

All Job Change Reason Codes (JCRs)

Updated 8-Jul-2021

JCR Group	Job Change Reason Code	Change Description (TITLE)	Combined FINAL Definition
Appointment Change	APPCD	Appointment Percent Change Decrease	Used when FTE/appt % decreases temporarily.
Appointment Change	APPCI	Appointment Percent Change Increase	Used when FTE/appt % increases temporarily.
Appointment Change	WSPB	Workshare Program Begins	Workshare Program Begins
Appointment Change	WSPE	Workshare Program Ends	Workshare Program Ends
Appointment Change	WSPR	Workshare Program Renews	Workshare Program Renews
Appointment Change	XCORR	Correction of Record	Use when the record is corrected, could be due to input error or for insufficient information, etc, but is not correcting the pay (see XPCOR)
Begin Appointment, Job, Stipend	AAHIR	Job Record Begins	Used when employees are new to UO, or being appointed for the first time after Unpaid or Fixed Term positions (even if direct appointment).
Begin Appointment, Job, Stipend	AAJOB	New Job Begins	Use when an previous or existing employee begins an additional job or new job that does not fit other reasons (ie. Use for an additional new job, rehires, etc.) NOTE: Other job change reasons would take precedence over use of this code
Begin Appointment, Job, Stipend	ABLAT	Transfer Lateral	Through a competitive search when the employee accepts a new job and there is no change in classification level or salary or salary grade, such as a move from one job to another job within the same position class. (prior definition included those transferring in lieu of layoff - replace with BRECL. Updated 2020-09-11)
Begin Appointment, Job, Stipend	ACDI	Demotion - Involuntary	Use when an employee is moved to a lower classification or salary based upon an administrative decision (disciplinary in nature).
Begin Appointment, Job, Stipend	ACDV	Demotion - Voluntary	Use when the employee requests a new job which is a demotion in classification level or salary (a downward change in position class). Can be done through a search.
Begin Appointment, Job, Stipend	ACDX	Demotion - In Lieu of Layoff	Use when an employee elects to be demoted to a lower classification or salary instead of being laid off (the employee's choice).
Begin Appointment, Job, Stipend	ARCEG	Reclassification Employee Group	Use when an employee's job is reclassified to a new employee group. Examples: Classified to OA, Faculty to OA, etc.
Begin Appointment, Job, Stipend	BLIMD	Limited - Duration Appointment	Classified: Use to start a new job that is for a specified time period (classified only). LD is using in the job title to indicate appointment. Maximum of 2 years.
Begin Appointment, Job, Stipend	BRECL	Recall from Layoff	Use when an employee moves into a job as a result of being recalled from layoff status, such as when the employee is matched with a position after layoff. There does not need to be a break in service. Also used for placement after release from promotional trial service.
Begin Appointment, Job, Stipend	BRETB	Post Retirement Job Begins	Post retirement job begins
Begin Appointment, Job, Stipend	FIXAB	Fixed Term - Assignment Begins	Use when fixed term assignment begins. Includes Pro Tem faculty, Postdoctoral Scholars, temporary, interim OA, student employees, graduate employees

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Begin Appointment, Job, Stipend	OVERB	Overload Begin	Overload Begins
Begin Appointment, Job, Stipend	PCHRB	Chair Assignment Begins	Chair Assignment Begins
Begin Appointment, Job, Stipend	PSTPB	Stipend Begin	Used when a stipend position begins, or after break in service greater than 1 month. Also used when a stipend in the same unit is submitted for a different purpose.
Begin Appointment, Job, Stipend	SUMB	Summer Appointment Begins	Summer Appointment Begins
Begin Appointment, Job, Stipend	UNPDB	Unpaid Appointment Begins	Unpaid Appointment Begins
End Appointment, Job, Stipend	BRETE	Post Retirement Job Ends	Post Retirement job ends for any post retirement job
End Appointment, Job, Stipend	FIXAE	Fixed Term - Assignment End	Use when fixed term assignment ends. Includes Pro Tem faculty, Postdoctoral Scholars, temporary, interim OA, student employees, graduate employees
End Appointment, Job, Stipend	OVERE	Overload End	Overload Ends
End Appointment, Job, Stipend	PCHRE	Chair Assignment Ends	Chair Assignment Ends
End Appointment, Job, Stipend	PSTPE	Stipend End	Used when a stipend position ends.
End Appointment, Job, Stipend	SUME	Summer Appointment Ends	Summer Appointment Ends
End Appointment, Job, Stipend	TERME	Employment Ends	Use when a job ends and it is known that all employment with the university is ending, so the employee record can be terminated.
End Appointment, Job, Stipend	TERMF	Term--Nonrenewal--Funding	Career NTTF nonrenewal for Funding Reasons
End Appointment, Job, Stipend	TERMJ	Job Record Ends	Use when a job ends and there is no known termination of employment, or no other job end reason is appropriate. See FIXAE, etc.
End Appointment, Job, Stipend	TERML	Layoff	Use when a job and/or employment ends due to a layoff.
End Appointment, Job, Stipend	TERMP	Term--Nonrenewal--Program/Pedagogical	Career NTTF nonrenewal for Program/Pedagogical Reasons
End Appointment, Job, Stipend	TERMR	Retirement	Use when the job ends due to retirement. This is to be used only once on a job, and is not to be used on post-retirement positions.
End Appointment, Job, Stipend	TERMS	Term--Nonrenewal--Substandard Performance	Career NTTF nonrenewal for Substandard Performance Reasons
End Appointment, Job, Stipend	TERMT	Term--Nonrenewal--Replaced by TTF	Career NTTF nonrenewal for Replaced by TTF Reasons
End Appointment, Job, Stipend	TRMTR	Job Record Ends Tenure Relinquishment	Use to end a job when a TTF relinquishes tenure to accept another position.
End Appointment, Job, Stipend	TRMTS	Job Record Ends - Trial Service Release	Use when a job ends due to release from trial service.
End Appointment, Job, Stipend	UNPDE	Unpaid Appointment Ends	Unpaid Appointment Ends
End Appointment, Job, Stipend	TRMLF	Term--Layoff--Funding	Career NTTF layoff for Funding Reasons
End Appointment, Job, Stipend	TRMLP	Term--Layoff--Program/Pedagogical	Career NTTF layoff for Program/Pedagogical Reasons

