Action Reason Training

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- Action/Reasons are used for every JED transaction
- Action/Reasons tell the ***primary*** reason for an action
- Action/Reasons impact benefit transactions

Hire Actions

Hire can only happen once.

All Hire actions have an impact on Benefits and Taxes

- ## HIR (Hire) / MSC (Misc/Student Labor)

  All students/misc wage

  Supplemental Fac/Prof

- ## HIR (Hire) / NPS (New Position)

  Only use for hires who have a new position. Do not use for employees who have no position number.

Hire Actions

- (Hire) / NUD (Non-University Personnel)

  Use only for sal plan 219 and 300

- HIR (Hire) / RPL (Replacement)

  This should be the most frequently used for employees hired into positions.

Hire Actions

- HIR (Hire) / TMP (Temporary Assignment)

  This should be used for those being hired into regular jobs, not in a position. For example, a 1 year temporary hire faculty to replace a faculty member on sabbatical.

Rehire Actions

Rehire Actions are used anytime a person has been terminated in the system and is about to have another hire action.

- REH (Rehire) / MSC (Misc/Student Labor)

  All students/misc wage

  Supplemental Fac/Prof

- REH (Rehire) / NPS (New Position)

  Only use for re-hires who have a new position. Do not use for employees who have no position number.

Rehire Actions

- REH (Rehire) / NUD (Non-University Personnel)

  Use only for sal plan 219 and 300

- REH (Rehire) / RET (Rehire Retiree)

  Use whenever a retiree is being rehired to perform any type of work. If this is not used it will create problems with the retiree benefits.

Rehire Actions

- REH (Rehire) / RPL (Replacement)

  This should be the most frequently used for employees re-hired into positions.

- REH (Rehire) / TMP (Temporary Assignment)

  This should be used for those being re-hired into regular jobs, not in a position. For example, a 1 year temporary hire faculty to replace a faculty member on sabbatical.

Promotion Actions

- PRO (Promotion) / BEN (Promotion Position w/Benefit)

  This should be used for any person going from a non-benefited position to a benefited position. For example, supplemental faculty going to an Assistant Professor.

- PRO (Promotion) / PCL (Career Ladder)

  Generally used on BTA JEDs for those individuals being promoted based on having met Career Ladder requirements. It is restricted to units who have career ladders. An example of this would be the CITA career ladder.

Promotion Actions

- PRO (Promotion) / PRO (Promotion)

  This is used for most promotions from one benefited position to another.

Transfer Actions

Transfers can be an employee going from one department to another or from one job to another if there is a change in benefit status.

- XFR (Transfer) / LAT (Lateral)

  For transfers between positions where the individual in not changing their salary grade.

  For transfers of non-positioned individuals from one department to another.

- XFR (Transfer) / NOB (Transfer – No Benefits)

  Used for a benefited person transferring to a non-benefited position even if it is in the same department.

Transfer Actions

- XFR (Transfer) / ROR (Reorganization)

  This should only be used when a person is changing departments due to a reorganization in a unit.

Pay Actions

Pay Rate changes occur any time there is an adjustment to an employee's salary.

- ✍ PAY (Pay Rate Change) / ADJ (Adjustment)

  Used for normal salary adjustments not associated with a promotion or other type of action.

- ✍ PAY (Pay Rate Change) / BTA (Budget Turnaround)

  Only to be used with transactions that reflect a merit increase that is not able to be included in BTA.

Pay Actions

- PAY (Pay Rate Change) / DCB (Decrease Benefits <75%)

  To be used for pay rate changes associated with a decrease in FTE that will take the person from FTE > .75 to FTE < .75.

- PAY (Pay Rate Change) / ICB (Increase Benefits >75%)

  To be used for pay rate changes associated with an increase in FTE that will take the person from FTE < .75 to FTE > .75.

Pay Actions

- PAY (Pay Rate Change) / OTH (Other)

  Used for normal salary adjustments not associated with a promotion or other type of action.

- PAY (Pay Rate Change) / PRT (Phased Retirement)

  Used for pay reduction as part of a phased retirement of a faculty member.

Pay Actions

- PAY (Pay Rate Change) / RCL (Position Reclassification)

  Reclassifications of positions are done on a Position Change form, but the salary increase associated with them should use this action/reason.

