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Legend for the Four Right Columns (B, D, R, S)

An “X,” placed at the highest level or row, indicates the following:

B=UF must report this action/reason because it has benefits implications.

D=Departments should review funding sources, etc., due to this action/reason. A new distribution is NOT necessarily required, but it is a good practice to review the related distribution when this action/reason is completed.

R=UF will formally report this action, as needed, to outside agency(ies).

S=Departments should evaluate security for the individual, adding, changing, or terminating security as appropriate

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
OPS Job Actions Including OPS faculty, student assistants, federal work study, and graduate assistants									
OPS-1 When someone is hired for the first time at UF	OPS Hires Without Using eRecruit OR Student Hires AND, if applicable, UF Graduate Letters of Appointment	Department	Hire	HNR or	Hire without recruitment				
	OPS Hires With eRecruit OR Student Hires			HWR	Hire with recruitment				
		Core Office	Data Change	HFA	Hire final approval		X	X	
OPS-2 When hiring someone into a new job when the employee already has a job at UF that he or she is planning to keep. Job action must	Hire Error: Employee ID Already Used AND	Department	Hire	HNR or	Hire without recruitment				

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
be completed via the “Assign Additional Job” navigation.	Assign Additional Job								
	Hire Error: Employee ID Already Used AND Assign Additional Job		Hire	HWR	Hire with recruitment				
		Core Office	Data Change	HFA	Hire final approval		X	X	
OPS-3 When someone is rehired at UF (that is, he or she already has a UFID and an Employee Record Number), after he or she has terminated from UF employment and a break in employment has occurred. He or she is not currently employed at UF but is being reemployed in the same department	Hire Error: Employee ID Already Used AND OPS Hires Without eRecruit	Department	Rehire	HNT or	Rehire without recruitment				
	Hire Error: Employee ID Already Used AND OPS Hires With eRecruit			HWR	Rehire with recruitment				
		Core Office	Data Change	RFA	Rehire final approval		X	X	
OPS-4 If the employee is being rehired as described above but the employee used to work in a different department (and hiring authority does not have security access to the new department ID), then the	Hire Error: Employee ID Already Used	Core Office	Data Change	RND	Rehire in new department				

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
core office must be contacted									
	OPS Hires With eRecruit	Department	Rehire	HWR or	Hire with recruitment				
	OPS Hires Without eRecruit			HNT	Rehire without recruitment				
		Core	Data Change	RFA	Rehire final approval		X	X	
OPS-5 When an employee moves from a benefits-eligible position (TEAMS, faculty, USPS) to an OPS job in your department with no break in employment. He or she is giving up the benefits position to accept the OPS job.	Terminating an Employee	Department	Termination	ETJ LOF NRE RES TLJ	End temporary job Layoff Non-renewal Resignation End time limited job				X
			Or Retirement	DSR EDR EPR PHR RMT	Disability retirement End of DROP End phased retirement Phased retirement Normal retirement				
	OPS Hires With eRecruit OR OPS Hires Without eRecruit	After Level 1 and Level 2 approval of termination, department enters	Rehire	HPS	Hire previously salaried				
		Core Office	Data Change	RFA	Rehire final approval	X	X	X	X
OPS-6 When an employee moves from a benefits-eligible position (TEAMS, faculty, USPS) to an OPS job in a different department with no break in employment, the core office must be contacted	Terminating an Employee	Current Department	Termination Or Retirement	See above for related reasons					X

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
		Core Office (This action should include the new department ID)	Rehire	HPS	Rehire previously salaried				
	OPS Hires With eRecruit OR OPS Hires Without eRecruit	New department	Data Change	RND	Rehire in new department				
		Core Office	Data Change	RFA	Rehire final approval	X	X	X	X
OPS-7 When an employee moves from one OPS job to another OPS job with no break in employment to a different department via the hire process. To complete this hire, the core office must be contacted. The exiting department <u>does not complete any</u> job action	Hire Error: Employee ID Already Used	Core Office	Transfer	TND	Transfer to new department				X
	Student Employee Departmental Transfer OR OPS Hires With eRecruit OR OPS Hires Without eRecruit	Department	Data Change	IOH	Internal OPS hire		X		X

