
Time Sheet Org Change	OT005	Change to Time Sheet Org only	
Data Correction	OT006	Correcting incorrect data	All
Substantial Presence Met	OT007	Change when Int'l employees have met substantial presence	All
Employee Group Change	OT008	Change in eclass between groups, use on both job records	All
Campus Transfer	OT009	Transfer from one campus to another; use on both job records	All
Promotion (CS)	OT010	Promotion of civil service employees	Civil Service
CS Mandated Title Change	OT011	Title change required by Civil Service System	Civil Service
Lateral Transfer (CS)	OT012	Employee transferring from one unit to another in same class and salary	Civil Service
Department Org Change	OT013	Moved position from one org to another	All
AP to CS Transition (CS)	OT014	Change from academic professional to civil service due to audit findings.	Civil Service
Bargaining Unit Change	OT015	Bargaining Union change with accompanying job detail record changes i.e. grade, table, etc.	Civil Service
Service Basis Change	OT016	Movement between flex and service basis	AP, Faculty and Civil Service
FLSA Contract Parameter	OT017	When adding an FLSA contract parameter and employee job record change is required in the front end.	All
Remote Working Location Change	OT018	Employee is changing the primary location where they perform their job duties	All
Substantial Pres Test Not Met	OT019	Used when UPB determines a SURS eligible employee is no longer eligible for the Substantial Presence Test (SPT). Applicable for academic professional, civil service, faculty, postdoc research associates and residents.	AP, Civil Service, Faculty, Post Doc, Residents

Informational Change Reasons (not used by HR or Units)			
Description	Job Change Reason Code	Change Reason Usage	
Conversion	CV001	Data converted from Paymaster	
Conversion Override	CV002	Corrections to converted data	
Faculty Title Change	FA001	Change in faculty title	
Interim Appointment	JB005	Adding Interim job	
Salary Planner Upload	SA018	Job data from Salary Planner	
Fiscal Year Salary Grp Update	SA022	Salary Group Updated Changes/Corrections	

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