Job Change Reason Descriptions

- When a new effective date is entered on an existing assignment, one of the following job change reasons must be entered to show why the job change is being made.

- No job change reason is required for any of the following: new hires, new assignments that have a break in service, rehires or reactivations, overloads, or summer additional assignments.***

  ***The exceptions to the rule above are:

  1) A new assignment that is due to an additional assignment (ADD),

  2) An appointment to an acting position (APA),

  3) The start of a new job resulting from a transfer (TRL, TRP, TRD, TRE), and/or

  4) An exceptional step placement for a newly appointed job (EXPL).

If multiple job change reasons apply to the same effective date, determine a priority for each of the change reasons. All reasons should be identified in the “Notations” area of the job form or in the “Comments” section if completed via the Paperless Job Process (EPAF) in UAOnline. The change reason that has the most impact to employment records should be entered in Banner HR as the job change reason.

For convenience, each page footer contains the link to Regents' Policy and University Regulation.

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ACA - Affordable Care Act Hours

Used when recording the total biweekly assignment hours in the “Hours per PP” field for part-time employees. Currently the hours are only entered for adjunct faculty and graduate student assignments (FT, FW, GN, GT); total hours are to be based on the employee’s contract or a memo to Human Resources from the hiring department.

The “Hours per PP” are required in tracking/reporting actual employee hours worked by part-time employees, in order to comply with employer mandates of the ACA (Affordable Care Act).

ACDUR - Academic Year

Generated when a job effective date record for the academic year is applied in Banner as part of the Continuing Student Job Assignment process. The student employee’s current job assignment is extended or a future job record is created via the Paperless Job Process (EPAF) in UAOnline. The appropriate detail records are applied in NBAJOBS; PEAEMPL is also updated if the ECLS is changing (e.g. from a taxable “ST” ECLS to a non-taxable “SN” ECLS) as of the pay period when the ECLS change occurs.

Regents’ Policy and University Regulation can be accessed at http://www.alaska.edu/bor/policy-regulations/
ACYRM - Academic Year Manual [Entry]

Use when filling out a paper job form instead of submitting an electronic online job assignment change request (EPAF) via UAOnline. The student employee’s current job assignment is extended or a future job record is created manually for the academic year. Verify all appropriate detail records are updated in NBAJOBS. PEAEMPL should also be updated if the ECLS is changing, (e.g. from a taxable “ST” to a non-taxable “SN” ECLS) in the pay period in which the ECLS change occurs.

ADD – Additional Assignment

An assignment is above and beyond the base contract for a regular employee (not faculty). Does not include faculty overloads or faculty summer assignments. Not meant to distinguish between primary and secondary jobs. An earnings code of 150 is used for salaried (exempt) assignments, and an earnings code of 155 is used for hourly (non-exempt) assignments.

ADMN – Administrative Leave

Used when an employee begins or ends administrative leave. The employee is on leave due to disciplinary action or any other situation in which the employee is restricted from working. Can be in a paid or unpaid status, and requires supporting documentation. The earnings code of 465 should be claimed on the employee’s time sheet if the employee is to receive paid administrative leave. The earnings code of 651 should be used if the employee is on unpaid administrative leave.

NOTE: If the leave use is for less than two pay periods, the leave is only claimed on the employee time sheet and no job change is necessary.

AOFFC - Automated Off-Contract

Generated when an Off-Contract assignment is submitted via the Paperless Job Process (in Mass) via UAOnline, and a job effective date record is applied in Banner. The code is used for a regular or term employee on a less than 12-month contract. Identifies the begin date that an employee is not in a paid contract status in a particular position. Benefits remain in effect. The job status code is automatically changed from A (Active) to B (Leave without pay / with benefits). The automated status code change generates an earnings code of 653 to default into the employee’s PHAHour record upon the initial extract for the appropriate pay period. No entry is required in the default earnings block of NBAJOBS for the conversion to occur.

AONC - Automated On-Contract

Generated when an On-Contract assignment is submitted via the Paperless Job Process (in Mass) via UAOnline, and a job effective date record is applied in Banner. Identifies the date that an employee returns to a paid contract status. The job status code is automatically changed from B (Leave without pay / with benefits) to A (Active). The automated status code change causes the earnings code to
convert back to the base earnings code in NBAJOBS; no entry is required in the default earnings block for the conversion to occur.

**APA – Acting Position**

A temporary appointment into a higher position than the employee’s current assignment. If the appointment is for less than 30 days, an out-of-class assignment is more appropriate. For accurate EEO and Occupational Code reporting, requires stopping the existing assigned PCN and moving the employee to the vacant PCN of the acting position. This job change reason is used on both the terminated status record of the previous PCN occupied, and on the active status record of the acting PCN being initiated. Refer to the “Appointment to an Acting Position” University Regulation R04.05.043.B.4.