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End Appointment, Job, Stipend	TRMLS	Term--Layoff--Substandard Performance	Career NTTF layoff for Substandard Performance Reasons
End Appointment, Job, Stipend	TRMLT	Term--Layoff--Replaced by TTF	Career NTTF layoff for Replaced by TTF Reasons
End Appointment, Job, Stipend	TRMRI	Retirement Incentive Program	Use when a job or employment ends when an employee elects a retirement incentive.
Job Attributes	ACHNG	Department Change	Used when employee moves to another department with no change in job, and current role will not be replaced.
Job Attributes	ACORG	Org Structure Change	Used when Home Org or Timesheet Org is changed due to organizational restructure. Can be changes to title, but not pay.
Job Attributes	EBPB	Extended Benefit Plan Begin	Extended Benefit Plan Begin
Job Attributes	EBPE	Extended Benefit Plan Ends	Extended Benefit Plan Ends
Job Attributes	ECLCH	Eclass Change	Used for coding changes when a new eclass is assigned to an employee or position class, like when a group of jobs are moved to a newly created eclass, or an individual eclass is changed due to a position coding analysis.
Job Attributes	GJMNT	General Job Maintenance	General Job Maintenance - For example, coding updates with no change in any other job attribute. Updating the salary group, NCCI etc. For job coding corrections use XCORR
Job Attributes	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.
Job Attributes	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.
Job Attributes	HCSTA	Job Location Change	Use when the job location/city only is moved.
Job Attributes	HCTTL	Title Change	Job Title Change Only
Job Attributes	HFLSA	FLSA Status Change	Change in FLSA status
Job Attributes	HSUPU	Supervisor Update	Update to the Supervisor
Job Attributes	NOTCB	Job Notification Begins	Job Notification Begins
Job Attributes	NOTCE	Job Notification Rescinded	Job Notification Rescinded. This cancels the notice.
Job Attributes	OALCL	OA Comp Level Change	OA Comp Level Change
Job Attributes	PDEFB	Deferred Pay Begin	Deferred pay begins. 9 month salary paid over 12 months.
Job Attributes	PDEFE	Deferred Pay End	Deferred pay ends. 9 month salary paid over 12 months.
Job Attributes	PREMB	Premium Pay Begin	Premium pay begins. For example, Longevity Premium.
Job Attributes	PREME	Premium Pay End	Premium pay ends. For example, Longevity Premium.
Job Attributes	XRETR	PERS/ORP Adjustment	PERS/ORP Adjustment
Leave begin	BLOAB	Leave Begin	Leave of absence begins.
Leave begin	BSABB	Sabbatical Begin	Faculty: Sabbatical begins
Leave begin	CAYLV	Summer leave begins (9 mo employees)	Used when 9 month jobs are put on leave for the summer.