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
		Core Office	9999 To Current Date						
OPS-8 When an employee moves between two OPS salary plans— for example, from a federal work study to a student assistant job, from graduate assistant-general to graduate assistant-teaching or – research (or vice versa) in the same department	Change OPS Hourly to Student Assistant	Department	Data Change	CJO	Change job code/salary plan/benefit program		X	X	X
		Core Office	9999 To Current Date						
OPS-9 When adding a summer assignment for an OPS employee (graduate assistant who will not be taking classes in the summer or for OPS faculty member) for the first time. The first-time job action must be completed via the “Assign Additional Job”	Assign Additional Job	Department	Hire	SUJ	Summer job 9/10 month employee				
		Core Office	Data Change	HFA	Hire final approval		X	X	X
OPS-10 To end the summer assignment	Terminating an Employee	Department or Core Office	TER	ESA	End summer assignment				
		Core Office	9999 To Current Date					X	X
OPS-11 For subsequent summer appointments (be sure to re-use the established employee record number)		Department	Rehire	SUJ	Summer job 9/10 month employee				
		Core Office	Data Change	RFA	Rehire final approval		X	X	

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
OPS-12 To place an OPS employee (graduate assistant or OPS faculty only) on a short work break (to account for the summer semester for 9- or 10-month appointments)		UF Bridges ONLY	Short Work Break	SWB	Short work break				
OPS-13 To return an OPS employee (graduate assistant or OPS faculty only) from short work break in preparation for the fall semester		UF Bridges ONLY	Return from Short Work Break	RWB	Return from short work break				
OPS-14 When the FTE of an OPS job must be changed	Change FTE For All Categories of OPS	Department	Data Change	FTE	Change in FTE				
		Core Office	9999 To Current Date						
OPS-15 When an OPS employee must be changed from a 9- to 12-month job appointment (or vice versa). Salary should also be changed on job for exempt employees. Department also should verify compensation by indicating salary in work flow comments section. <u>This job action is only appropriate for academic OPS</u> —that is, OPS faculty and graduate assistants. It should NOT be used for any other OPS employees.		Department	Data Change	129 or	Change from 12 to 9 month		X	X	
				912	Change from 9 to 12 month		X	X	
		Core Office	9999 To Current Date						
OPS-16 When the University of Florida or the Florida Legislature is providing increases to all or a subset of employees (e.g., a		Core Office	Pay Rate Change	LEI or	Legislative increase			X	

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
minimum wage increase for all affected OPS employees), departments may be asked to populate or manipulate the UF Raise File. Associated job actions will be entered by core offices, not by departments									
				UFI	UF increase			X	
OPS-17 To provide a salary increase to an OPS employee when no job or job title change is involved		Department	Pay Rate Change	OTH or	Other			X	
				OFC	Off-cycle increase (for house staff)			X	
		Core Office	9999 To Current Date						
OPS-18 When a change to a salary must be made after Level 2 approval. May be entered by department or core office		Department (or core office)	Pay Rate Change	CPA	Correct previous rate entry			X	
		Core Office	9999 To Current Date						
OPS-19 When an OPS job must be moved from one department ID to another department ID in your area.	Changing Department IDs	Department	Data Change	CID	Change department ID		X	X	X
		Core Office	9999 To Current Date						
OPS-20 When the social security number of an OPS employee must be changed, contact the core office.		Core Office	Data Change	SSN	Change social security number			X	

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
A job action is required to indicate an effective date of the change even though the SSN is changed on biographical data. This job action should be completed on any active employee record number.									
		Core Office	9999 To Current Date						
OPS-21 When an employee's visa or work authorization (including I-9) has expired. May be entered by department or core office		Department (or core office)	Termination	WAE	Work authorization expiration		X	X	X
		Core Office	9999 To Current Date						
OPS-22 If that individual is subsequently reemployed in the same department	OPS Hires Without Using eRecruit	Department	Rehire	HNT	Rehire without recruitment				
		Core Office	Data Change	RFA	Rehire final approval		X	X	
OPS-23 When an employee terminates employment from UF (this is NOT the correct action when an employee terminates from your department to accept another job at UF with no break in service)	Terminating an Employee	Department	Termination	CTY DEA ESA ESC ETJ RES TFC WCS	End courtesy appt Death End summer assignment End extra compensation End temporary job Resignation Termination for cause Workers comp settlement		X	X	X
	Terminating an Employee		Or Retirement (OPS Faculty Only)	EPR	End phased retirement		X	X	X
TEAMS/USPS Position & Job Actions	Related Instructional Guide	Office	Action	Reason	Description	B	D	R	S
TU-1 When someone is hired for the	Reviewing Online	Department	Hire	HWR or	Hire with recruitment				