JED Actions

JED actions usually mean a change in the funding line a person is on, but are also used for earning code changes or to extend the time a person is funded.

- ✍ JED (Earnings Distribution Change) / ERN (Earnings Code Change)

  Used when the only part of the funding being changed is the earnings code.

- ✍ JED (Earnings Distribution Change) / EXT (Extend Funding Date)

  When funding and/or contract dates are being extended.

JED Actions

- JED (Earnings Distribution Change) / PFC (Permanent Funding Change)

  Reflects transactions where the permanent funding in the HR system is being changed and person is not expected to return to the prior funding.

- JED (Earnings Distribution Change) / TFC (Temporary Funding Change)

  Reflects transactions where the funding in the HR system is being changed on a temporary basis and person is expected to return to the prior funding.

Job Reclassification Actions

These actions are not normally used as the reclassification happens to a position and the change is made on a position change form.

- JRC (Job Reclassification) / DEM (Reclassification Demotion)

  Rarely used, but reflects when a reclassification results in the demotion of an individual.

- JRC (Job Reclassification) / JTC (Title Change Only)

  Rarely used, but reflects when a reclassification results in a title change only.

Data Change Actions

Data changes are normally minor changes happening to an individual, but are also used to change titles for non-benefited employees.

- DTA (Data Change) / BEN (Benefit Change)

  For HR use only. Should not be used by departments on JED.

- DTA (Data Change) / BRT (Retiree Benefit Change)

  For HR use only. Should not be used by departments on JED.

Data Change Actions

- DTA (Data Change) / CDP (Correction - Department)

  Rarely used when an error has been made. Should not be used for transfers or department changes.

- DTA (Data Change) / CJC (Correction – Job Code)

  Rarely used when an error has been made. Should not be used for job title changes.

Data Change Actions

- DTA (Data Change) / CPR (Correction – Pay Rate)

  Rarely used when an error has been made. Should not be used for rate changes for a specific purpose.

- DTA (Data Change) / DTA (Miscellaneous)

  Used to reflect minor changes such as room, HR Liaison, Supervisor, etc. for active employees.

Data Change Actions

- DTA (Data Change) / MRT (Retiree Misc Change)

  Used to reflect minor changes such as room, HR Liaison, Supervisor, etc. for retirees even if they are currently active as supplemental or misc wage.

- DTA (Data Change) / TTC (Title Change - Permanent)

  Usually used for non-benefited employees going from one title to another. For example, Graduate Assistant going to Graduate Student Labor.

Paid Leave of Absence Actions

- PLA (Paid Leave of Absence) / DBL (Disability)

  Used for employees going on paid leave due to long term disability.

- PLA (Paid Leave of Absence) / EDU (Education)

  Used for employees going on paid leave due to educational opportunities.

Paid Leave of Absence Actions

- PLA (Paid Leave of Absence) / EXT (External Agreement)

  Used for employees going on paid leave due to an agreement with an external agency. Usually UD is paying the full salary with reimbursement from the agency.

- PLA (Paid Leave of Absence) / FML (Family Medical Leave Act)

  Used for employees going on paid leave due to FMLA. FMLA letter is required to be able to use this action/reason.

Paid Leave of Absence Actions

- PLA (Paid Leave of Absence) / FSF (Full-Yr Sabbatical Full Pay)

  Used for employees going on paid leave due to full year sabbatical with no salary reduction.

- PLA (Paid Leave of Absence) / FSP (Full-Yr Sabbatical Partial Pay)

  Used for employees going on paid leave due to full year sabbatical with a salary reduction

Paid Leave of Absence Actions

- PLA (Paid Leave of Absence) / HSF (Half-Yr Sabbatical Full Pay)

  Used for employees going on paid leave due to half year sabbatical with no salary reduction

- PLA (Paid Leave of Absence) / HSP (Half-Yr Sabbatical Partial Pay)

  Used for employees going on paid leave due to half year sabbatical with a salary reduction.

Paid Leave of Absence Actions

- PLA (Paid Leave of Absence) / JUR (Jury Duty)

  Used for employees going on paid leave due to jury duty. This should only be used if this is for an extended jury duty leave.