*Sikuliaq Employees – UAF School of Fisheries:* Used for employees working onboard the Sikuliaq research vessel who are “fleeted up” on a temporary basis (for example, acting as a Master Chief). The employee’s step value is increased 10 steps while the employee is in the acting assignment.

**APAE – End Acting Position**

To identify the end of an acting position assignment. A job form must be submitted to stop the acting position with this job change reason. An additional job form to restart the previous position must be submitted using this same job change reason. Apply any salary or step increases that would have occurred while the employee was in the acting position.

*Sikuliaq Employees – UAF School of Fisheries:* Used for employees working onboard the Sikuliaq research vessel who are returning to their normal job assignment after acting in a “fleeted up” status on a temporary basis (for example, acting as a Master Chief). The employee’s step is returned to the original value that was in place prior to the start of the acting assignment.

**CAN – Class Canceled**

Used when terminating a represented or non-represented adjunct faculty assignment due to the cancellation of a class. Refer to the current text of the United Academics Adjunct (UNAD) contract, Article 9.5, available at [http://www.alaska.edu/labor/adjuncts-info/](http://www.alaska.edu/labor/adjuncts-info/). Also refer to the Adjunct Class Cancellation procedure at [http://www.alaska.edu/files/hr/personnel.changes.adjunct_class_cancellation.pdf](http://www.alaska.edu/files/hr/personnel.changes.adjunct_class_cancellation.pdf).

**COLA - COLA Salary Adjustment**

Also known as a “cost-of-living adjustment” (COLA). Used for automatic salary increases. On an annual basis, the Board of Regents reviews the staff salary schedule and may apply a COLA to the schedule. **NOTE:** This job change reason should be system-generated and not applied on an individual basis. Refer to University Regulation R04.05.043.C.
CONE – [UNAC] Contract Extension End

Used for a UNAC faculty member (F9 ECLS) -- usually during the summer -- to designate the completion of a contract extension. The appropriate earnings code that was used for the contract extension must be stopped. On the day following the extension end, a new effective date record must be activated to return the employee to their regular assignment also using “CONE” or “OCB” on the job record. A new default earnings code for the regular assignment must be entered on the new effective date record. There is no change to the title, ECLS, hours, grade, or rate of pay.

CONF - UNAC Contract Extension Begin

Used for a UNAC faculty member (F9 ECLS) -- usually during the summer -- to indicate that their job assignment has been extended beyond its original termination or off-contract effective date. A new default earnings code of 290 must be setup for the contract extension period. A corresponding “CONE” or “OCB” record must be setup for the assignment (see the CONE description above). There is no change to the title, ECLS, hours, grade, or rate of pay.

CONX - Extend Existing Contract

Indicates that an active position has been extended beyond its original termination or ending effective date. Use this code only when the position is to remain “active” and the incumbent is performing the job duties in a “paid” status. There are no changes to the title, ECLS, grade, or step.

NOTE: This code cannot be used for UNAC (F9) employees during the summer months (refer to “CONF” above), or at any time for 9-month UAFT (A9) employees (as they cannot have extensions beyond their base contract).

DEER - Data Entry Error

Used by the HR office to identify a record that has been corrected due to a previous data entry error; the error usually occurs due to incorrect data submitted by the department, or due to a keying error by a technician. The errant record cannot be corrected or deleted because the “Last Paid Date” is greater than the job effective date. Use the first date after the Last Paid Date as the Effective Date. The Personnel Date should reflect when the error was originally entered and the correction record should have been effective.

DEM - Demotion (Involuntary)

For exempt or non-exempt staff; a demotion from a position in one grade to a position in a lower grade. Refer to University Regulation R04.05.043.7.
DOC - Out of Class Pay-Begin

Indicates the beginning of an increase in the percentage of base pay given to a staff member for an official, temporary, non-academic, additional assignment for a period of more than 30 calendar days. The payroll default Shift value must be updated to show the percent of the out-of-class. A new earnings code record is required with the percent value indicated in the Shift field and an end date for the out-of-class. Refer to University Regulation R04.05.043.8. The DOC effective date must begin on the first day of the pay period.

DOCE - End Out of Class Pay

Indicates the end of an increase in the percentage of base pay given to a staff member for an official, temporary, non-academic, additional assignment for a period of more than 30 calendar days. The payroll default Shift value needs to be returned to a value of 1. A new earnings code record is required to change the shift value back to the default of "1". Refer to University Regulation R04.05.043.8. The DOCE must begin on the first day of the first pay period in which the out-of-class no longer applies.

DOCX – Out of Class Pay-Extension

Indicates that the extension of an increase in the percentage of base pay for up to an additional 90 calendar days has been reviewed and approved by the regional Human Resources office. The payroll default Shift value must be updated to show the percent of the out-of-class on the extension date. The earnings code record must show the percent value in the Shift field. This update may require the deletion of the previous stop record. The procedure for DOCE must be completed for the new end date for both the payroll default shift value and the earnings code record. Refer to University Regulation R04.05.043.8.

