

RTO Job Change Reason Codes (JCRs)

Updated 13-Nov-2019

JCR Group	Job Change Reason Code	Change Description (TITLE)	Combined FINAL Definition	NEW Code!
Reappointment	FIXAR	Fixed Term - Assignment Renewal	Use when fixed term assignment renewal. Includes Pro Tem faculty, Visiting, Postdoctoral Scholars, temporary, interim OA, student employees, graduate employees	
	BREAP	Reappointment/Reemployment	Use when an employee is reappointed or reemployed into the same job following a break in service of 1 academic/fiscal year or less, other than from a layoff	
	BRETR	Post Retirement Job Renewal	Post Retirement job renewal without a break in service greater than 1 year (fiscal year or prior academic year)	
	BNRRP	Non-renewal Reappointment	Faculty: Rehire Non-renewed Career NTTF faculty back into same career role within the 2 years.	Y
Begin Appointment, Job, or Stipend	BRETB	Post Retirement Job Begins	Post retirement job begins	
Promotion, Reclass, Category Change	AAPRO	Promotion (in Rank)	Faculty: Promotion in Rank	
	RECAT	Category Change	Faculty: Category Change that may or may not include a base rate change. No change in classification, the position number remains the same.	Y
	RECFC	Reclass - Faculty	Faculty: When a faculty member is reclassified to a new classification. Example Pro Tem to Career. This is the job start reason for the new Career position.	Y
Appointment Change	APPCD	Appointment Percent Change Decrease	Used when FTE/appt % decreases.	Y
	APPCI	Appointment Percent Change Increase	Used when FTE/appt % increases.	Y
Job Attributes	HFLSA	FLSA Status Change	Change in FLSA status	
	HAPTP	Appointment-Type Change	Change from hourly/salary or salary/hourly. Use HFLSA change if salary/hourly as a result of FLSA change. If appointment percent change, use AAPCD or AAPCI. If no change in FLSA status or appointment percent, use HAPTP.	
	GTOSC	Term of Service Change	Use when an employee's basis (factor) is changed (e.g., academic-year to 12-month, or 12-month to academic-year). Also used when changing from LD/Seasonal/Intermittent/AY to regular.	