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
first time at UF as a TEAMS employee	Resumes, Interviewing Candidates, and Making a Job Offer AND Completing an External Hire								
	Hiring an Employee With a Position and Without Using eRecruit			HNR	Hire without recruitment				
		Core Office	Data Change	HFA	Hire final approval	X	X	X	
TU-2 When hiring someone into a new TEAMS position when the employee already has a job at UF that he or she is planning to keep. Job action must be completed via the "Assign Additional Job" navigation. Must follow UF's extra compensation guidelines.	Hire Error: Employee ID Already Used AND Assign Additional Job	Department	Hire	HWR or	Hire with recruitment				
	Hire Error: Employee ID Already Used AND Assign Additional Job			HNR	Hire without recruitment				
		Core Office	Data Change	HFA	Hire final approval	X	X	X	
TU-3 When someone is rehired at UF (that is, he or she already has a UFID and an Employee Record	Hire Error: Employee ID Already Used	Department	Rehire	HWR or	Rehire with recruitment				

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
Number), after he or she has terminated from UF employment and a break in employment has occurred. He or she is not currently employed at UF but is being reemployed in the same department	AND Completing an External Hire								
	Hire Error: Employee ID Already Used AND Hiring an Employee With a Position and Without Using eRecruit			HNT	Rehire without recruitment				
		Core Office	Data Change	RFA	Rehire final approval	X	X	X	
TU-4 If the employee is being rehired in a different department after he or she has terminated from UF employment and a break in employment has occurred, then the core office must be contacted		Core Office	Data Change	RND	Rehire in new department				
	Hire Error: Employee ID Already Used AND Reviewing Online Resumes, Interviewing Candidates, and Making a Job Offer	Department	Rehire	HWR or	Rehire with recruitment				

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
	AND Completing an External Hire								
	Hire Error: Employee ID Already Used AND Hiring an Employee With a Position and Without Using eRecruit			HNT	Rehire without recruitment				
		Core	Data Change	RFA	Rehire final approval	X	X	X	
TU-5 When an employee is being hired from some type of OPS job to a TEAMS position with no break in service in the same department, contact the core office		Core Office	Transfer	INT	Internal recruitment				
	Hire Error: Employee ID Already Used AND Reviewing Online Resumes, Interviewing Candidates, and Making a Job Offer AND	Department	Transfer	HPO	Transfer (hire) previously OPS	X	X	X	X

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
	Completing an Internal Hire								
		Core Office	9999 To Current Date						
TU-6 When an employee is being hired from some type of OPS job to a TEAMS position with no break in service in a different department, first contact a core office. This job action also will include a new department ID. The exiting department <u>does not complete any</u> job action		Core Office	Transfer	INT	Internal recruitment				
	Hire Error: Employee ID Already Used AND Reviewing Online Resumes, Interviewing Candidates, and Making a Job Offer AND Completing an Internal Hire	Department	Transfer	HPO	Transfer (hire) previously OPS	X	X	X	X
		Core Office	9999 To Current Date						

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
TU-7 When an employee moves from one TEAMS (or USPS) position to another, via the hire process, with no break in employment dates in the same or a different department ID, first contact a core office. The exiting department (as appropriate) does not complete any job action	Hire Error: Employee ID Already Used	Core Office	Transfer	INT	Internal recruitment				X
	Reviewing Online Resumes, Interviewing Candidates, and Making a Job Offer AND Completing an Internal Hire	Department	Demotion	DNP	Demotion without pay change	X	X	X	X
	Reviewing Online Resumes, Interviewing Candidates, and Making a Job Offer AND Completing an Internal Hire		Demotion	DPC	Demotion with pay change	X	X	X	X
	Reviewing Online Resumes, Interviewing Candidates, and Making a Job Offer		Promotion	PPC	Promotion with pay change	X	X	X	X

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
	AND Completing an Internal Hire								
	Reviewing Online Resumes, Interviewing Candidates, and Making a Job Offer AND Completing an Internal Hire		Promotion	PPN	Promotion without pay change	X	X	X	X
	Reviewing Online Resumes, Interviewing Candidates, and Making a Job Offer AND Completing an Internal Hire		Transfer	ROP	Reassignment without pay change	X	X	X	X
	Reviewing Online Resumes, Interviewing Candidates, and Making a Job Offer AND		Transfer	RWP	Reassignment with pay change	X	X	X	X