ENTD – Internal Equity Salary Adjust

Adjustments are made in salary to correct inequities due to department or university differences within a like position. Requests must document the differences and written approvals must be obtained at the appropriate campus level. If the salary change is due to job market considerations, use “NTAD – Market Salary Adjust” for the job change reason.

Collective Bargaining Unit Members: If salary adjustments are requested for a collective bargaining unit member, prior coordination between Statewide Labor and Employee Relations and the bargaining unit administration must be obtained.

L6070 Employees: Per Article 9.1.A. of the collective bargaining agreement, “When an initial hire is placed ahead of a more senior Local 6070 Bargaining Unit Member(s) in the same seniority pool with the same classification as the initial hired employee, those more senior Local 6070 Bargaining Unit Member(s) will be placed at the same wage step as the new Local 6070 Bargaining Unit Member(s) initially assigned a higher wage.” Refer to the current CBA for details.
EXPL – Exceptional Placement

New hires are normally placed on the beginning step of the appropriate salary grade of the job. Placement beyond this step must be approved as outlined in University Regulation R04.05.043.A.1. and R04.05.043.A.2. Requests for advanced step placement should show exceptional qualification or experience of the employee that are clearly relevant to the position and advantageous to the University.

EXPL is the only job change reason used to start a job assignment for a regular new hire considered for exceptional placement. For temporary and extended temporary hires, refer to University Regulation R04.05.044.B.2.

FALL - Fall Semester

Generated when a job effective date record for the fall semester is applied in Banner, as part of the Continuing Student Job Assignment process. The student employee’s current job assignment is extended or a future job record is created via the Paperless Job Process in UAOnline. The appropriate detail records are applied in NBAJOBS; PEAEMPL is also updated if the ECLS is changing, (e.g. from a taxable “ST” to a non-taxable “SN” ECLS) in the pay period in which the ECLS change occurs.

FALLM - Fall Semester Manual [Entry]

Use when filling out a paper job form, instead of submitting an electronic online job assignment change request (EPAF) via UAOnline. The student employee’s current job assignment is extended or a future job record is created manually for the fall semester. Verify all appropriate detail records are updated in NBAJOBS. PEAEMPL should also be updated if the ECLS is changing, (e.g. from a taxable “ST” to a non-taxable “SN” ECLS) in the pay period in which the ECLS change occurs.

FAPR – Faculty Promotion

Increase in rank as defined by faculty criteria and union contracts. Also includes a change of job title and grade. Notification of increases is received from the regional Academic Affairs office (Provost Office at UAS), in conjunction with Statewide Labor and Employee Relations, for updates to the faculty module.

FLSA – Fair Labor Standards Act

Change of an employee ECLS due to an evaluation of similar jobs and a determination to move them from an exempt employee class to a nonexempt employee class or from a non-exempt employee class to an exempt employee class. Changes are based on current FLSA regulations, and determined by the Statewide Classification and Compensation department.

Regents' Policy and University Regulation can be accessed at http://www.alaska.edu/bor/policy-regulations/
FML – Family Medical Leave–Begin

Indicates when Family Medical Leave begins in a continuous unpaid status. An effective date record is only required if the duration will be longer than one pay period. Change status to “Leave without Pay with Benefits.” If the leave is for an exempt employee, change the default earnings to 652. The employee must be notified that the two-week period counts toward their Family Medical Leave time available. For definitions of University Family Medical Leave, refer to University Regulations R04.06.130.a.1.e. and R04.06.144. Additional information is available on the UA Benefits site at http://www.alaska.edu/benefits/leaves/family-medical-leave/.

FMLE – End Family Medical Leave

Indicates when the employee has returned from a Family Medical Leave absence. No change is currently made to the earnings code on the job record. A return to work statement from a physician may be required. Return the Default Earnings back to 010 if the employee is exempt. For definitions of University Family Medical Leave, refer to University Regulations R04.06.130.a.1.e. and R04.06.144. Additional information is available on the UA Benefits site at http://www.alaska.edu/benefits/leaves/family-medical-leave/.

FRLH – Furlough

Used to identify when an employee begins and ends a Furlough assignment period. For complete details, refer to Regents’ Policy and University Regulation 04.07.115. (see footnote for link), and to the FAQs on the Furlough web page at http://www.alaska.edu/hr/hr-procedures/furlough/.

GEOD – Geographic Diff Applied

Indicates if an employee relocates to or from a work location which requires a change in geographical differential. The first two digits of the salary grade indicate the additional percentage paid as the geographic differential (e.g. 05_78, where "05" equates to a 5% geographical differential). Current salary schedules are available on the Statewide Classification & Compensation site at http://www.alaska.edu/classification/salary-schedules/.

