

PeopleSoft Action Reason Codes for PeopleAdmin

Action Code	Action Code Long Name	Reason Code	REASON CODE LONG NAME	EXPLANATION. Use This When...
(Job Action - entered via JAR) Brand New, First Instance Hires				
HIR	Hire	SWH	Hire for Regular Employment - Search Waiver	UHR USE ONLY. University HR uses this to denoting the first hire of an individual whose primary presence at NC State will be for paid 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. Waiver of search must be pre-approved by the Office of Institutional Equity & Diversity. Central University HR only; no College/Division/Dept/Unit use.
HIR	Hire	HTR	Transfer for Regular Employment	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, or from a constituent institution of 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). Contact HRIM Specialist who will verify total State service and enter in HR System (for reasons such as longevity calculations & leave accruals).
HIR	Hire	HSP	Summer Pre-Hire	Initiating the first-ever paid summer assignment of a 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.
(Job Action - entered via JAR) Rehire of an individual with previous hire records in the HR System who are currently Inactive.				
REH	Rehire	RTF	Rehire as Temporary Faculty	Rehiring an individual whose primary presence at NC State will be for paid, temporary NTT 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	Rehire	RSA	Summer Assignment	Rehiring a paid summer assignment of a faculty member who will then begin a 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 REH/RTF (Rehire as Temp Faculty) instead.
REH	Rehire	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).
(Job Actions - entered via JAR) PROMOTION of a Person to Higher Title and Pay (other than temporary increases)				
PRO	Promotion	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 NCSU EHRA Data Panel). ALSO, if an associated promotional change is salary isn't feeding automatically from Position, change the salary using Action Reason PAY/PFP.
PRO	Promotion	PNR	Promotion in Rank, NTT Fac	A Promotion in Rank of a non-tenure-track (NTT) 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 NCSU EHRA Data Panel). ALSO, if an associated promotional change in salary isn't feeding automatically from Position, change the salary using Action Reason PAY/PFP.

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Action Code	Action Code Long Name	Reason Code	REASON CODE LONG NAME	EXPLANATION. Use This When...
PRO	Promotion	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 NCSU EHRA Data Panel). ALSO, if an associated promotional change is salary isn't feeding automatically from Position, change the salary using Action Reason PAY/PFP.
PRO	Promotion	PNT	Promotion NTT 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 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 NCSU EHRA Data Panel). ALSO, if an associated promotional change is salary isn't feeding automatically from Position, change the salary using Action Reason PAY/PFP.
PRO	Promotion	DPR	Promote in NTT Rank No Posn	A Promotion of a part-time (only) paid, or unpaid, NTT 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 NCSU EHRA Data Panel). ALSO, if an associated promotional change in salary isn't feeding automatically from Position, change the salary using Action Reason PAY/PFP.
PRO	Promotion	PSW	Promotion, Search Waiver	UHR USE ONLY. Rare. University HR uses this to denote an individual 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. Central University HR only; no College/Division/Dept/Unit use.
(Job Actions) Salary / Pay Adjustments				
PAY	Pay Rate Change	SSA	Salary Supplement - Add	A current employee (other than student worker or temp) is provided with a salary supplement such as an: Administrative Supplement, Honor 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. Reference: http://www.ncsu.edu/human_resources/forms/hrim/sal_supplements.pdf for more detail.
PAY	Pay Rate Change	SSC	Salary Supplement - Change	Changing the amount of an existing salary supplement.
PAY	Pay Rate Change	SSR	Salary Supplement - Remove	Removing a salary supplement such as an Administrative, Honor, Interim, or Temporary salary supplement (noted above).
PAY	Pay Rate Change	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	Pay Rate Change	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	Pay Rate Change	PRL	Pay Decrease - Reclass	A 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	Pay Rate Change	ECH	Pay Increase - Employee Class Change	A UHR-approved salary increase associated with a position conversion from EHRA to SHRA or SHRA to EHRA.
PAY	Pay Rate Change	ECL	Pay Decrease - Employee Class Change	A UHR-approved salary decrease associated with a position conversion from EHRA to SHRA or SHRA to EHRA.
PAY	Pay Rate Change	PID	Pay Increase - EHRA Duties	A 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.)

