

JOB CHANGE REASONS

Revised 10/30/2015

Add to Payroll	APPTI	INITIAL APPOINTMENT - Used when an employee is added to payroll for the first time or when previous employment was ST or GA employment.
	APPTR	REAPPOINTMENT - Used when an employee comes to the end date of an appointment and is continued in the same position. Use this code only when there is no break in employment.
	APPTS	SECONDARY APPOINTMENT - Used when a current employee is hired for an additional job.
	APPTT	TRANSITIONAL RETIREE APPOINTMENT - Used when a retired faculty member returns to work under the 5 year transitional retirement program.
	REHIR	REHIRE - Used when an employee is rehired following a separation from WKU.
	RETRE	REHIRE OF A RETIREE - Used when a WKU retired employee is rehired.
	STCHG	STATUS CHANGE - Used when an employee changes part time/full time status or temporary/ongoing status.
	TRANS	TRANSFER - Used when an employee moves from one position to another position as the result of a search process regardless of department and/or salary change.
Remove from Payroll	END	END - Used to end an employee's current assignment. This code is only used when employment will continue at WKU in the same or a different position.
	RETIR	RETIREMENT - Used when an employee retires from WKU.
	RETNO	RETIREMENT <10 YEARS - Used when an employee retires from WKU with less than 10 years of service.
	TERM	TERMINATION - Used when an employee quits working at WKU for whatever reason.
	TREND	TRANSITIONAL RETIREE END - Used to stop a transitional retiree's assignment.
Change in Rate or Salary	ADDED	ADDED DUTIES - Used when employee receives a salary increase due to added responsibilities in their job but when their job is not reclassified.
	CERT	CERTIFICATION - Used when an employee receives a certification resulting in payment of a lump sum.
	DEGRE	DEGREE - Used when an employee receives a degree resulting in an increase to their base salary or payment of a lump sum.
	DRMCP	Department of Facilities Management Career Path Program
	MKTEQ	MARKET/EQUITY INCREASE - Used when employee receives a salary increase as the result of market or equity factors.
	MSGIN	MINIMUM SALARY GRADE INCREASE - Used when an employee receives a salary increase as the result an evaluation of their salary in relation to the minimum value in their salary grade.
	OTHSI	OTHER SALARY INCREASE - Used when an employee receives a salary increase due to reasons not covered by other salary increase reason codes.
	PREMB	PREMIUM PAY BEGIN - Used to start Premium Pay.
	PREME	PREMIUM PAY END - Used to stop Premium Pay.
	RECLS	RECLASSIFICATION - Used when an employee's job title, salary grade and/or salary are changed as the result of a material increase in duties/responsibilities.
	REORG	REORGANIZATION - Used when an employee receives a salary increase as the result of a departmental reorganization.
	SALDE	SALARY DECREASE - Used when an employee receives a decrease in salary.
	SALFY	FISCAL YEAR SALARY INCREASE - Used when a salary increase is effective on July 1.
	TRIB	TEMPORARY RATE INCREASE BEGIN - Used to start a temporary increase in pay for a semi-monthly or bi-weekly paid employee.
	TRIE	TEMPORARY RATE INCREASE END - Used to stop a temporary rate increase.
Change	INDEX	INDEX CHANGE - Used when the index number to which a position is charged is changed.
	STCHG	STATUS CHANGE - Used when an employee changes part time/full time status or temporary/ongoing status.
	TICHG	TITLE CHANGE - Used when an employee's position title changes without a change in salary.

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<i>Leave</i>	LOAED	LEAVE OF ABSENCE/EDUCATIONAL - Used to start or end an educational leave.
	LOAPD	LEAVE OF ABSENCE/PAID - Used to place an employee on leave in paid status.
	LOAUN	LEAVE OF ABSENCE/UNPAID - Used when an employee is on leave and in unpaid status.
	MILLV	MILITARY LEAVE - Used when an employee is on military leave.
	ENDLV	END LEAVE STATUS - Used to end the "on leave" status of an employee.
	SABAT	SABBATICAL - Used to start or end a sabbatical assignment.
<i>Other</i>	CELL	CELL PHONE ALLOWANCE - used to begin or end a cell phone allowance.
	GRAD	GRADUATE ASSISTANT - Used on any and all EPAFs created for a Graduate Assistant.
	OTHER	OTHER - Used when no other Job Change Reason is applicable.