

The University of Akron
 Department of Human Resources Operations & Employment
 PAF Action/Reason Reference Sheet

HIRE/REHIRE

Action	Reason	Explanation	
Hire	1XP	One Time Payment	Payment for a definite period of time to be paid upon completion of the project
	ADM	Administrative Stipend	Payment for an administrative stipend
	OVL	Overload	See University Rule 3359-11-12 for additional information
	REG	Regular	An assignment which does not have an end date
	SSA	Successful Internal Applicant	Internal applicant has been promoted
	SUP	Supplemental Payment	Payment which is a supplement to base salary; not a One Time Payment, Administrative Stipend, or Overload payment
	SWV	Search Waiver	An applicant has been assigned to a position by a search waiver
	TMP	Temporary	An assignment which has an end date and is for a definite period of time
Rehire	1XP	One Time Payment	Payment for a definite period of time to be paid upon completion of the project
	TMP	Rehire Temporary Employee	Rehire a temporary employee with an end date to assignment

CHANGE/LEAVE/REAPPOINTMENT

Action	Reason	Explanation	
Data Change	ADM	Administrative Stipend	Any change made to an administrative stipend
	FTP	Full-time to Part-time	An employee status changes from full-time to part-time within the same position
	OTH	Data Change Other	Explain reason for change in comments section
	PTF	Part-time to Full-time	To change appointment status from part-time to full-time on non-position appointments
	STC	Status Change	To change to emeritus status To change from temporary to regular To change from hourly to biweekly To change from staff to contract professional
	TEN	Tenure Change	To change the date for tenure eligibility, indicate reason in remarks
	TTL	Title Change	Change or add an additional title
Earnings Distribution	ADM	Administrative Stipend	Account code or distribution percentage change related to an administrative stipend
	OTH	Job Earnings Distribution - other	Account code or distribution percentage change

Action/Reason Reference Sheet

Job Reclassification	AUD	Job Audit	Employee requests a job audit on existing job
	ETJ	End Temporary Job Reclassification	Department ends a job reclassification that was approved for a period of time
	JRC	Job Reclassification	Department requests a job reclassification of existing job
	REO	Reorganization	Request made by Dean/VP
	TJR	Temporary Job Reclassification	Department requests a job reclassification of existing job for a period of time
Leave of Absence (Unpaid)	OTH	Other	Explain reason for leave in comments section
Leave of Absence (Paid)	SAB	Sabbatical Leave	Faculty sabbatical leave of absence
Pay Rate Change	910	9 to 10 month Salary Basis	http://www.uakron.edu/dotAsset/787459.pdf for salary conversion calculation
	912	9 to 12 month Salary Basis	http://www.uakron.edu/dotAsset/787459.pdf for salary conversion calculation
	101	10 to 12 month Salary Basis	http://www.uakron.edu/dotAsset/787459.pdf for salary conversion calculation
	129	12 to 9 month Salary Basis	http://www.uakron.edu/dotAsset/787459.pdf for salary conversion calculation
	ADM	Administrative Stipend	Pay rate change related to an administrative stipend
	ANN	Annual	Use for FSM annual pay increases only
	ETI	End Temporary Increase	End of temporary pay increase
	IRR	Increase to Regular Rate	Bargaining unit employees changing from hire rate to regular rate
	MER	Merit increase	Pay rate change due to salary increase process
	OFF	Off line increase	Pay rate change other than merit increase
	OTH	Other	Explain reason for change in comments section
	PRO	Promotion	Employee is moved from one position to a vacant position with a different classification and a higher pay range or higher salary
	REC	Job Reclassification	Pay rate change due to Job Reclassification
	STB	Stipend to Base	Convert stipend to base salary
	TMP	Temporary Increase	Temporary additional compensation for extra duties
	TRN	Training/Apprenticeship Program	Bargaining unit employees only, when title changes due to progression of apprenticeship program
Promotion	OTH	Promotion Other	Explain reason for promotion in comments section
	SSA	Successful Internal Applicant	Internal applicant has been promoted
Reappointment	ADM	Administrative Stipend	Reappointment of an administrative stipend
	TMP	Reappoint Temporary Employee	Reappoint a temporary employee without a break in service
Transfer	OTH	Transfer (XFR) Other	Transfer from one department to another, within the same unit and position number, title, salary, and grade remain the same
	REO	Reorganization	Transfer to another department within the same unit

SEPARATION

Action	Reason		Explanation
Retirement	DIS	Disability Retirement	Disability retirement
	REG	Service Retirement	Regular retirement
Termination	CAN	Cancel Contract	Termination of an employee's contract before the start date
	DEA	Death	Termination of deceased employee
	DSC	Discharge	Termination of employment
	NOR	Non-Renew	Non-renewal of an employee's contract
	PRB	Probationary Removal	Termination of an employee during the employee's probationary period
	RES	Resignation	Separation is voluntary
	TMP	End Temporary Employment	Use for temporary employees, part-time faculty and summer faculty