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PAY	Pay Rate Change	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: www.provost.ncsu.edu/admin-resources/sops/SOP_ConversionofFacultySalariesbetweenFiscalandAcademicYear.php 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	Pay Rate Change	PIM	Pay Increase - Merit	A 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 before making any merit adjustment outside the annual Legislative Increase (LI) process.
PAY	Pay Rate Change	PIK	Pay Increase - Market	A 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 before making any market adjustment outside the annual Legislative Increase (LI) process.
PAY	Pay Rate Change	PIE	Pay Increase - Equity	A 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 before making any equity adjustment outside the annual Legislative Increase (LI) process.
PAY	Pay Rate Change	PIR	Pay Increase - Retention	A UHR-approved salary adjustment for EHRA or SHRA employees. A pre-emptive salary increase to retain an employee (contingent on funding authority, and BOT/BOG approval if needed), Consult with UHR before making any retention adjustment outside the annual Legislative Increase (LI) process.
PAY	Pay Rate Change	PIC	Pay Increase - Counteroffer	A UHR-approved salary adjustment for EHRA or SHRA employees. A salary increase to counter an official employment offer from another employer (must be a non-state agency/university, if SHRA). Contingent on funding authority and BOT/BOG approval as needed. Consult with HR -- and provide copy of offer letter -- before making any counteroffer adjustment.
PAY	Pay Rate Change	PFC	Salary Change - Subsequent NTT Contract, Same Rank	A salary change as the result of a 'subsequent contract' (NTT faculty) or 'reappointment' (TT faculty), without a break in service. Use for a Faculty member (either non-tenure-track -- OR tenure-track, but not-yet-tenured) 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. (NOTE 1: For Instructor being moved to Asst Prof -- or Asst Prof being Reappointed to their second contract before tenure review -- also update the individual's status on the Tenure Panel: Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data > Tenure Type.) (NOTE 2: A change in total appointment length for NTT faculty could impact benefits eligibility, particularly in those situations where the employees total continuous service will now extend beyond nine months or be reduced to less than nine months...contact the Benefits Office.)
PAY	Pay Rate Change	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 Research Asst Prof to Research Assoc Prof.
PAY	Pay Rate Change	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 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: www.provost.ncsu.edu/admin-resources/sops/SOP_ConversionofFacultySalariesbetweenFiscalandAcademicYear.php
PAY	Pay Rate Change	PPW	Pay Increase - Prevailing Wage	UHR USE ONLY. A mandatory salary adjustment on a non-immigrant foreign national, due to federal wage requirements. Central University HR only; no College/Division/Dept/Unit use.
PAY	Pay Rate Change	PIA	Salary Change - TT Instructor to Asst Prof	UHR USE ONLY. 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. Central University HR only; no College/Division/Dept/Unit use.

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PAY	Pay Rate Change	LI	Legislative Increase	UHR USE ONLY. To apply salary increases provided through the legislative process. Central University HR only; no College/Division/Dept/Unit use.
(Job Actions) FTE Changes on Job (use ONLY if the individual is not assigned to a formal position or is in a "Work Against/Override" status.)				
FTE	FTE Change	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/POF.)
FTE	FTE Change	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/POF.)
FTE	FTE Change	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/POF.)
FTE	FTE Change	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/POF.)
(Position Actions) POSITION Reclassification & Retitling Actions initiated on a Position automatically feed to Job Data, if the 'Update Incumbent' box is checked located on the Position/Specific Information panel. If a				
POS	Position Change	STE	SHRA to EHRA Position Conversion	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).
POS	Position Change	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 of UHR's Director of EHRA Personnel. If accompanied by a salary change, do PAY/PRH on Job Data as well.
POS	Position Change	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 of UHR's Director of EHRA Personnel. If accompanied by a salary change, do PAY/PRL on Job Data as well.
POS	Position Change	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 of UHR's Director of EHRA Personnel. Typically would not be accompanied by a salary change, but if so, do PAY/PID on Job Data as well.
POS	Position Change	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	Position Change	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	Position Change	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	Position Change	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	Position Change	AEP	Abolish Faculty, EHRA position or Postdoctoral	Abolishing a Faculty, EHRA or Postdoctoral position. Changes the Status to Inactive and the Position Status to Frozen.