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
	Completing an Internal Hire								
		Core Office	9999 To Current Date						
TU-8 When an employee moves from a faculty to a TEAMS position via the hire process without a break in service. The exiting department does not complete any job action		Core Office	Transfer	INT	Internal recruitment				
		Department	Transfer	F2S	Faculty to staff	X	X	X	X
		Core Office	9999 to Current Date						
TU-9 When adding a summer assignment for a 9- or 10-month TEAMS or USPS employee for the first time. The first-time job action must be completed via the "Assign Additional Job"		Department	Hire	SUJ	Summer job 9/10 month employee				
		Core Office	Data Change	HFA	Hire final approval	X	X	X	
TU-10 To end the summer assignment		Department or Core Office	TER	ESA	End summer assignment	X		X	X
		Core Office	9999 To Current Date						
TU-11 For subsequent summer appointments (be sure to re-use the established employee record number)		Department	Rehire	SUJ	Summer job 9/10 month employee				
		Core Office	Data Change	RFA	Rehire final approval	X	X	X	

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
TU-12 To place a 9- or 10-month TEAMS or USPS employee on a short work break (to account for the summer semester for 9- or 10-month appointments)		UF Bridges ONLY	Short Work Break	SWB	Short work break	X			
TU-13 To return a 9- or 10-month employee from short work break in preparation for the fall semester		UF Bridges ONLY	Return from Short Work Break	RWB	Return from short work break	X	X		
TU-14 When the TEAMS or USPS employee's FTE must be changed, begin with a position action , which will automatically generate the correct job action	Change FTE for TEAMS, USPS, and Academic Personnel	Department	Position Change	FTE	FTE change	X			
		Core Office	9999 To Current Date						
TU-15 When a TEAMS or USPS employee must be changed from a 12- to 9-month appointment (or vice versa), begin with a position action , which will automatically generate the correct job action. Salary should be changed on job for exempt employees. Verify compensation by indicating salary in work flow comments section		Department	Position Change	129 or	Change from 12- to 9-month	X	X	X	
				912	Change from 9- to 12-month	X	X	X	
		Core Office	9999 To Current Date						
TU-16 When the University of Florida or the Florida Legislature is providing increases to all or a subset of employees (e.g.,		Core Office	Pay Rate Change	LEI or	Legislative increase	X		X	

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
TEAMS), departments may be asked to populate or manipulate the UF Raise File. Associated job actions will be entered by core offices, not be departments									
				UFI	UF increase	X		X	
TU-17 When a salary increase is provided to a TEAMS or USPS employee when no job or job title change is involved—typically via a special pay increase	Special Pay Increase	Department	Pay Rate Change	ADU	SPI assigned duties	X		X	
				COF	SPI counter offer	X		X	
Currently unavailable				ISI	SPI internal salary inequity	X		X	
Currently unavailable				MEQ	SPI market equity	X		X	
Currently unavailable				ROE	SPI retention of employee	X		X	
Currently unavailable				SCO	SPI salary compression	X		X	
Currently unavailable				SSP	SPI sustained superior performance	X		X	
		Core Office	9999 To Current Date						
TU-18 When a change to a salary must be made after Level 2 approval. May be entered by department or core office		Department (or core office)	Pay Rate Change	CPA	Correct previous rate entry	X		X	
		Core Office	9999 To Current Date						
TU-19 To place a USPS or TEAMS employee on leave of absence with or without pay but with benefits. If the absence is FMLA-qualifying, it should be indicated as such via the appropriate time	Leaves of Absence	Department	Paid Leave Of Absence	MDL	Medical leave	X		X	

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
reporting code in Time and Labor									
	Leaves of Absence			MIL	Military service	X		X	
	Leaves of Absence			PAR	Parental leave	X		X	
		Core Office	9999 To Current Date						
TU-20 To return the employee back to work after the leave of absence— with or without pay—but with benefits	Leaves of Absence		Return From Leave	RFL	Return from leave with pay	X		X	
		Core Office	9999 To Current Date						
TU-21 To place a USPS or TEAMS employee on a personal leave of absence—no pay, not eligible for employer contribution for benefits	Personal Leaves of Absence	Department	Leave Of Absence	PER	Personal leave of absence	X		X	
	Personal Leaves of Absence		Leave Of Absence	MIL	Military leave	X		X	
	Personal Leaves of Absence			MDL	Medical leave (when no longer eligible for employer-contribution for insurance)	X		X	
		Core Office	9999 To Current Date						
TU-22 To return the employee back to work after the personal leave of absence	Personal Leaves of Absence	Department	Return From Leave	RLN	Return from leave without pay	X		X	
		Core Office	9999 To Current Date						