IFTE – Increase in Assignment

Used when revisions to an existing assignment occur (whether voluntary, involuntary, or an adjustment of class enrollment) that increase the current hours/units, factors, or class enrollment of the existing assignment. If increasing hours on an hourly (non-exempt) assignment, both the hours per day and hours per pay fields should be revised. If the increase is for a salaried (exempt), adjunct faculty, overload, or graduate student assignment, only an increase in pay is required.

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Regents’ Policy and University Regulation can be accessed at http://www.alaska.edu/bor/policy-regulations/
The default earnings hours must also be changed to match the job detail hours. If the employee is increasing to 100% or 80 hours per pay period, the FT/PT indicator on PEAEMPL must also be changed to “F” for Full Time. The hours per day determines the hours paid for holiday pay. If an employee is increasing factors to 26 (12 months), you may need to revise the appropriate deductions (e.g., from a 9-month to a 12-month plan code). The value in the contract length field in PEA2EMP must be updated accordingly.

**INGR – In Grade Step Movement**

A step increase within a grade for a regular exempt or non-exempt staff employee that is an exceptional occurrence; includes factors such as internal equity/alignment, sustained outstanding performance, and professional or career growth within a position. The appropriate approval requirements are covered in University Regulation R04.05.043.B.2. If the change is due to salary differences within a like position, use “ENTD – Internal Equity Salary Adjustment.”

**JFPL – Job Family Placement**

Used for the implementation of the Job Family project by the Statewide Classification and Compensation department. Denotes movement from the prior 4-digit PCLS (position class) title to the current 5-digit job family PCLS. The Classification and Compensation department continues to make changes, if appropriate, in regard to a position’s job family and/or PCLS title. NOTE: This job change reason is only for use by Statewide Classification and Compensation.

**LAYF – Layoff**

Used when an employee’s employment is discontinued due to lack of available work, lack of available funding, reorganization, or other approved reason; the layoff reason does not reflect discredit upon the affected employee. NOTE: If an employee’s termination is due to layoff, the “LAYF” job change reason should be used in place of “TERM.” For detailed information, refer to University Regulation R04.07.110.

**LDCH – Labor Distribution Change**

Used to identify a revision to the fund, organization, account, activity code, program code, and/or percentage that departments are charged for salaries and benefits (where the change will be in effect for more than two pay periods). If short-term changes apply, the change may be completed on the employee’s time sheet by indicating the new account code information and checking the override distribution line.

For Labor Distribution Changes completed via the Paperless Job Process (EPAF) in UAOnline, refer to the Labor Distribution Change procedures at [http://www.alaska.edu/files/hr/lbrchg_originator_guidelines.pdf](http://www.alaska.edu/files/hr/lbrchg_originator_guidelines.pdf). If the Labor Distribution Change is submitted via EPAF, the record will not have a corresponding job change reason.

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Retroactive changes to labor distribution cannot be made through NBAJOBS. If retroactive charges are required for prior pay periods, a labor redistribution form must be completed and submitted to your campus budget office. Verify whether the D-level org value on PEAEMPL changed. Refer to the Labor Account Changes procedures at http://www.alaska.edu/files/hr/personnel.changes.labor_account.pdf.

**LWOP – Leave Without Pay-Begin**

Identifies an employee who is on a leave of absence for more than 10 working days. As per University Regulation R04.06.147., a written request must be forwarded through administrative channels. The base earnings code is stopped on the Earnings Default block and an earnings code of 652 is initiated. The employee receives no salary and no accumulation of annual or sick leave. Continuation of benefits is contingent on the period of time the employee is on LWOP and whether the employee pays to continue benefits. May also include Sick Leave Without Pay; more information is available in University Regulation R04.06.142.

**LWPE – End Leave Without Pay**

Employee returns to an active pay status from LWOP. Stop the earnings code of 652 and enter the appropriate base earnings code. Refer to University Regulation R04.06.147.

**MERIT – Merit Bonus**

Usually processed through payroll as a one-time bonus earnings (earnings code 710).

- Distribution of bonuses for exempt and non-exempt staff will be made in accordance with procedures established by the president or the president’s designee(s). Refer to Regents' Policy and University Regulation 04.05.050. Performance Bonus.

- Merit bonuses for UNAC employees (F9 ECLS) are covered in Articles 15.5 through 15.6.3 of the UNAC collective bargaining agreement at http://www.alaska.edu/labor/unac/.

- Merit bonuses for UNAD represented adjunct faculty (FT ECLS) are covered in Articles 13.4 and 13.4.1 of the United Academics-Adjuncts (UNAD) Collective Bargaining Agreement at http://www.alaska.edu/labor/adjuncts-info/.

- Merit bonuses for UAFT employees (A9 ECLS) are covered in Articles 8.8 through 8.9.3 of the UAFT collective bargaining agreement at http://www.alaska.edu/labor/uaft/.

