

**University of Louisville
Human Resources System**

Personnel Action Notice

**Hire/Rehire/Personnel Information Change
Job Data Change**

Processing Codes

NAME/ADDRESS VALID VALUES

Prefix

(none)

Br.

Dr.

Miss

Mr.

Mrs.

Ms.

Rabbi

Rev.

Sr.

PERSONAL PROFILE VALID VALUES

Highest Education Level

2 Years College
Bachelor's
Doctorate
High School Graduate
Less Than High School
Master's
MD, DDS, JD
Not Indicated
Post-Doctorate
Some College
Some Graduate
Technical School

Phone Type

Business
Campus
Cellular
Dormitory
FAX
Home
Other
Pager 1
Pager 2
Telex

Marital Status

Common Law
Divorced
Head Household
Married
Separated
Single
Unknown
Widowed

ELIGIBILITY/IDENTITY VALID VALUES

Citizenship Status

Alien Permanent
Alien Temporary
Native
Naturalized
Not Indicated

Ethnic Group

American Indian
Asian
Black
Hispanic
White

Military Status

Active Reserve
Inactive Reserve
No Military Svc
Not Indicated
Other Veteran
Retired
Viet Veteran

WORK LOCATION VALID VALUES

Actions and Reason Codes

Additional Job

ADL Additional Job

Assignment Complete

Assignment

Completed Introductory Period

Completed Probationary Period

Data Change

CPO Correction-Position

CPR Correction-Pay Rate

SFP Status Change-FullTime to PartTime

SHR Status Change-Standard Hours/FTE

SPA Status Change-Primary Appointment Change

SPF Status Change-PartTime to FullTime

STC Status Change

Demotion

USP Unsatisfactory Performance

Earnings Distribution

TMP Temporary Assignment

Family Change

2EE Spouse of Employee Hired

DEA Death

DEP Married Dependents

DIV Divorce

Hire

NPS New Position

REG Regular Assignment

TMP Temporary Assignment

Job Reclassification

Layoff

Leave of Absence

FML Family and Medical Leave Act

LDB Long Term Disability with Benefits

LTD Long Term Disability

MED Medical Leave Employee

MIL Military Service

PER Personal Leave

RIF Reduction In Force

SAB Sabbatical Leave

WORK LOCATION VALID VALUES

Actions and Reason Codes

Long Term Disability with Pay

Long Term Disability

Paid Leave of Absence

ADM Administrative Leave

FML FMLA Family Medical Non-Employee

MED Medical Leave Employee

MIL Military Service Exception

SAB Sabbatical Leave

Pay Rate Change

ADJ Adjustment-In Range

ATB Across-The-Board

COM Adjustment-Compliance

MER Merit

REC Job Reclassification

Position Change

INA Position Inactivated

IPC Initial Position Conversion

JRC Job Re-Classification

NEW New Position

REO Re-Organization

STA Position Status Change

TTL Title Change

UPD Position Data Update

XFR Transfer

Probation

NCP Normal Career Progression

Promotion

Recall

Rehire

Retirement with Pay

RWP Retirement With Pay

Retirement

RET Retirement

RSA Retirement-Special Agreement

Return from Disability

Return from Leave of Absence

Return from Short Work Break

WORK LOCATION VALID VALUES

Actions and Reason Codes

Short Term Disability with Pay
Short Term Disability
Suspension
Terminated with Benefits
 TWB Terminated With Benefits
Terminated with Pay
 TWP Terminated With Pay
Terminated
 APT Involuntary-End of Appointment
 DEA Voluntary-Death
 DSM Involuntary-Dismissal
 JOB Voluntary-Job Abandonment
 LVE Voluntary-Failure to Return from Leave
 RED Involuntary-Reduction In Force
 RES Voluntary-Resignation
Transfer
 EER Employee Request

WORK LOCATION VALID VALUES

Location Code

Belknap

Bowling Green

Fort Knox

HSC

Madisonville

Other Locations

Paducah

Pennsylvania Laboratory

Shelby

VA Hospital

JOB INFORMATION VALID VALUES

Regular/Temporary

Regular
Temporary

Full/Part

Full-Time
Part-Time

FLSA Status

Administrator
Executive
Management
No FLSA
Nonexempt
Outside Salesperson
Professional

FICA Status

Exempt
Medicare Only
Subject

Classified Indc

All
Classified
Temporary
Unclassified

PAYROLL VALID VALUES

<u>Pay Group</u>		<u>Employee Type</u>	
A12	Administrators	E	Exception Hourly
AFB	Affiliate Organization Biweekly	H	Hourly
AFM	Affiliate Organization 12 Month	S	Salaried
B24	Regular Classified Staff C7		
B25	Regular Classified Staff C0		
F11	Faculty - Other Than 12 Months		
F12	Faculty - Paid Over 12 Months		
G12	Graduate Assistants		
H12	House Staff		
P12	Professional Staff		
RET	Retirees		
S26	Hourly Students		
T12	Salaried Casual Labor		
T26	Hourly Temporary		

Holiday Schedule

H75	Holiday 37.50 Hour NWW
H80	Holiday 40.00 Hour NWW
NONE	No Paid Holidays

COMPENSATION VALID VALUES

Salary Administration Plan

- EX Exempt Salary Plan (PNA)
- NE Non-Exempt Salary Plan (Classified)
- NO No Salary Plan (Faculty/Administrators/Temporaries/Students)

Rating Scale

- PBSI Faculty Merit (PBSI) increases
- PCR Faculty Periodic Career Review
- PSCM Competency Management Scale
- STF Staff Performance Review Rating Scale

Compensation Frequency

- Annual
- Contract
- Hourly

CONTACT ADDRESS/PHONE VALID VALUES

Relationship To Employee

Aunt
Brother
Daughter
Employee
Estate
Ex-Spouse
Father
Father In Law
Friend
Grandchild
Grandfather
Grandmother
Mother
Mother-In-Law
Neighbor
Nephew
Niece
Non-Qualifying Adult
Non-Qualifying Daughter
Non-Qualifying Son
Other Relation
Other
Parents
Roommate
Self
Sister
Son
Spouse
Uncle

OTHER PHONE NUMBERS VALID VALUES

Phone Type

Business
Campus
Cellular
Dormitory
FAX
Home
Other
Pager 1
Pager 2
Telex

CONTRACT PAY VALID VALUES

Contract Pay Type

Fac 10/10	Faculty paid over 10 Months
Fac 10/12	Faculty paid over 12 Months
Fac PartCn	Faculty Partial Contract
Oth 12 Mon	Other Paid Over 12 Months
Oth Contrc	Other Paid Over Contract
Oth Lump	Other Paid in Lump Sum

Payment Term

Pay Over 12 Months
Pay Over Contract
Pay over 'X' Months
Pay with Lump Sum

Assign Hours To

A All Earnings (Contract + PNE + ENP)
C Contract Earnings Only
N Not Applicable