PERSONNEL FIELD REQUIREMENTS FOR ANNUAL SALARY EMPLOYEES

Always code the Change Reason and PCN.

X – Field must be coded

O – Coding is optional

Blank space, do not code

Change codes with this symbol • are confidential and not available to the public.

When not using a pay period begin date, override fields must be coded.

Change Reason Code		Appt Type	Suffix	Pay Status	Work Type	Class Code	FTE	Pay Period Hours	Pay Group	Schedule/Grade	Step	Time Sheet Required	Rate Indicator	Rate/Salary	Unemployment Indicator	FLSA Code	Leave Schedule	Contract Holdback %	Overtime Accrual	RHH Accrual	Shift Indicator	DHR Register #	Retro Date	Override Amount	Override Start Date	Override End Date	System Generated	Adj Contract Amt	End Date
	APPOINTMENTS																												
AA	ADDITIONAL APPOINTMENT	X	X	X	X	X	X	X	X	X	O	X	X	X	X	X	X		X	X	O			O	O	O		X	
AO	ORIGINAL APPOINTMENT	X	X	X	X	X	X	X	X	X	O	X	X	X	X	X	X		X	X	O			O	O	O		X	
AX	REHIRE (BREAK IN SERVICE)	X	X	X	X	X	X	X	X	X	O	X	X	X	X	X	X		X	X	O			O	O	O		X	
XN	TRANSFER INTO NON-CLASSIFIED SERVICE	X	X	X	X	X	X	X	X	X	O	X	X	X	X	X	X		X	X	O			O	O	O		X	
	APPOINTMENT UPDATES																												
AA	ADDITIONAL APPOINTMENT (within agency)	X	X	X	X	X	X	X	X	X	O	X	X	X	X	X	X		X	X	O			O	O	O		X	
AR	REAPPOINTMENT	X	X	X	X	X	X	X	X	X	O	X	X	X	X	X	X		X	X	O			O	O	O	VX	X	
• DD	DEMOTION - DISCIPLINARY	X	X	X	X	X	X	X	X	X	O	X	X	X	X	X	X		X	X	O			O	O	O	VX	X	
• DV	DEMOTION - VOLUNTARY	X	X	X	X	X	X	X	X	X	O	X	X	X	X	X	X		X	X	O			O	O	O	VX	X	
PO	PROMOTION	X	X	X	X	X	X	X	X	X	O	X	X	X	X	X	X		X	X	O			O	O	O	VX	X	
XW	TRANSFER WITHIN AGENCY - LATERAL	X	X	X	X	X	X	X	X	X	O	X	X	X	X	X	X		X	X	O			O	O	O	VX	X	
	MISC APPOINTMENT UPDATES																												
AH	EMPLOYEE TYPE CHANGE	X															O						O						
AI	RETURN FROM INACTIVE STATUS											O			O														
• AM	RETURN FROM MILITARY DEPLOYMENT											O																	
	RECLASSIFICATION																												
RC	RECLASS - COMPLETION OF UNDERFILL		X			X				X	O			X										O	O	O		X	
RD	RECLASS - DOWNWARD		O			X				X	O			X										O	O	O		X	
RL	RECLASS - LATERAL		O			X					O																		
RU	RECLASS - UPWARD		O			X				X	O			X										O	O	O		X	
	RATE / SALARY UPDATES																												
CC	MERIT INCREASE - PERFORMANCE									O	O	O		X									O	O	O	O		X	
CD	CEC DISTRIBUTION									O	O	O		X									O	O	O	O		X	
**CF	CHANGE IN FACULTY RANK (Appt Type - NRF and Agency Code - 511, 512, 513 or 514)									X	O		O	X									O	O	O	O		X	
**CJ	JOB REQUIREMENT CHANGE (Appt Type - NRF/NRR and Agency Code - 110, 511, 512, 513 or 514)									X	O	O	O	X									O	O	O	O		X	
• CT	RETURN FROM DISCIPLINARY DECREASE													X									O					X	
CX	PAY SCHEDULE CHANGE									O	O	O	O	O									O	O	O	O		O	
CZ	PAY RATE CHANGE PER IDAHO CODE									O	O	O		X									O	O	O	O		X	
• DS	RATE DECREASE									X	O	O		X									O	O	O	O		X	
• DT	RATE DECREASE - DISCIPLINARY									X	O			X									O	O	O	O		X	
EA	SALARY EQUITY ADJ INCREASE - Internal									O	O			X									O					X	
LD	NON-CLASSIFIED PAYLINE MOVEMENT - DOWNWARD									X	O		O	X									O	O	O	O		X	
LU	NON-CLASSIFIED PAYLINE MOVEMENT - UPWARD									X	O		O	X									O	O	O	O		X	
MI	SALARY EQUITY ADJ INCREASE - External									O	O			X									O					X	
	MISCELLANEOUS																												
MC	MISCELLANEOUS UPDATE BOARD OF EXAMINER APPROVAL															O	O		O	O									X
MD	MISCELLANEOUS UPDATE RETURN FROM BOARD OF EXAMINER APPROVAL																												X
MW	MISCELLANEOUS PERSONNEL		O		O		O	O				O			O	O	O	O	O	O	O		O	O	O	O		O	
	INACTIVATIONS																												
IA	INACTIVE -- ACTING APPOINTMENT (pay status = I)																												
IB	INACTIVE -- SABBATICAL (pay status = I)																												
• ID	INACTIVE -- DISABILITY (pay status = I)																												