**NTAD – Special Market Salary Adjust**

Market Salary Adjustment is a change in the base salary due to documented comparisons to the labor market for a particular job category. The adjustment usually involves a group of employees in like jobs, requires various levels of approvals, and is dependent on job type.
OCB – Off Contract - Begin

Used for regular and term employees on less than 12-month contracts. Identifies the beginning date that the employee is not in a paid contract status in that position. Benefits remain in effect. The job status code is changed from A (Active) to B (Leave without Pay / with Benefits). The earnings code converts to 653; no entry is required in the default earnings block for the conversion to occur.

OCE – Off Contract - End

Used for regular and term-funded employees on less than 12-month contracts. Identifies the date that the employee returns to a paid contract status. The job status code is changed from B (Leave without Pay / with Benefits) to A (Active). The earnings code is converted back to the base earnings code; no entry is required in the default earnings block for the conversion to occur.

PADJ – Payroll Adjustment

Used when correcting jobs for calendar year-end processing, or to pay an employee who is no longer active. Primarily used to process a payroll adjustment.

PERF – Performance Adjustment

Used for an increase to the base salary of executive and faculty positions, due to extraordinary performance. All discretionary salary increases and bonuses require the approval of the president. Refer to University Regulations R04.05.041.D. Movement – Officers/Senior Administrators and R04.05.042.B.2. Faculty Increases, and to Regents’ Policy and Regulation 04.05.050. Performance Bonus.

PNEX – Position Extension

Indicates that a term-funded position has been extended beyond its original termination date. The position does not need an incumbent in “Active” and “Paid” status. Usually extends positions into the new fiscal year prior to the job roll process that is used to apply the annual records for pay increases. There is no change to the title, ECLS, grade, or step. Use of this Job Change Reason should follow MAU campus procedures.

RECD – Reclassification (Down 1/more)

Used when redefining a current position to move it to a lower grade or rate. Requires the submission of a revised PD (position description). A change of grade requires movement to the step that is equal to or less than the current step. If the current salary is beyond the grade maximum, the employee will be moved to the last step of the new grade. If the decrease between current salary and the last step of the

Regents’ Policy and University Regulation can be accessed at http://www.alaska.edu/bor/policy-regulations/
new grade is less than the percentage outlined in University Regulation, the pay will be reduced by an additional step. Refer to University Regulation R04.05.043.B.6.

**RECI – Reclassification (Up 1/more)**

Used when redefining a current position to move it to a higher grade or rate. Requires the submission of a revised PD (position description). A change of grade requires placement at the minimum of the new grade or at the closest step which provides the percentage increase as outlined in University Regulation, whichever increase is greater. No increase will exceed the last step of the new grade. Refer to University Regulation R04.05.043.B.6.

**RECL – Reclassification (Lateral)**

Used when redefining a current position with no change in grade or rate. Reflects a change in job or position class (PCLS) only and requires the submission of a revised PD (position description).

**RFTE – Reduction in Assignment**

Used when revisions to an existing assignment occur (whether voluntary, involuntary, or an adjustment of class enrollment) that decrease the current hours/units, factors, or class enrollment. If decreasing hours on an hourly (non-exempt) assignment, both the hours per day and hours per pay fields should be revised. If the decrease is for a salaried (exempt), adjunct faculty, overload, or graduate student assignment, only a decrease in pay is required.

The default earnings hours must also be changed to match the job detail hours. If a person is decreasing from 100% or 80 hours per pay period, the FT/PT indicator on PEAEMPL must be changed to “P” for Part Time. The hours per day field determines the hours paid for holiday pay. If an employee is decreasing factors, you may need to revise the appropriate deductions (e.g., from a 12-month to a 9-month plan code). The value in the contract length field in PEA2EMP must be updated accordingly.

**RTOF - Retention Offer**

Indicates an increase to base pay to retain an employee in their current position.

Retention offers for non-represented employees that are not addressed in Regents' Policy & University Regulation require approval from the HR Director and are subject to any other approvals as per MAU procedures.

Retention offers for represented employees that are not addressed in the current Collective Bargaining Agreement (CBA) require approval from Statewide Labor and Employee Relations, the campus HR director, and are subject to any other approvals as per MAU procedures. Refer to the employee type below for the appropriate procedure.

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Regents' Policy and University Regulation can be accessed at [http://www.alaska.edu/bor/policy-regulations/](http://www.alaska.edu/bor/policy-regulations/)
Executives

- Officers (Executives) - Regents' Policy & University Regulation 04.05.041.D.

Faculty

- UAFT (University of Alaska Federation of Teachers) - Not addressed in the current CBA
- UNAC (United Academics-AAUP/AFT) - CBA 15.4.2 [http://www.alaska.edu/labor/unac/](http://www.alaska.edu/labor/unac/)
- UNAD (United Academic Adjuncts)-AAUP/AFT - Not addressed in their current CBA.
- Temporary Faculty Adjuncts (Non-Union) - Not addressed in Regents' Policy & University Regulations

Non-Represented Faculty

- Non-Union Regular Faculty - Regents' Policy & University Regulation 04.05.042.B.1.