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
TU-23 When an employee's visa or work authorization (including I-9) has expired. May be entered by department or core office		Department (or core office)	Termination	WAE	Work authorization expiration	X	X	X	X
		Core Office	9999 To Current Date						
TU-24 If that individual is subsequently reemployed in the same department	Hiring an Employee With a Position and Without Using eRecruit	Department	Rehire	HNT	Rehire without recruitment				
		Core Office	Data Change	RFA	Rehire final approval	X	X	X	
TU-25 To add a new TEAMS position. This is a position action	Add a Position	Department	Position Change	NEW	New position				
		Core Office	9999 To Current Date						
TU-26 When a substantial reorganization is occurring that includes moving many TEAMS or USPS positions to different department IDs. This is a position action		Core Office	Position Change	REO	Re-organization/restructure		X	X	
		Core Office	9999 To Current Date						
TU-27 When a position needs to be realigned from one department ID to another in your work area (most typically to accommodate time and labor needs). This is a position action	Changing Department IDs	Department	Position Change	CID	Change in department ID		X		X

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
		Core Office	9999 To Current Date						
TU-28 When you need to reclassify a TEAMS or USPS position to another title. This begins as a position action. If it is “filled” with an employee, a job action will automatically be generated. This action still must be reviewed and workflow initiated	Reclassifying a Position	Department	Position Change	JRC	Job reclassification (if the position is vacant)	X		X	
	Reclassifying a Position			RNP	Reclass without pay change (if employee is “on” position)	X	X	X	
	Reclassifying a Position			RPC	Reclass with pay change (if employee is “on position)	X	X	X	
		Core Office	9999 To Current Date						
TU-29 When the social security number of a USPS or TEAMS employee must be changed. A job action is required to indicate an effective date of the change even though the SSN is changed on biographical data. This job action should be completed on any active employee record number.		Core Office	Data Change	SSN	Change social security number	X		X	
		Core Office	9999 To Current Date						
TU-30 When the time reporting template must be changed for a USPS or		Department	Data Change	TCH	Change time reporting template				

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
TEAMS employee									
		Core Office	9999 To Current Date						
TU-31 When executive service must be added or removed from a TEAMS employee		Department	Data Change	CJO	Change job code/salary plan/benefit program				
		Core Office	9999 To Current Date						
TU-32 When an employee terminates employment from UF (this is NOT the correct action when an employee terminates from your department to accept another job at UF without a break in service)	Terminating an Employee	Department	Termination	DEA ESA ESC ETJ LOF NRE RES TFC TLJ TPD WCS	Death End summer assignment End extra compensation End temporary job Layoff Non-renewal Resignation Termination for cause End time limited job Teams probationary dismissal Workers comp settlement	X	X	X	X
	Terminating an Employee		Or Retirement	DSR EDR RMT	Disability Retirement End of DROP Normal Retirement	X	X	X	X
Faculty Position & Job Actions	Related Instructional Guide	Office	Action	Reason	Description	B	D	R	S
FA-1 When someone is hired for the first time at UF as a faculty member	Hiring an Employee With a Position and Without Using eRecruit	Department	Hire	HWR or	Hire with recruitment				

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
	AND UF Faculty Compliance								
	Hiring an Employee With a Position and Without Using eRecruit AND UF Faculty Compliance			HNR	Hire without recruitment				
		Core Office	Data Change	HFA	Hire final approval	X	X	X	
FA-2 When hiring someone into a new faculty position when the employee already has a job at UF that he or she is planning to keep. Job action must be completed via the "Assign Additional Job" navigation.	Assign Additional Job	Department	Hire	HWR or	Hire with recruitment				
				HNR	Hire without recruitment				
		Core Office	Data Change	HFA	Hire final approval	X	X	X	
FA-3 When a faculty member is rehired at UF (that is, he or she already has a UFID and an Employee Record Number), but a break in employment has occurred. He or she is not currently employed at UF but is being reemployed in the same department	Hire Error: Employee ID Already Used AND Hiring an Employee With a Position and Without Using eRecruit AND	Department	Rehire	HWR or	Rehire with recruitment				

