

DATA CHANGE					
ACTION	REASON	HR SYSTEM	USE	For Employee Class	Special Notes
Data Change	CMP (Banded Position-Comp Level Change)	Workforce Administration/Job Information	For an employee in a banded position whose Step is changing	SPA, Campus Police (1, 5)	
Data Change	CNT Contract				
Data Change	DTA (Change in Appointment Begin/End Date)	Workforce Administration/Job Information	For an employee whose existing fixed term contract will expire, and a new contract has been awarded with no salary adjustment	EPA, No Pay, Post Doc(2, N,4)	
Data Change	DPT (Department Number Change)	Workforce Administration/Job Information	For an employee not in a position whose department number (OUC) has changed	EPA, No Pay, Post Doc(2, N, 4)	
Data Change	DTA (Data Change)	Workforce Administration/Job Information	For an employee in a position for any one or more of the following changes: Tax Location, Business Title, Expected Return Date. For an employee not in a position: Location, Tax Location, Supervisor Level, Expected Return Date, Business Title, Recurring/Contract Length	SPA, Campus Police, EPA, No Pay, Post Doc(1,2,5, N, 4)	
Data Change	PER (Permanent Status)	Workforce Administration/Job Information	For an employee who has successfully completed the probationary period	SPA, Campus Police (1, 5)	
Data Change	SER (Service Date)	Workforce Administration/Job Information	For an employee who has a documented change in prior state service, or has been on a LWOP and must have the date adjusted. Typically done by HRIM	SPA, Campus Police (1, 5)	
Data Change	TTL (Title Change)	Workforce Administration/Job Information	For an employee not in a position who has had a change in duties resulting in an approved change in title, but not a change in position number or salary	EPA, No Pay (2, N)	