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Leave begin	CRET	Reassignment -- Temporary	Puts primary/current job on leave. Use when employee temporarily reassigned to interim job or other temporary reassignment.
Leave end	BLOAR	Leave End	Leave of absence ends.
Leave end	BSABE	Sabbatical End	Faculty: Sabbatical ends
Leave end	CAYRT	Summer Leave Ends (9 mo employees)	Used when 9 month jobs return from leave for the summer.
Leave end	CRXR	Return from Reassignment	Returns employee job from leave. Use when employee returning from interim job or temporary reassignment back to primary job (CRET).
Other	MULTI	Multiple Job Changes	Multiple job changes
Other	NONE	Default Code for No Job Change	Default needed when creating a new job
Other	OTHER	Other	Used only when changes made to job record cannot be accurately reflected with a more descriptive code.
Pay Related	PATB	Across the Board Increase	Across the Board Increase
Pay Related	PCOLA	COLA	Cost of Living increase, typically through bargaining or other agreement (includes annual postdoc NIH increase, other faculty floor increases, OA Band minimum changes.)
Pay Related	PEATB	Equity and Across the Board Increase	Equity and Across the Board Increase
Pay Related	PEQTY	Equity Adjustment	Use when an employee's pay rate is changed for reasons of market equity.
Pay Related	PGEN	General Salary Increase	Use when the employee is part of a group that is granted a general salary increase that is not specifically merit or COLA (generally mass applied rather than individually entered). For increases granted outside of a collective bargaining agreement.
Pay Related	PMATB	Merit and Across the Board Increase	Merit and Across the Board Increase
Pay Related	PMERT	Merit Increase	Use when an employee's salary increases due to a merit raise (includes performance-based step increases for classified employees).
Pay Related	PMIN	Min Wage Adj	Min Wage Adj
Pay Related	PMQTY	Merit and Equity Increase	Merit and Equity Increase.
Pay Related	PNEG	Negotiated Salary Increase	Negotiated pay increase as part of an individually negotiated contract (ie coaches, executive MOUs, faculty fall back, etc) NON-CBA
Pay Related	PPAYB	Reinstatement of Pay	Reinstatement of Pay after Pay Reduction (PPAYR). Happens in conjunction with PPAYR
Pay Related	PPAYR	Pay Reduction	Use when an employee's salary is reduced within the same position (may be temporary in nature). Happens in conjunction with PPAYB
Pay Related	PPDC	Post Doc NIH Step Increase	Post doctoral annual NIH step increase at their anniversary. (NIH table updates occur on 7/1 and use PCOLA as the JCR)
Pay Related	PPTR	Post Tenure Review Increase	pay increase associated with post tenure review
Pay Related	PRETN	Retention	Retention that includes a pay increase.
Pay Related	PSALO	Salary Increase - Other	Unique pay change, not otherwise defined. Use for Student or Temp pay changes.
Pay Related	PSALS	Salary Increase - Special	Classified: Special merit increase, approved by the appointing authority. Final approval through HR Classification and Compensation

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Pay Related	PSALT	Salary Increase - Provost Teaching Award	Faculty: Use when faculty receive teaching award - which is added to their base rate. Typically added to their faculty rate and if serving in administrative role, then also added to their administrative rate if applicable.
Pay Related	PSELC	Selective Salary Range Increase	use for bargained Selective Salary Increases (usually due to market equity for a classification)
Pay Related	PSTEP	Step Change-CBA Update	use for bargained step deletions or changes
Pay Related	PTRP	Tenure Reduction Increase	Pay increase associated with signing up for the Tenure Reduction Program
Pay Related	XPCOR	Correction of Pay	Use when the job record corrections also or only involve a pay record correction.
Promotion, Reclass, Category Change	AACMP	Promotion - Competitive	Current Employee who applies to new job and hired at a higher grade or rate of pay, within the same employee group. The job was open to other candidates, internal or external. They resign from their previous position.
Promotion, Reclass, Category Change	AANON	Promotion - Non Competitive	All Employees: Change in the job without a position number change or new position where the pay increases without a competitive search due to an expansion of duties or direct appointment. OA: Promotion through direct appointment, or Expansion of Duties with Pay Increase. NOTE: Expansion of Duties with no pay increase would use other applicable job change reason (job title change) Faculty: Expansion of Duties with Pay Increase Classified: Promotion through direct appointment.
Promotion, Reclass, Category Change	AAPRO	Promotion (in Rank or Level)	Faculty: Promotion in Rank GE: Promotion in Level
Promotion, Reclass, Category Change	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.
Promotion, Reclass, Category Change	RECDN	Reclass Position Downward	Classified: Position changed to a lower classification based on position duties as determined by appointing authority.
Promotion, Reclass, Category Change	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. Or Acting to TTF
Promotion, Reclass, Category Change	RECLT	Reclass Position Lateral	Classified: Position change in job classification based on position duties, determined by appointing authority. This change does not move the position to a different salary grade or result in a salary change.
Promotion, Reclass, Category Change	RECUP	Reclass Position Upward	Classified: Change to a higher classification based on position duties, determined by appointing authority.
Reappointment	BNRRP	Non-renewal Reappointment	Faculty: Rehire Non-renewed Career NTTF faculty back into same career role within the 2 years.

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Reappointment	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
Reappointment	BRETR	Post Retirement Job Renewal	Post Retirement job renewal without a break in service greater than 1 year (fiscal year or prior academic year). Includes TRP appointments.
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
Reappointment	PCHRR	Chair Assignment Renewal	Chair Assignment Renewal
Reappointment	PSTPR	Stipend Renewal	Used when stipend will be renewed in the same department and for the same purpose. Use to renew stipends that ended within the current or prior fiscal year. For longer breaks, use PSTPB to begin a new stipend.
Reappointment	SUMR	Summer Appointment Renewal	Summer Appointment Renewal
Reappointment	UNPDR	Unpaid Appointment Renewal	Unpaid Appointment Renewal