

Job Data Action	Job Data Reason	Description
Hire	Hire	New hire
	Mid-contract Hire	Mid-contract hire
Rehire	Rehire	Rehire
Completion of Probation	Prob Completed w/Increase	Probation complete with pay increase
	Prob Completed-No Increase	Probation complete without pay increase
	Probation Completed	Probation completed
Promotion	Career Ladder Promotion	Change in job family or position and salary
Paid Leave of Absence	Administrative Leave	Personnel action
	Developmental Leave	Request submitted for approval prior to leave, SBHE Policy No. 701.2
	Family Medical Leave	FMLA, SBHE Policy No. 607.4
	Military Service	Military service leave
Leave of Absence	Family and Medical Leave Act	FMLA, SBHE Policy No. 607.4
	Military Service	Unpaid military service
	Personal Reasons	Personal Leave, SBHE Policy No. 701.1
Return from Leave	Return From Leave	Return from leave of absence
Pay Rate Change	Campus/General Increase	General fiscal year increase
	Equity Increase	Intended for internal salary inequity
	Legislative/General Increase	Across-the-board fiscal year increase
	Merit	Work performance fiscal year increase
	Market Increase (U Sys)	Market increase
	Other	Other
	Promotion	Moving to position with additional authority
	Reduction in pay	Decrease in pay
	Responsibility Increase	Change in pay due to change in responsibilities
	Temporary Increase	Used if taking on additional duties for a temporary period of time

Job Data Action	Job Data Reason	Description
Data Change	ACA Eligible	Change ACA status/eligibility
	Correction-FICA Status	Change to student FICA status
	Correction-FTE Change	Change of FTE
	Correction-Holiday Schedule	Change of holiday status
	Correction-Pay Group	Change of pay group
	Correction - Position Number	Used when transferring to another position number
	Correction-Pay Rate	Pay rate correction
	Contract Pay Renewal	Used when renewing contract
	Labor Agreement	Used to assign to a timekeeping system
	Mid-contract Hire	See Contract Pay section in Core HR manual
	Redesignation	Redesignation
	Status Change	Status change
Positon Change	Correction-Department	Should be entered in Position Data
	Correction-Job Code	Should be entered in Position Data
	Correction-Reporting	Reporting change
	Correction-Standard Hours	Change to standard hours
	FLSA Status change	FLSA status change
	Job Re-Classification	Job family reassignment
	New Position	Position Change
	Re-Organization/Restructure	Change of department # for position, should be entered in Position Data
	Position Status Change	Percent time change, should be entered in Position Data
	Title Change	Title change
	Transfer	Transfer
Transfer	Intra-agency Transfer	Intra-agency transfer
	Internal Recruitment	Internal recruitment
	Non- to Benefited (U Sys)	Transferring from a non-benefitted position to benefitted
	Reorganization	Department restructure/reorganize
Suspension	Disciplinary Action	Disciplinary action

Job Data Action	Job Data Reason	Description
Retirement with Pay	Retirement with Pay/Benefits	Retirement with pay and benefits
Termination with Benefits	Termination with Benefits	Retirement with benefits
Termination	Death	Employee death
	Discharge	Dismissal
	End of Fixed-Term Contract	Contract ending
	Elimination of Position	Reduction in force
	Early Retirement	Early retirement, SBHE Policy No. 703.1
	Health Reasons	Health Reasons
	Job Abandonment	Employee leaves without giving notice
	Failure to Return from Leave	Employee does not return from leave
	Mass Update	Update entered using Mass Update process
	Staff Reduction	Reduction in force
	Resignation	Resignation
	Retirement	Normal retirement
End Temporary Employment	End Temporary	
Add Contingent Worker	Contingent Worker	Contingent worker- starts assignment
Completion	End of Assignment	Contingent Worker-end of assignment