



This document outlines the action/reason code combinations for the automated Job Data Change form.

ACTION/REASON	JOB DATACHANGE FORM FIELD	RECOMMENDED	REQUIRED	NOT ALLOWED
Demotion/DMO <i>Demotion</i>	Department			X
	Job Code		X	
	Pay Group	X		
	Business Title	X		
	Comp Rate Code	X		
Data Change/CRC <i>Correction</i>	ANY	n/a	n/a	n/a
Data Change/DTA <i>Data Change</i>	ANY	n/a	n/a	n/a
Data Change/LHT <i>Less than Half Time</i>	Department			X
	Job Code		X	
	Standard Hours	X		
	Hourly Rate	X		
	Appointment End Date	X		
Data Change/NTF <i>Layoff Notification</i>	ANY	n/a	n/a	n/a
Data Change/ORG <i>Reorganization</i>	Department		X	
	Location	X		
Data Change/REA <i>Reappointment/Extension</i>	Appointment End Date		X	
	Department			X
Data Change/TTR <i>Temporary/LHT to Regular</i>	Department			X
	Job Code		X	
	Standard Hours	X		
	Full/Part-time	X		
	Salary Admin Plan	X		
	Pay Group		X	
	Comp Rate Code	X		
Data Change/UPD <i>Unpaid/Pay Group</i>	Department			X
	Pay Group		X	



ACTION/REASON	JOB DATA CHANGE FORM FIELD	RECOMMENDED	REQUIRED	NOT ALLOWED
Job Reclassification/DMO <i>Demotion</i>	Department			X
	Job Code		X	
	Pay Group	X		
	Business Title	X		
	Comp Rate Code	X		
Job Reclassification/LAT <i>Lateral</i>	Department			X
	Job Code		X	
	Business Title	X		
Job Reclassification/PRO <i>Promotion</i>	Department			X
	Job Code		X	
	Pay Group	X		
	Business Title	X		
	Comp Rate Code	X		
Pay Rate Change/ADJ <i>Adjustment/Decrease</i>	Comp Rate Code	X		
	Department			X
Pay Rate Change/COR <i>Correction</i>	Comp Rate Code	X		
	Department			X
Pay Rate Change/IEQ <i>Internal Equity Adjustment</i>	Comp Rate Code	X		
	Department			X
Pay Rate Change/EEQ <i>External Equity Adjustment</i>	Comp Rate Code	X		
	Department			X
Pay Rate Change/MER <i>Merit</i>	Comp Rate Code	X		
	Department			X
Pay Rate Change/MIN <i>Bring to Minimum</i>	Comp Rate Code	X		
	Department			X
Pay Rate Change/SFT <i>Shift</i>	Comp Rate Code	X		
	Department			X
Pay Rate Change/UCC <i>Union Contract Change</i>	Comp Rate Code	X		
	Hourly Rate	X		
	Department			X
Pay Rate Change/UPG <i>Union Progression (HUCTW specific)</i>	Comp Rate Code	X		
	Hourly Rate	X		
	Department			X



<b>ACTION/REASON</b>	<b>JOB DATACHANGE FORM FIELD</b>	<b>RECOMMENDED</b>	<b>REQUIRED</b>	<b>NOT ALLOWED</b>
Pay Rate Change/UST <i>Union Structure (HUCTW specific)</i>	Comp Rate Code	X		
	Hourly Rate	X		
	Department			X
Promotion/PRO <i>Promotion</i>	Department			X
	Job Code		X	
	Pay Group	X		
	Business Title	X		
	Comp Rate Code	X		
Retirement/ <i>Any Reason Code</i>	Last Day Worked		X	
	<i>All other fields</i>			X
Termination/ <i>Any Reason Code</i>	Last Day Worked		X	
	<i>All other fields.</i>			X
Transfer/DMO <i>Demotion</i>	Department		X	
	Location	X		
	Job Code		X	
	Pay Group	X		
	Business Title	X		
Transfer/LAT <i>Lateral</i>	Department		X	
	Location	X		
	Job Code		X	
	Business Title	X		
Transfer/PRO <i>Promotion</i>	Department		X	
	Location	X		
	Job Code		X	
	Pay Group	X		
	Business Title	X		
Transfer/TTR <i>Temporary/LHT to Regular</i>	Department		X	
	Location	X		
	Job Code		X	
	Standard Hours	X		
	Full/Part-time	X		
	Salary Admin Plan	X		
	Pay Group		X	
	Business Title	X		
Comp Rate Code	X			