

JOB CHANGE REASONS

Revised 01/22/2024

<i>Add to Payroll</i>	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 part-time employee is hired for an additional job.
	INTRM	Interim Assignment - Used when an employee is moving into another position for a defined period of time for purpose of filling that position as an interim.
	REHIR	REHIRE - Used when an employee is rehired following a separation from WKU.
	RETRE	REHIRE OF A RETIREE - Used when a retired WKU employee is rehired.
	STCHG	STATUS CHANGE - Used when an employee changes from part time to full time status; temporary to regular status; or vice versa.
	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.
<i>Remove from Payroll</i>	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.
<i>Change in Rate or Salary</i>	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.
	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 (shift-differential).
	PREME	PREMIUM PAY END - Used to stop Premium Pay (shift-differential).
	RANK	Rank Change - Used for Faculty Only when the employee has received a change in rank status.
	RANKT	Rank Change & Tenure - Used for Faculty Only when the employee has received a change in rank status <u>AND</u> has been awarded Tenure
	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.
	RTNSI	Retention Salary Increase - Used when an employee receives an increase due to retention efforts.
	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.
	SALCY	Calendar Year Salary Increase - Used when a salary increase is effective January 1.
	STPND	Stipend - Used when an exempt employee receives a stipend.
	TRIB	TEMPORARY RATE INCREASE BEGIN - Used to start a temporary increase in pay for a non-exempt employee.
TRIE	TEMPORARY RATE INCREASE END - Used to stop a temporary rate increase.	

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<i>Change</i>	ETCHG	Employment Terms Change - Used when an employees status changes with no change to salary or title.
	INDEX	INDEX CHANGE - Used when the index number to which a position is charged is changed.
	TICHG	TITLE CHANGE - Used when an employee's position title changes without a change in salary.
<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 faculty sabbatical assignment.
<i>Other</i>	CELL	CELL PHONE ALLOWANCE - used to begin or end a cell phone allowance.
	EXFML	Expanded Sick Leave/FMLA Policy - Used when an employee is to receive additional sick leave accrual while out on medical leave.
	GRAD	GRADUATE ASSISTANT - Used on any and all EPAFs created for a Graduate Assistant.
	TENUR	TENURE - Used for Faculty Only when the employee has been awarded Tenure with no change in rank
	OTHER	OTHER - Used when no other Job Change Reason is applicable.