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Change Reason Code	Always code the Change Reason and PCN. X – Field must be coded O – Coding is optional Blank space, do not code	Appt Type	Suffix	Pay Status	Work Type	Class Code	FTE	Pay Period Hours	Pay Group	Schedule/Grade	Step	Time Sheet Required	Rate Indicator	Rate/Salary	Unemployment Indicator	FLSA Code	Leave Schedule	Contract Holdback %	Overtime Accrual	RHH Accrual	Shift Indicator	DHR Register #	Retro Date	Override Amount	Override Start Date	Override End Date	System Generated	Adj Contract Amt	End Date
• II	INACTIVE -- ILLNESS (pay status = I)																												
• IJ	INACTIVE -- JOB / ACCIDENT (pay status = I)																												
IO	INACTIVE -- OTHER (pay status = I)																												
IS	INACTIVE -- SUSPENSION With or Without Pay (pay status = B)																												
IX	INACTIVE -- SABBATICAL (pay status = B)																												
VL	POS - VACATED - LAYOFF (Generated)																												
VX	POS - VACANT DUE TO APPT CHANGE (Generated)																												
	SEPARATIONS / TERMINATIONS																												
SA	SEPARATION -- APPT EXPIRES / TEMPORARY																												
SF	SEPARATION -- FEDERAL JOB																												
SG	SEPARATION -- SCHOOL DISTRICT JOB																												
SI	SEPARATION -- CITY JOB																												
SJ	SEPARATION -- ENTRANCE PROBATION / RIF																												
SK	SEPARATION -- LAYOFF / BUDGET RESTRICTIONS																												
SL	SEPARATION -- LAYOFF / SHORTAGE OF WORK																												
• SM	SEPARATION -- MILITARY																												
SN	SEPARATION -- PRIVATE SECTOR JOB																												
SP	SEPARATION -- PERSONAL																												
SR	SEPARATION -- RETIREMENT																												
• ST	SEPARATION -- MEDICAL RETIREMENT																												
• SW	SEPARATION -- LAYOFF/ MEDICAL																												
• SX	SEPARATION -- DEATH																												
SY	SEPARATION -- COUNTY JOB																												
SZ	SEPARATION -- STATE JOB (excluding Idaho)																												
• TD	TERMINATION -- DISMISSAL																												
XO	TRANSFER TO OTHER AGENCY																												
	MILITARY INACTIVATION																												
IM	INACTIVE -- MILITARY DEPLOYMENT (pay status = B)																												
	GENERATED CHANGE REASONS																												
BC	COST SAVINGS BONUS - This Change Reason is system generated to the employee's classification history when a 'CSB' Earnings Code is processed																												
BD	COST SAVINGS BONUS T & B - This Change Reason is system generated to the employee's classification history when a 'CST' Earnings Code is processed																												
BE	COST SAVINGS BONUS CAPITAL - This Change Reason is system generated to the employee's classification history when a 'CSC' Earnings Code is processed																												
BF	RETENTION BONUS - This Change Reason is system generated to an employee's classification history when a 'REN' Earnings Code is processed.																												
BK	RECRUITMENT BONUS - This Change Reason is system generated to an employee's classification history when a 'REC' Earnings Code is processed.																												
BL	ONE-TIME CEC DISTRIBUTION - This Change Reason is system generated to an employees classification history when a "BLA" Earnings Code is processed.																												
BO	COST SAVING BONUS OPERATING - This Change Reason is system generated to an employee's classification history when a 'CSO' Earnings Code is processed.																												
BS	SHORT-TERM COMMENDABLE (REGULAR EMPLOYEE) - This Change Reason is system generated to an employee's classification history when a 'STC' Earnings Code is processed.																												
CL	LONGEVITY INCREASE - This Change Reason is system generated to the employee's current classification record when a longevity milestone is reached.																												
VX	POSITION VACATED DUE TO APPOINTMENT CHANGE - This change reason is system generated to an employee's classification history when an 'DD', 'DV', 'PO' and 'XW' Change Reason is processed																												