

FACULTY				
	DESCRIPTION	ACTION	REASON	COMMENTS
EMPLOYEE DATA				
	data change	Data Chg	MSC	
	-service date chg			
	-timekeeping group # change			
	-change or correction to home dept. number			
	-correction to pay rate			
	-correction to position number			
	change or correction to earnings distribution	Earnings Distn Chg	JED	
	change or correction to standard hours	Data Chg	HRS	
HIRE/REHIRE				
HIRE	current, future, or retroactive	Hire	HIR	
REHIRE	current, future, or retroactive	Rehire	REH	
PREHIRE	faculty prehire	Data Chg	PRE	no-sal prior to 9 mo. appt. for benefits
LEAVES-PAID				
	paid leave	Paid Leave of Absence	PRO	personal / professional
	return from leave	Return from Leave	RFL	
LEAVES-UNPAID				
W/BENEFITS	medical with benefits	Leave W/Benefits	MED	personal medical leave or FML
NO/BENEFITS	medical without benefits	Leave of Absence	MED	
	military	Leave of Absence	MIL	
	personal	Leave of Absence	PER	
W/BENEFITS	FML (personal medical leave)	Leave W/Benefits	PFL	
	return from leave	Return from Leave	RFL	
PAY RATE				
	annual salary increase	Pay Rate Chg	ANN	
	equity/market/performance	Pay Rate Chg	EQU	
RETIREMENT				
	disability retirement	Retirement	DRI	
	regular retirement	Retirement	RAT	
TERMINATION				
	offer rescinded or declined	Termination	DEC	
(most common)	resignation	Termination	RES	
	death	Termination	DEA	
	tenure denied / non-renewal	Termination	INF	
	reduction in workforce	Termination	LAY	
STUDENT				
	DESCRIPTION	ACTION	REASON	COMMENTS
HIRE/REHIRE/TRANSFER				
HIRE	current, future, or retroactive	Hire	HIR	
REHIRE	current, future, or retroactive	Rehire	REH	
	transfer	Transfer	XFR	from stud to stud or reg; reg to stud
EMPL DATA CHG				
	position change	Position Chg	UPD	
	data change	Data Chg	MSC	
	-service date chg			
	-timekeeping group # change			
	-change or correction to home dept. number			
	change or correction to earnings distribution	Earnings Distn Chg	JED	
	change or correction to standard hours	Data Chg	HRS	
PAY RATE CHG				
(most common)	increase for students	Pay Rate Chg	OTH	
	mandated salary change	Pay Rate Chg	OTH	minimum wage increase
TERMINATION				
	offer rescinded or declined	Termination	DEC	
	death	Termination	DEA	
(most common)	student employment ends	Termination	RES	

IF APPROPRIATE CODE IS NOT LISTED, CONTACT COLLEGE PERSONNEL BEFORE ENTERING INTO HRIS

Education

College of Education
The Ohio State University

STAFF	DESCRIPTION	ACTION	REASON	COMMENTS
EMPL DATA CHG				
	data change	Data Chg	MSC	
	-service date change			
	-timekeeping group # change			
	-change or correction to home dept. number			
	-correction to pay rate			
	-correction to position number			
	change or correction to earnings distribution	Earnings Distn Chg	JED	
	change or correction to standard hours	Data Chg	HRS	
HIRE/REHIRE				
HIRE	current, future, or retroactive	Hire	HIR	
REHIRE/REINSTATE	current, future, or retroactive	Rehire	REH	
LEAVES-UNPAID				
W/BENEFITS	medical with benefits	Leave W/Benefits	MED	personal medical leave or FML
NO/BENEFITS	medical without benefits	Leave of Absence	MED	
	military	Leave of Absence	MIL	
	personal	Leave of Absence	PER	
W/BENEFITS	personal with FML	Leave W/Benefits	PFL	
	return from leave	Return from Leave	RFL	
PAY RATE CHG				
	annual salary increase	Pay Rate Chg	ANN	
(most common)	equity/market/performance	Pay Rate Chg	EQU	align salaries with outside market
	lic/cert., mandated, add or remove temp adj.	Pay Rate Chg	OTH	
PROMOTION				
CLASS / RECLASS	promotion	Promotion	CPR	higher salary, pay band/range, or new class
	lateral, reclass, career progression	Lateral	LAT	same pos, class, pay band/range, or salary
DEMOTION				
RECLASS/ VOLUNTARY	demotion	Demotion	VOL	lower pay band, salary or classification
CCS only	order of demotion	Demotion	ORD	same or lower pay band, salary or classification
CCS only	probationary demotion	Demotion	PRO	does not successfully pass probationary period
TRANSFER				
	regular to non-regular position	Transfer	XFR	
	position change	Position Chg	UPD	acting position or return, working title change
RETIREMENT				
	disability retirement	Retirement	DRI	
	regular retirement	Retirement	RAT	
TERMINATION				
	offer rescinded or declined	Termination	DEC	
	death	Termination	DEA	
(most common)	resignation	Termination	RES	
CCS only	involuntary-disability separation	Termination	IDS	
	involuntary-termination	Termination	ITE	fired
CCS only	voluntary disability separation	Termination	VDS	
	reduction in workforce	Termination	LAY	layoff
SUSPENSION				
	suspension	Suspension	SUS	
	recall from suspension	Recall from Suspn	REC	
TEMPORARY				
*REG TO TEMP STAFF	reg to non-reg, non-reg to non-reg	Transfer	XFR	
	temporary/retiree employment ends	Termination	RES	
SEASONAL				
	end seasonal appt	Leave of Absence	SEA	
	return to seasonal appt	Return from Leave	RFL	