Represented Staff

- Local 6070 Alaska Higher Education Crafts & Trades Employees – Not addressed in their current CBA.

Non-Represented Staff

- Regular Exempt & Non-exempt Staff - Not addressed in Regents' Policy & University Regulation
- Temporary Exempt & Non-exempt Staff - Not addressed in Regents' Policy & University Regulation

Students

- Undergraduate Students - Not addressed in Regents' Policy & University Regulation
- Graduate Students - Not addressed in Regents' Policy & University Regulation

RTRO – Retro Job Info/Correction

Used to identify when an adjustment to an employee's pay is required, due to the untimely submission of a job change request.

SABB – Sabbatical-Begin

To note the begin date of approved sabbatical leave. The sabbatical may be at full pay for one semester, or two-thirds pay for the full academic year; for a two-thirds sabbatical, the hours per pay are changed to 53.34. The default earnings code for the base pay is stopped, and a sabbatical earnings code of 090 is initiated. The hours / units for the default earnings must match the hours per pay field. Sabbaticals are usually only granted for faculty positions. Refer to Regents' Policy P04.04.060. for requirements. Vacation and sick leave credits shall not be accrued or used during sabbatical leave. Faculty in the TRS system should receive full TRS credit if they are on two-thirds sabbatical.

Regents' Policy and University Regulation can be accessed at [http://www.alaska.edu/bor/policy-regulations/](http://www.alaska.edu/bor/policy-regulations/).
SABE – End Sabbatical

The date an employee ends approved sabbatical leave. The continuing assignment may reflect a return to active pay, a leave status, or an off-contract status. If the sabbatical was at two-thirds pay, the hours are returned to 80. The default earnings code of 090 for the sabbatical is stopped, and the base pay earnings code is initiated. The hours / units for the default earnings must match the hours per pay field.

SALR - Non-Represented Salary Renegotiation

Indicates when a non-represented employee renegotiates their pay rate, and “INGR - In-Grade Step Movement” (INGR) does not apply.

SHFE - End Shift or Lead Pay

Used for Local 6070 employees when ending special assignment premium pay or leadperson pay. The shift value is returned to the default of "1" in the Payroll Default Information and Default Earnings Code blocks when the shift or lead person assignment ends. Refer to the L6070 articles included in the "SHFT" description below. NOTE: This procedure is not used for shift differential pay, which is paid with earnings code 320 and must be claimed on the employee’s time sheet.

SHFT – Begin Shift or Lead Pay

Used for Local 6070 employees who begin special assignment premium pay or leadperson pay.

- **A shift value of “3” – Leadperson Pay**
  
  Used to pay an additional $1.00 per hour to bargaining unit members while performing leadperson duties. Refer to Articles 9.4.A. & 9.4.B. of the collective bargaining agreement for definitions and full details.

- **A shift value of “4” – Special Assignment Premium Pay (UAF Utilities Division employees)**
  
  Used to pay an additional 75 cents (.75) per hour to bargaining unit members in the UAF Utilities Division (power plant). Refer to Article 4.11.A. of the collective bargaining agreement for full details.

A new earnings code record is required in the Default Earnings, with the appropriate value indicated in the Shift field and an End Date for the shift value. Refer to the articles noted above in the Local 6070 collective bargaining agreement at [http://www.alaska.edu/labor/local-6070/](http://www.alaska.edu/labor/local-6070/) for more information. **NOTE:** This procedure is not used for shift differential pay, which is paid with earnings code 320 and must be claimed on the employee’s time sheet.
SPCE – Special Assignment End

The end of a special assignment. See “SPEC – Special Assignment” for a description.

SPEC – Special Assignment

Used to identify an assignment that is not part of the normal work load for the employee. Usually, the primary assignment must be stopped while the special assignment is active. If the primary assignment is to remain active, then "ADD - Additional Assignment" should be used. If the employee is appointed to an acting position, then “APA – Acting Position” should be used. Any conditions of special assignments must be clearly set forth in writing. Special conditions will become binding only after the employee, the supervisor and, as appropriate, the chancellor or the president, have signed off on the document in which the special conditions are outlined. Refer to University Regulation R04.06.148.

SPRGM - Spring Semester Manual [Entry]

Use when filling out a paper job form, instead of submitting an electronic online job assignment change request (EPAF) via UAOnline. The student employee’s current job assignment is extended or a future job record is created manually for the spring semester. Verify all appropriate detail records are updated in NBAJOBS. PEAEMPL should also be updated if the ECLS is changing, (e.g. from a taxable “ST” to a non-taxable “SN” ECLS) in the pay period in which the ECLS change occurs.

SPRNG - Spring Semester

Generated when a job effective date record for the spring semester is applied in Banner, as part of the Continuing Student Job Assignment process. The student employee’s current job assignment is extended or a future job record is created via the Paperless Job Process in UAOnline. The appropriate detail records are applied in NBAJOBS; PEAEMPL is also updated if the ECLS is changing, (e.g. from a taxable “ST” to a non-taxable “SN” ECLS) in the pay period in which the ECLS change occurs.

