<b>JOB CHANGE REAS</b>	ON CO	ON CODES		
Description	Job Change Reason Code	Change Reason Usage	Employment Group	
ADDING A JOB (Not New Hire to Univ	ersity)			
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 Civi 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 Universityof 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	

Position Eliminated	EJ013	Civil Service position has been eliminated	Civil Service	
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	,		
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	

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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.  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.  Gen'l Contract Plus Step Incr  SA020 Employee's anniversary date falls in same pay period as the general increase  Drop Step  SA021 Drop Step by Contract or Agreement  Civil Service  Civil Service  Civil Service  Adjusted Anniversary Date (CS)  SA023 Longevity Increase  Civil Service  SA024 Anniversary Date Adjusted based on negotiated contract  Civil Service  Shift Differential (CS)  SA025 Shift Differentials  Civil Service  Civil Service	App/Lrn/Trn Salary Change (CS)	SA013	Apprentice, Learner, Trainee rate change	Civil Service
Other  SA016  SA017  To be used only if no other change reason applies. Used for 8/16 record to reflect true annual.  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.  Gen'l Contract Plus Step Incr  SA020  Employee's anniversary date falls in same pay period as the general increase  Drop Step  SA021  Drop Step by Contract or Agreement  Civil Service  Civil Service  Civil Service  Civil Service  Adjusted Anniversary Date (CS)  SA023  Longevity Increase  Acidemic Progress Increase  SA026  Salary increase due to achievement of bachelors or masters  Civil Service,	Sabbatical Supplmnt Pay	SA014	Supplemental job on other funding source while on sabbatical	Faculty
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.  Gen'I Contract Plus Step Incr SA020 Employee's anniversary date falls in same pay period as the general increase  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 Civil Service,	Minimum Wage Increase	SA015	Increases for those not currently @ campus minimum	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.  Gen'l Contract Plus Step Incr  SA020 Employee's anniversary date falls in same pay period as the general increase  Drop Step  SA021 Drop Step by Contract or Agreement  Civil Service  Civil Service  Civil Service  Civil Service  Civil Service  Adjusted Anniversary Date (CS)  SA023 Longevity Increase  Academic Progress Increase  SA026 Salary increase due to achievement of bachelors or masters  Civil Service,	Other	SA016		All
visiting AP and grad. — AP and GA)  Gen'l Contract Plus Step Incr  SA020 Employee's anniversary date falls in same pay period as the general increase  Drop Step  SA021 Drop Step by Contract or Agreement  Civil Service  Civil Service  Adjusted Anniversary Date (CS)  SA023 Longevity Increase  Anniversary Date Adjusted based on negotiated contract  Civil Service  Shift Differential (CS)  SA025 Shift Differentials  Civil Service  Civil Service  Civil Service  SA026 Salary increase due to achievement of bachelors or masters  Civil Service,	Across the Board	SA017		Civil Service
Gen'l Contract Plus Step IncrSA020Employee's anniversary date falls in same pay period as the general increaseCivil ServiceDrop StepSA021Drop Step by Contract or AgreementCivil ServiceLongevity Increase (CS)SA023Longevity IncreaseCivil ServiceAdjusted Anniversary Date (CS)SA024Anniversary Date Adjusted based on negotiated contractCivil ServiceShift Differential (CS)SA025Shift DifferentialsCivil ServiceAcademic Progress IncreaseSA026Salary increase due to achievement of bachelors or mastersCivil Service,	General Contract Increase	SA019	Increase based on contract settlement. UIUC only – used for visiting AP and grad.	
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 Civil Service,	Gen'l Contract Plus Step Incr	SA020	Employee's anniversary date falls in same pay period as the	Civil Service
Adjusted Anniversary Date (CS)  Shift Differential (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  Civil Service,	Drop Step	SA021		Civil Service
Shift Differential (CS)  SA025 Shift Differentials  Civil Service  Academic Progress Increase  SA026 Salary increase due to achievement of bachelors or masters  Civil Service,	Longevity Increase (CS)	SA023	23 Longevity Increase Civil	
Academic Progress Increase SA026 Salary increase due to achievement of bachelors or masters Civil Service,	Adjusted Anniversary Date (CS)	SA024	Anniversary Date Adjusted based on negotiated contract	Civil Service
Academic Progress Increase SA026 Salary increase due to achievement of bachelors or masters degree as related to the job Civil Service, Academic	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	

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 Civ classification; salary is reduced	
Contract Inc + Equity	SA034	When a current CS employee is receiving an increase combining contract movement and equity	

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 REASO	)NS	, , , , , , , , , , , , , , , , , , , ,	1
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 Do Residents
Supervisor Change	OT020	When a current employee reports to a new supervisor	All

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		

Revised version 11/9/2016 - in collaboration with representatives from the three campus HR Offices, Chicago and Urbana Service Centers, and the Chicago, Springfield and Urbana Provost Offices.