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POS	Position Change	ASP	Abolish SHRA position	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.
(Position Actions) (Actions initiated on Position Data automatically feed to Job Data, if 'Update Incumbent' box is checked on Position)				
POS	Position Change	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 than the position's designated FTE, use Job action OVR/POF -- such as someone in a .50 FTE job cutting back to 0.25 for the summer).
POS	Position Change	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/POF -- 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	Position Change	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/POF.
POS	Position Change	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/POF. For example, a position changing from .25 FTE to .33 FTE, or a position changing from 1.0 FTE to .75.)
POS	Position Change	MEK	Change to Mandatory/Essential/Key Status	Changing the positions Mandatory/Essential/Key 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: www.ncsu.edu/human_resources/hrim/Mandatory-Essential_Key-SelectingFieldValue.php
POS	Position Change	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	Position Change	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	Position Change	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	Position Change	PTT	Promote in T/TT Faculty Rank	A tenured/tenure-track Faculty member is being promoted in faculty rank, i.e., from Instructor to Asst Professor, Asst Professor to Associate Professor, or Associate Professor to Professor. Information feeds from Position to Job. Should be accompanied by a commensurate change in pay. Generally done effective 7/1. If tenure is being granted simultaneously with promotion, enter the tenure change at Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data, & go to the Tenure Data panel and field Tenure Status. (If individual is working against a position designated at different rank, use PRO/PTR instead of POS/PFT)
POS	Position Change	PFN	Promote in NTT Faculty Rank	A non-tenure-track Faculty member is being promoted in faculty rank, i.e., from Lecturer to Sr Lecturer, or from Teaching Asst Professor to Teaching Associate Professor. Information feeds from Position to Job, Asst Professor to Associate Professor, or Associate Professor to Professor. Typically accompanied by a commensurate 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)
Position Actions - combination change(In general, these actions once initiated on the position, will automatically feed to the job)				

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POS	Position Change	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 on the job. Please note this change could impact benefits eligibility. Contact the Benefits office for more details.
POS	Position Change	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. Reference: www.provost.ncsu.edu/admin-resources/sops/SOP_ConversionofFacultySalariesbetweenFiscalandAcademicYear.php 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.
POS	Position Change	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. Reference: www.provost.ncsu.edu/admin-resources/sops/SOP_ConversionofFacultySalariesbetweenFiscalandAcademicYear.php 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.
Position Actions for HR USE ONLY (Actions initiated on Position Data automatically feed to Job Data, if 'Update Incumbent' box is checked on Position)				
POS	Position Change	New	New	UHR USE ONLY. Creating a New SHRA, Faculty, EHRA or Postdoctoral scholar position. Central University HR only; no College/Division/Dept/Unit use. UHR & CALS USE ONLY: Creating COSS & CEHRA position. No Dept/Unit use.
POS	Position Change	JCC	Change Job Code	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 only; no College/Division/Dept/Unit use.
POS	Position Change	TTL	Change Position Title	UHR USE ONLY. Very Rare. Changing the official title description of any position. Central University HR only; no College/Division/Dept/Unit use.
POS	Position Change	JCT	Change JCAT	UHR USE ONLY. Changing the JCAT of a position. Central University HR only; no College/Division/Dept/Unit use.
POS	Position Change	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 the Benefits Director to discuss in advance. Central University HR only; no College/Division/Dept/Unit use.
POS	Position Change	ABE	Change Appointment Basis between AY and FY -- EHRA	UHR USE ONLY. 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. Central University HR only; no College/Division/Dept/Unit use. For additional information on converting faculty salaries between AY and FY, which impacts things like leave accrual. Reference: www.provost.ncsu.edu/admin-resources/sops/SOP_ConversionofFacultySalariesbetweenFiscalandAcademicYear.php