STEP – Salary Step Increment

Current Usage:

Exempt and Non-Exempt staff (regular and term-funded) are eligible for a step increase in certain situations, pending approval of the appropriate authority. Eligibility and approval requirements are covered under University Regulation R04.05.043.B.

L6070 employee step increase eligibility is covered within the L6070 collective bargaining; refer to the CBA available at http://www.alaska.edu/labor/local-6070/.

[continued on next page...]
Student employees are eligible for a step movement after two (2) consecutive semesters in the same job with satisfactory performance. No more than one increase is allowed per year. Refer to University Regulation R09.05.026.B.

Prior Usage: Prior to FY09, the annual step movement for regular / term staff occurred on the employee’s anniversary date (adjusted service date), provided that the employee did not receive an unsatisfactory performance evaluation within the year prior to the anniversary date. The step increase process was an automatic process that was run on a monthly basis. Annual step movement was discontinued as of FY09.

STRK – Union Strike

Used to show that a union employee is on strike and not working.

NOTE: Does not stop the generation of pay. The pay must be stopped by entering the LWOP earnings code 651 on the employee’s payroll record.

SUMRM - Summer Semester Manual [Entry]

Use when filling out a paper job form, instead of submitting an electronic online job assignment change request (EPAF) via UAOnline. The student employee’s current job assignment is extended or a future job record is created manually for the summer semester. Verify all appropriate detail records are updated in NBAJOBS. PEAEMPL should also be updated if the ECLS is changing, (e.g. from a taxable “ST” to a non-taxable “SN” ECLS) in the pay period in which the ECLS change occurs.

SUMMR - Summer Semester

Generated when a job effective date record for the summer semester is applied in Banner, as part of the Continuing Student Job Assignment process. The student employee’s current job assignment is extended or a future job record is created via the Paperless Job Process in UAOnline. The appropriate detail records are applied in NBAJOBS; PEAEMPL is also updated if the ECLS is changing, (e.g. from a non-taxable “SN” to a taxable “ST” ECLS) in the pay period in which the ECLS change occurs.

SYPC – System/Policy Change

A job change that is usually generated at the statewide system level. Used when a group of employee job values are changed at the same time (e.g., fiscal year salary table changes). Also used to show when a policy change or system processing change requires a change to the job record (e.g. enabling web time entry).

TERM – Termination

Used to indicate the end of job assignment. Use of this change reason is required if the end of the job assignment is not applicable to another job change reason (e.g. TRP, TRL, TRD, TRE, LAYF, CONE, etc.).
**TOOL – Tool Allowance L6070**

Used for Local 6070 employees who are required, in writing, to provide their own tools for the work they complete for the University. An addition of earnings code 115 must be made to the Default Earnings on the job record, which will generate an additional payment per pay period (as defined by Article 13.12 of the Local 6070 collective bargaining agreement). The job change reason will be used when the additional payment, if required, is started or stopped. For more information, refer to the Local 6070 CBA at [http://www.alaska.edu/labor/local-6070/](http://www.alaska.edu/labor/local-6070/).

**TRD - Transfer (Demotion)**

*Regular or Term-funded positions*: A transfer to a new position (can be either voluntary or involuntary) with a lower grade. Requires a stop job for the previous position, and a start job for the new position. The change reason is used on the stopped job and on the new position. Refer to University Regulation R04.05.043.B.7. [continued on next page...]

*Temporary positions*: A transfer to a temporary position that is lower in ECLS, grade, or rate. Requires a stop job for the previous position if changing position numbers, and a start job for the new position. The change reason is used on the stopped job record and on the new job record.

**TRE – Transfer (Employee Class)**

Used when an employee is transferring ECLS only, with no other changes (salary, hours, etc.) to the current job.

Used primarily when a Post Doctoral Fellow (FN) is changing to represented faculty (F9) per Article 3.2 of the UNAC collective bargaining agreement; the agreement is available at [http://www.alaska.edu/labor/unac/](http://www.alaska.edu/labor/unac/).

**TRL - Transfer (Lateral)**

*Regular or Term-funded positions*: A transfer to a new position with no change in grade. Requires a stop job for the previous position, and a start job for the new position. The change reason is used on the stopped job record and on the new position record. Refer to University Regulation R04.05.043.B.3.

*Temporary positions*: A transfer to a temporary position that is equal in ECLS, grade, or rate. Requires a stop job for the previous position if changing position numbers, and a start job for the new position. The change reason is used on the stopped job record and on the new job record.
TRP – Transfer (Promotion)

**Regular or Term-funded positions:** Transfer to a new position with an increase in grade. Requires a stop job for the previous position, and a start job for the new position. The change reason is used on the stopped job record and on the new position record. Refer to University Regulation R04.05.043.B.5.

