

Quick Reference Guide – Personnel Admin
Action Reasons for the *Position Change, Transfer and Employee Position Update*
(formerly “*Position Revision*”) Forms (page 1 of 3)

Action Reason is a field which appears on Personnel Administration forms for performing personnel actions. The action reason defines why a particular personnel action is being performed. This guide describes action reason dropdown list values for the *Position Change, Transfer and Employee Position Update* forms.

Action Reason	This action reason is selected when:	Used on the <u>Position Change</u> form?	Used on the <u>Transfer</u> form?	Used on the <u>Employee Position Update</u> form? (formerly <i>Position Revision</i>)
Ad Interim	<p>There is a need to temporarily fill a position for a designated period of time until it has been determined who will fill the position.</p> <p><i>Example: If there is a vacant Chair position with an active search for replacement, someone within the school or unit may be asked to temporarily fill in for the position until a permanent candidate is hired.</i></p>	Yes	Yes	Yes
Assignment Duration Change	<p>There is a change to an employee’s assignment duration that does not change their Employee Group (otherwise, use Employee Group Change reason).</p> <p><i>Example:</i></p> <ul style="list-style-type: none"> • 9 months to 12 months (remains as Full-time or regular Part-time) • 2 months to 5 months (remains as Part-time) 	No	No	Yes
Employee Group Change	<p>An employee is changing from:</p> <ul style="list-style-type: none"> • Full-time to Part-time <u>or</u> Part-time to Full-time • Paid to Non-comp or Non-comp to Paid <p>Note: If Faculty to Staff <u>or</u> Staff to Faculty then use reason of <i>Personnel Sub Area Change</i>.</p>	No	No	Yes
Employee Subgroup Change	<p>An employee is changing from:</p> <ul style="list-style-type: none"> • Faculty to Faculty Accrual (CRC 9 month only) • Faculty Accrual to Faculty (CRC 9 month only) 	No	No	Yes
Faculty Rank Change	<p>When dropping or adding a modifier:</p> <p><i>Example:</i></p> <ul style="list-style-type: none"> • <i>Clinical Assistant Professor to Assistant Professor</i> • <i>Associate Professor to Adjunct Associate Professor</i> 	No	No	Yes

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Action Reason	This action reason is selected when:	Used on the Position Change form?	Used on the Transfer form?	Used on the Employee Position Update form? (formerly <i>Position Revision</i>)
Full time/change in hours	If full-time employee is changing their hours. <i>Example: 37.5 to 40 hours.</i>	No	No	Yes
Initial Conversion	Used to convert data from Legacy to SAP. Used by Central Office only.	Yes	No	No
Involuntary Demotion	An employee is being placed in a lower position, other than a voluntary basis.	Yes	Yes	No
Lateral	Changing to a position of equal level.	Yes	Yes	No
Mail code Change	There is a correction/change needed to update the employee’s mail code.	No	No	Yes
Move to Non-Comp Terminated	An employee is terminating from their paid status but remaining “Active” in SAP as a volunteer. <i>Example: A faculty on the Med Campus who is leaving as a paid employee, but keeping their appointment as a volunteer.</i>	Yes	Yes	Yes
Multiple Changes – Same Title	Only to be used if no other reason is applicable. Must note all changes in the <i>Comments</i> section of the form.	No	No	Yes
Non-Comp to Paid	An employee is going from a non-compensated to a paid position.	Yes	Yes	Yes
Non-Temporary to Temporary	An employee moving from a regular full or part-time position to a temporary position (was known as Move to Casual). <i>Example: Moving from a regular part-time (9 month 75%) to a temporary position (4 month 100%)</i>	Yes	Yes	Yes
Percent Time Change (PT Only)	If part-time employee is changing their % time: Examples: 80% to 75%, 60 to 78%, 75% to 90%...etc.	No	No	Yes
Personnel Area Change	An employee is changing their personnel area. Examples include: <ul style="list-style-type: none"> • CRC to BUMC or BUMC to CRC • BMC to NEIDL • Overseas to Domestic Off-Campus 	No	No	Yes

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Action Reason	This action reason is selected when:	Used on the Position Change form?	Used on the Transfer form?	Used on the Employee Position Update form? (formerly <i>Position Revision</i>)
Personnel Sub-Area Change	An employee is changing their personnel sub-area. <i>Examples include:</i> <ul style="list-style-type: none"> • Faculty to Staff or Staff to Faculty • Union to Non-union or Non-union to Union 	Yes	Yes	Yes
Position Grade Change	An employee’s position is upgraded or downgraded as a result of a review by HR Compensation that does not change the Employee Sub-Group (was known as a Regrade). <i>Example: going from a grade 75 to 78 (or vice versa)</i>	No	No	Yes
Position Title Change	There is a change to the position title that requires no other changes. <i>Example: Secretary to Administrator</i>	No	No	Yes
Promotion	Employee receives a promotion. <i>Examples:</i> <ul style="list-style-type: none"> • If it is for a faculty employee going from an Assistant Professor to Associate Professor in the same unit/dept., then a PA Employee Position Update form would be used • If it is for a staff employee moving to a different position, then it would be a Position Change • If it is for either faculty or staff changing schools then a Transfer would be used 	Yes	Yes	Yes
Revision n/Promotion-Same Position	A faculty employee is using the same position number for a change to another unit/dept., within the same school. <i>Example: Professor of Electrical Engineering to Research Professor of Mechanical Engineering</i>	Yes	No	No
Revision w/Promotion-Same Position	A faculty employee is using the same position number for a change to another unit/dept., within the same school and also receiving a promotion, where the same payroll coordinator has access to both units/depts. <i>Example: Associate Professor of Electrical Engineering to Professor of Mechanical Engineering</i>	Yes	No	No
Temporary to Non-Temporary	An employee moving from a temporary position to a regular full or part-time position (was known as Casual to Non-Casual). <i>Example: Moving from a temporary part-time 4 month position to a regular part-time 9 month position</i>	Yes	Yes	Yes
Transfer in Same Unit/School	A faculty employee going to a different position in another unit/dept., where there is both an initiating and receiving manager/payroll coordinator. <i>Example: Associate Professor of Electrical Engineering to Professor of Mechanical Engineering</i>	Yes	No	No
Union Rank Change	An employee goes from one rank to another within the union. <i>Example: Officer 3 to Officer 4</i>	Yes	Yes	Yes
Voluntary Demotion	An employee voluntarily steps down in a lower graded position. <i>Example: From a grade 72 to 71</i>	Yes	Yes	No