- PLA (Paid Leave of Absence) / LTI (Long-Term Illness (AFSCME))

  This should only be used for AFSCME employees who have exhausted all other leave and elect to use this leave.

Paid Leave of Absence Actions

- PLA (Paid Leave of Absence) / MAT (Maternity / Paternity)

  Used for employees going on paid leave due to maternity/paternity leave that is not being taken as FMLA.

- PLA (Paid Leave of Absence) / MIL (Military Service)

  Used for employees going on paid leave due to military service. The pay for this leave is the difference between their UD pay and their military pay.

Paid Leave of Absence Actions

- PLA (Paid Leave of Absence) / OTH (Other)

  Used for employees going on paid leave due to a reason that does not have a specific action/reason

- PLA (Paid Leave of Absence) / PER (Personal)

  Used for employees going on paid leave due to personal reasons.

Paid Leave of Absence Actions

- PLA (Paid Leave of Absence) / PRO (Professional – Full Pay)

  Used for employees going on paid leave due to an opportunity that will enhance their professional experience at full pay from the University. This is normally used for professional staff. An example would be for a person to become a loaned executive to the United Way.

- PLA (Paid Leave of Absence) / PRP (Professional – Partial Pay)

  Used for employees going on paid leave due to an opportunity that will enhance their professional experience at partial pay from the University. This is normally used for professional staff. An example would be for a person to become an Ace Fellow at another institution.

Paid Leave of Absence Actions

- PLA (Paid Leave of Absence) / RTL (Retirement Leave)

  Used for faculty going on paid leave at full salary due to their preparation for retirement.

- PLA (Paid Leave of Absence) / RTP (Retirement Leave - Part Time)

  Used for faculty going on paid leave at partial salary due to their preparation for retirement.

Paid Leave of Absence Actions

- PLA (Paid Leave of Absence) / WKC (Workers Compensation)

  Used for employees on paid leave due to a work related injury.

Leave of Absence Actions

- LOA (Leave of Absence) / DBL (Disability)

  Used for employees going on unpaid leave due to long term disability.

- LOA (Leave of Absence) / EAD (Work Authorization/EAD)

  Used for employees going on unpaid leave due to expiration of their work authorization.

Leave of Absence Actions

- LOA (Leave of Absence) / EDU (Education)

  Used for employees going on unpaid leave due to educational opportunities.

- LOA (Leave of Absence) / EXB (Executive Benefit Granted)

  Used for employees going on unpaid leave but extension of their benefits has been approved by UD administration.

Leave of Absence Actions

- LOA (Leave of Absence) / EXT (External Agreement)

  Used for employees going on unpaid leave due to an agreement with an external agency. The agency is paying the full salary and benefits for the employee.

- LOA (Leave of Absence) / FML (Family and Medical Leave Act)

  Used for employees going on unpaid leave due to FMLA. FMLA letter is required to be able to use this action/reason.

Leave of Absence Actions

- LOA (Leave of Absence) / HEA (Health Reasons)

  Used for employees going on unpaid leave due to health reason and FMLA is not being used or has been exhausted.

- LOA (Leave of Absence) / MAT (Maternity/Paternity/Adopt/Fost)

  Used for employees going on unpaid leave due to maternity/paternity leave that is not being taken as FMLA.

Leave of Absence Actions

- LOA (Leave of Absence) / MIL (Military Service)

  Used for employees going on unpaid leave due to military service. There in no pay for this leave as the military pay is more than their UD pay.

- LOA (Leave of Absence) / OTH (Other)

  Used for employees going on unpaid leave due to a reason that does not have a specific action/reason.

Leave of Absence Actions

- LOA (Leave of Absence) / PER (Personal)

  Used for employees going on unpaid leave due to personal reasons.

- LOA (Leave of Absence) / WKC (Workers Compensation)

  Used for employees on unpaid leave due to a work related injury.

Layoff Actions

- LOF (Layoff) / SEA (Seasonal Closure)

  Used only for AFSCME employees who have season work stoppage such as Dining Service employees in some of the dining halls

- LOF (Leave of Absence) / SLO (Strike/Lock-Out)

  Used only for union employees if there was ever a strike by the union or a lock-out by the University.

