

**PART II - EMPLOYEE STATUS CHANGES
GUIDE TO PDR USAGE**

SPECIFIC PERSONNEL ACTIONS AND DATA CHANGES

PERSONNEL ACTION

<u>CODE</u>	<u>DEFINITION</u>
02	REAPPOINTMENT
03	LEAVE OF ABSENCE - To inform the system of an employee's leave of absence.
04	RETURN FROM LEAVE OF ABSENCE - To inform the system of an employee's return from a leave of absence.
05	PROMOTION - To assign an employee a new job title with a higher range.
06	CHANGE IN DISTRIBUTION - To assign an employee's salary to a different account or fund.
07	SEPARATION - To discontinue <u>all</u> of an employee's employment relationships with the University.
08	SALARY CHANGE - Any salary change.
09	CHANGE IN TERM OF APPOINTMENT - To change a staff employee's term of appointment from 10 to 12 months or from 12 to 10 months, or a TA/GA and faculty member's term of appointment from AY to CY or from CY to AY.
10	CHANGE IN PART TIME % - To change an employee's percentage of full time employment.
11	CHANGE IN TITLE - To change an employee's job title.
12	TRANSFER - To change an employee's location (i.e. campus, college, division, etc.)
13	JOB RECLASSIFICATION - To change an employee's job classification based on approval by Personnel Services.
14	DATA CHANGE - To change any field on the PDR not covered by one of the above personnel actions (i.e. changes in appointment ending date, marital status, name, etc.) Also used to effect changes in benefit and/or tax data shown on lines E1 and/or E2 on the PDR.

PERSONNEL DATA RECORD FORMS

PDRs are system-generated for employee Types 1, 6, 7 and Type 9 (non-employee/employer relationship) after the PAF is first processed, or when a PDR initiating a change has been processed. You should retain the PDR in the department until the employee's status changes; then indicate the changes below the pre-printed information, and forward the form for processing.

REAPPOINTMENT - Effective date must be the day after the previous appointment ending date.

LEAVE OF ABSENCE

1. Effective date is the first day of absence.
2. Leave with salary must have the salary entered on the C-1 line.
3. Faculty Academic Study Program = F.A.S.P. = Sabbatical

RETURN FROM LEAVE OF ABSENCE

1. Effective date is the first day back at work.
2. Annual salary must be entered on the C-1 line.

CHANGE IN DISTRIBUTION

1. Effective date is the date the new account number or position number will be charged.
2. Enter new account and/or position number, and amounts charged on the C-4 line.
3. Annual salary must be entered on the C-1 line. If split distribution(s), they must equal the annual salary on the C-1 line.

SEPARATION

1. Notify Employee Data Control (EDC, ext. 2113) of all separations of salaried employees immediately - Types 1, 6 and 7, and also Type 9 Fellowships. This will stop any further checks from being produced.
2. Effective date must be the last day actually worked. For retirement see page 44.
3. Indicate calculation of vacation in the "Comments" box - unused vacation plus time accrued in the current fiscal year. Enter the figures for Type 1 employees in DAYS.
4. G-1 block - Check the reason for separation and enter 00.0 in "Number of days pay due" for Types 6, 7 and 9. For Type 1 employees, enter VACATION days due in "Number of days pay due." Enter 00.0 for academic appointments.
5. The Absence Record Card must be signed and attached to the PDR for all staff separations Type 1 employees. If the Absence Record Card is not submitted, the employee will NOT be paid for vacation time.

SALARY CHANGE - use for salary change whether it is an increase or a decrease.

CHANGE IN TERM OF APPOINTMENT - both 10-month to 12-month and 12-month to 10-month for staff; CY to AY or AY to CY for faculty and TA/GA appointments.

CHANGE IN PART-TIME % - type 1 only.

CHANGE IN TITLE - without change in salary.

TRANSFER -

1. Change from one department to another.
2. Location code changes.

JOB RECLASSIFICATION - For use by Personnel.

DATA CHANGE - Anything not included above.

1. Name change - requires a new W4 form and SS card with name change.
2. Change in benefits data - appropriate enrollment forms must be attached - e.g. Health or Dental program application.
3. Correction of information on E-1 or E-2 lines - Do not enter data in these lines; make a notation of the correct information in the "Comments" Box.