**Temporary positions:** A transfer to a temporary position that is higher in eclass, grade, or rate. Requires a stop job for the previous position if changing position numbers, and a start job for the new position. The change reason is used on the stopped job record and on the new job record.

TSO – T/S Org Change

Change of Time Keeping Location (TKL) and / or the Home Dept. Verify that the D-level (TKL Org value) has not changed.

TUUB – [L6070] Temp Union Upgrade Begin

Used when starting a temporary upgrade to a current L6070 position, as defined by Article 11.5 of the Local 6070 collective bargaining agreement. Refer to the agreement at [http://www.alaska.edu/labor/local-6070/](http://www.alaska.edu/labor/local-6070/).

TUUE – [L6070] Temp Union Upgrade End

Used to end a temporary upgrade to a L6070 position, as defined by Article 11.5 of the Local 6070 collective bargaining agreement. Refer to the agreement at [http://www.alaska.edu/labor/local-6070/](http://www.alaska.edu/labor/local-6070/).

UADC – UNAC Department Head / Chair

Used as the job change reason when a UNAC faculty member (F9) chooses to have their department head/chair compensation over a specified series of pay periods within an academic year (Chapter 15.6.1 of the UNAC collective bargaining agreement). Earnings code 360 is used on the default earnings record. Refer to the UNAC CBA at [http://www.alaska.edu/labor/unac/](http://www.alaska.edu/labor/unac/).

UCBA - Union Collective Bargaining Agreement

Used for a one-time or specialty occurrence (not covered by other existing job change reasons) that changes a job assignment to conform with a represented member's Collective Bargaining Agreement. The change reason should also be used on the job record when/if the occurrence ends. For example, the code can be used on a job record to designate when an employee’s default earnings are setup to begin and to end payment from the UAFT Disability Leave Bank. This change reason should not be used for modifications to a represented employee’s salary or pay rate.

Regents' Policy and University Regulation can be accessed at [http://www.alaska.edu/bor/policy-regulations/](http://www.alaska.edu/bor/policy-regulations/)
UMKT – Union Market Adjustment

This job change reason is not currently used. Previously used to indicate an increase in the salary of bargaining unit members based on market salary analysis, and distributed to unit members with salaries that are below external market targets or are adjusted due to internal misalignments. Effective date is dependent on the union’s collective bargaining agreement.

UNAD – Salary Adjustment-Union Contract

This change is usually generated at the statewide system level. Used when employee salaries or rate tables are changed (e.g., fiscal year salary table changes) for employees who are represented by a collective bargaining agreement. An employee must have an active job or an off-contract job during the date of the change for the pay adjustment job record to be generated.

UPRE – Probationary Period End

This job change reason is not currently used for union issues. Previously used for CEA/AHECTE (Local 6070) job assignments, when a rate increase was negotiated and awarded after the successful completion of the probationary period.

UPRO – Probationary Period Begin

This job change reason is not currently used for union issues. Previously used to begin the probationary period for CEA/AHECTE (Local 6070) job assignments.

URENO – Union Salary Renegotiation

Indicates when a term-funded represented faculty employee renegotiates their salary rate due to a qualifying event (e.g. post doctoral fellows who move to a full-time position, faculty who receive their Ph.D., or faculty who renew a term-funded appointment at a higher rate of pay).

VDSI – Void Step Increase

Refer to the “STEP – Salary Step Increment” description for the current usage and previous usage of the job change reason. Used to stop a generated step increase due to an unsatisfactory review. Requires submission of a performance review and possible HR review. Refer to University Regulation R04.05.043.B.1.
WKC – Workers Comp Begin

Indicates when Workers’ Compensation begins, and is only used if the duration will be longer than two pay periods. No change is made to the earnings code on the job record. The earnings code of 621 is recorded on the time sheet for the workers’ compensation hours. Contact Statewide Risk Services for definitions and the use of Workers’ Compensation; contact information is available at [http://www.alaska.edu/risksafety/](http://www.alaska.edu/risksafety/). Also refer to Regents' Policy P04.06.090.

WKCE – End Workers Comp

Indicates when an employee has returned from Workers’ Compensation leave (either a full-time or a part-time basis). A “Return to Work” statement is usually required from a physician. No change is made to the earnings code on the job record. If the employee has returned to work on a part-time basis, any workers’ compensation hours are recorded on the time sheet using the earnings code of 621. Contact Statewide Risk Management for definitions and the use of Workers’ Compensation; contact information is available at [http://www.alaska.edu/risksafety/](http://www.alaska.edu/risksafety/). Also refer to Regent's Policy P04.06.090.

WKST – Work Study

Used to identify when a student moves into or out of a work study assignment within the same department and job assignment. When transferring from a non-work study job to work study, a job change reason is required on the stop job record for the non-work study jobs, and recommended (but not required) on the work study job itself. When transferring from a work study job to a non-work study job, the job change is used on the work study stop job record and the non-work study start job record.