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
	UF Faculty Compliance								
	Hire Error: Employee ID Already Used AND Hiring an Employee With a Position and Without Using eRecruit AND UF Faculty Compliance			HNT	Rehire without recruitment				
		Core Office	Data Change	RFA	Rehire final approval	X	X	X	
FA-4 If the faculty member is being rehired but he or she used to work in a different department, then the core office must be contacted		Core Office	Data Change	RND	Rehire in new department				
	Hire Error: Employee ID Already Used AND Hiring an Employee With a Position and Without Using eRecruit AND	Department	Rehire	HWR or	Hire with recruitment				

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
	UF Faculty Compliance								
	Hire Error: Employee ID Already Used AND Hiring an Employee With a Position and Without Using eRecruit AND UF Faculty Compliance			HNT	Rehire without recruitment				
		Core	Data Change	RFA	Rehire final approval	X	X	X	
FA-5 When the person is being hired from some type of OPS job to a faculty position with no break in service in the same department	Hiring an Employee With a Position and Without Using eRecruit AND UF Faculty Compliance	Department	Transfer	HPO or	Transfer (hire) previously OPS with recruitment	X	X	X	X
	Hiring an Employee With a Position and Without Using eRecruit	Department	Transfer	HPN	Transfer (hire) previously OPS without recruitment	X	X	X	X

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
	AND UF Faculty Compliance								
		Core Office	9999 To Current Date						
FA-6 When an employee is being hired from some type of OPS job to a faculty position with no break in service in a different department, first contact a core office. The exiting department <u>does not complete any</u> job action		Core Office	Transfer	TND	Transfer to new department				
	Hire Error: Employee ID Already Used AND Hiring an Employee With a Position and Without Using eRecruit AND UF Faculty Compliance	Department	Transfer	HPO or	Transfer (hire) previously OPS with recruitment	X	X	X	X
	Hire Error: Employee ID Already Used AND Hiring an Employee	Department	Transfer	HPN	Transfer (hire) previously OPS without recruitment	X	X	X	X

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
	With a Position and Without Using eRecruit AND UF Faculty Compliance								
		Core Office	9999 To Current Date						
FA-7 When a faculty member is moving from one department to another, via the hire process, first contact a core office. The exiting department <u>does not complete any</u> job action		Core Office	Transfer	TRD	Faculty transfer to different department				
	Hire Error: Employee ID Already Used AND Hiring an Employee With a Position and Without Using eRecruit AND UF Faculty Compliance	Department	Transfer	INT	Internal recruitment	X	X	X	X
		Core Office	9999 To Current Date						

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
FA-8 When a faculty member is promoting from assistant to associate professor, for example. This begins with a position action—which will automatically generate the job action		Department	Position Change	FPP or	Faculty promotion with pay change	X		X	
				FPW	Faculty promotion without pay change			X	
		Core Office	9999 To Current Date						
FA-9 When an employee moves from a TEAMS or USPS position to a faculty position with no break in service. The exiting department does not complete any job action		Core Office	Transfer	INT	Internal recruitment				
		Department	Transfer	S2F	Staff to faculty	X	X	X	X
		Core Office	9999 to Current Date						
FA-10 When adding a summer assignment for a 9- or 10-month faculty member for the first time. The first-time job action must be completed via the “Assign Additional Job”		Department	Hire	SUJ	Summer job 9/10 month employee				
		Core Office	Data Change	HFA	Hire final approval	X	X	X	
FA-11 To end the summer assignment		Department or Core Office	TER	ESA	End summer assignment				
		Core Office	9999 To Current Date			X		X	X

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
FA-12 For subsequent summer appointments (be sure to re-use the established employee record number)		Department	Rehire	SUJ	Summer job 9/10 month employee				
		Core Office	Data Change	RFA	Rehire final approval	X	X	X	
FA-13 To place a 9- or 10-month faculty member (to account for the summer semester for 9- or 10-month appointments)		UF Bridges ONLY	Short Work Break	SWB	Short work break	X			
FA-14 To return a 9- or 10-month faculty member from short work break in preparation for the fall semester		UF Bridges ONLY	Return from Short Work Break	RWB	Return from short work break	X	X		
FA-15 When a faculty member's FTE must be changed, begin with a position action , which will automatically generate the correct job action (do not use when he or she is going on sabbatical)	Change FTE for TEAMS, USPS, and Academic Personnel	Department	Position Change	FTE	FTE change	X			
		Core Office	9999 To Current Date						
FA-16 When a faculty member must be changed from a 12- to 9-month appointment (or vice versa), begin with a position action , which will automatically generate the correct job action. Salary should be changed on job. Verify compensation by indicating salary in work flow comments section		Department	Position Change	129 or	Change from 12- to 9-month	X	X	X	
				912	Change from 9- to 12-month	X	X	X	