Recall Actions

- REC (Recall from Suspension/Layoff) / LOF (Recall from Layoff)

  Recall to work from a layoff.

- REC (Recall from Suspension/Layoff) / SUS (Recall from Suspension)

  Used only for union employees who have been suspended from work for cause.

Return From Leave Actions

- RFL (Return from Leave) / RFL (Return from Unpaid Leave)

  Return to active status from any unpaid leave.

- RFL (Return from Leave) / RFP (Return from Paid Leave)

  Return to active status from any paid leave.

Demotion Actions

This action is used to reflect the movement of an employee to a position of a lower level than their current position.

- DEM (Demotion) / INV (Involuntary)

  Used for any demotion of an individual where the demotion was not due to the employee seeking a new position.

- DEM (Demotion) / VOL (Voluntary)

  Used for any demotion of an individual where the demotion was due to the employee seeking a new position.

Retirement Actions

Retirement actions are only used for those individuals leaving the University's employment who qualify for UD retirement benefits. All others are some type of termination.

- ✍ RET (Retirement) / ERT (Early Retirement)

  This would only be used if UD or the State were to offer an Early Retirement package.

- ✍ RET (Retirement) / MED (Medical)

  Used to record retirements that are precipitated due to a medical reason.

Retirement Actions

- RET (Retirement) / VOL (Voluntary)

  This is the most common reason used for retirement.

Termination Actions

Termination actions are used any time an employee leaves the University and they do not qualify for UD retirement benefits. Termination does not always indicate a problem with the employee's service.

✍ TER (Termination) / ATT (Attendance)

Termination of an employee due to attendance issues. This is usually used with union employees, but could be for any employee.

✍ TER (Termination) / CAU (Cause)

Used to reflect the termination of an employee who has been unsuccessful in their employment at the University.

Termination Actions

- TER (Termination) / CTR (Completion of Contract)

  Usually used for grad students or supplemental employees who have completed their contract. It could also be used for faculty who have been hired for a short term contract.

- TER (Termination) / DCL (Declined Position)

  This would only be used for an employee where the JED had been keyed into the system and they decided not to take the position.

Termination Actions

- TER (Termination) / DEC (Deceased)

  Used only if a person becomes deceased while they are still an active employee.

- TER (Termination) / LTD (Terminated due to Disability)

  Used for employees who have taken the six month LTD leave and are not able to return to work. Their UD service is then terminated.

Termination Actions

- TER (Termination) / MED (Medical)

  Used when an employee terminated due to medical reason.

- TER (Termination) / OTH (Terminated Other)

  Termination where there is not a specific action/reason for the termination.

Termination Actions

- TER (Termination) / PFD (Position/Funding Discontinued)

  Used for termination where the source of funding for the position no longer exists.

- TER (Termination) / PRT (Terminate a Rehired Retiree)

  This should be used for any termination of a person who was a rehired retiree. If this action/reason is not used it will affect their benefits.

Termination Actions

- TER (Termination) / QWN (Quit Without Notice)

  Should only be used when an employee leaves their job by not returning to work. An example would be a secretary who leaves for lunch and never returns to the job.

- TER (Termination) / RDJ (Resignation-Dissatisfied w/Job)

  Used for the termination of a disgruntled employee who was not happy with their job.

Termination Actions

- TER (Termination) / RED (Staff Reduction)

  This should only be used when the reduction in staff has been discussed with Labor Relations or is part of a university wide reduction plan.

- TER (Termination) / RNJ (Resignation-Accepted New Job)

  Should be used when the employee is leaving their position to take a job outside of the University.

Termination Actions

- TER (Termination) / RPR (Resignation-Personal Reasons)

  Used when the employee is leaving their position for personal reasons.

- TER (Termination) / RXO (Resignation-Other)

  Used when the employee is resigning from their position for reasons which don’t have a specific action/reason.

Termination Actions

- TER (Termination) / STD (State Retirement Deceased)

  Used for an employee who dies while active and is eligible for state retirement.

- TER (Termination) / STM (State Retirement Medical)

  Used for an employee who retires due to medical reasons and is eligible for state retirement.

Termination Actions

- TER (Termination) / STR (State Retirement)

  Used for employees who are leaving the University and do not qualify for UD retirement benefits, but qualify for state retirement benefits.