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
		Core Office	9999 To Current Date						
FA-17 When the University of Florida or the Florida Legislature is providing increases to all or a subset of employees (e.g., faculty), departments may be asked to populate or manipulate the UF Raise File. Associated job actions will be entered by core offices, not by departments		Core Office	Pay Rate Change	LEI or	Legislative increase	X		X	
				UFI	UF increase	X		X	
				SPP	Faculty salary plan increase	X		X	
FA-18 When a salary increase is to be awarded to a faculty member not as a result of an administrative supplement or promotion		Department	Pay Rate Change	ITB or	Other increase to base salary	X		X	
				COF	SPI counter offer	X		X	
		Core Office	9999 To Current Date						
FA-19 When an administrative title is being awarded to a faculty member without an administrative supplement (or removed), begin with a position action, which will automatically generate the correct job action.		Department	Position Change	TTL	Title change			X	X if adm title is deleted

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
		Core Office	9999 To Current Date						
FA-20 When an administrative title and administrative supplement are being provided to a faculty member, begin with a position action, which will automatically generate the correct job action		Department	Pay Rate Change	AAS	Add administrative title and supplement	X		X	
		Core Office	9999 To Current Date						
FA-21 To remove the administrative title and supplement		Department	Pay Rate Change	DAS	Delete administrative title and supplement	X		X	X
		Core Office	9999 To Current Date						
FA-22 When a change to a salary must be made after Level 2 approval. May be entered by department or core office		Department (or core office)	Pay Rate Change	CPA	Correct previous rate entry	X		X	
		Core Office	9999 To Current Date						
FA-23 To place a faculty member on leave of absence with or without pay but with benefits, including sabbatical and professional development leave. If the absence if FMLA-qualifying, it should be indicated as such via the appropriate time reporting code in Time and Labor	Leaves of Absence	Department	Paid Leave Of Absence	MDL	Medical leave	X		X	

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
	Leaves of Absence			MIL	Military service	X		X	
	Leaves of Absence			PAR	Parental leave	X		X	
				FTS	Full-time sabbatical	X		X	
				PTS	Part-time sabbatical			X	
				PDL	Professional development leave	X		X	
				PTP	Part-time paid professional development leave	X		X	
		Core Office	9999 To Current Date						
FA-24 To return the employee back to work after the leave of absence—with or without pay—but with benefits	Leaves of Absence		Return From Leave	RFL	Return from leave with pay	X		X	
				RSA	Return from sabbatical	X		X	
				RSF	Return from sabbatical with FTE change	X		X	
				RPD	Return from professional development leave	X		X	
				RPF	Return from professional development leave with FTE change	X		X	
		Core Office	9999 To Current Date						
FA-25 To place a faculty member on a personal leave of absence—no pay, not eligible for employer contribution for benefits	Personal Leaves of Absence	Department	Leave Of Absence	PER	Personal leave of absence	X		X	
	Personal Leaves of Absence			MIL	Military leave	X		X	
	Personal Leaves of			MDL	Medical leave (when no longer eligible for employer-	X		X	

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
	Absence				contribution for insurance)				
		Core Office	9999 To Current Date						
FA-26 To return the employee back to work after the leave of absence	Personal Leaves of Absence	Department	Return From Leave	RLN	Return from leave without pay	X		X	
		Core Office	9999 To Current Date						
FA-27 When a faculty member's visa or work authorization (including I-9) has expired. May be entered by department or core office		Department (or core office)	Termination	WAE	Work authorization expiration	X	X	X	X
		Core Office	9999 To Current Date						
FA-28 If that individual is subsequently reemployed in the same department	Hiring an Employee With a Position and Without Using eRecruit	Department	Rehire	HNT	Rehire without recruitment				
		Core Office	Data Change	RFA	Rehire final approval	X	X	X	
FA-29 To add a new faculty position. This is a position action	Add a Position	Department	Position Change	NEW	New position				
		Core Office	9999 To Current Date						
FA-30 To transfer a faculty member and his or her position from one department or program to another.		Department	Position Change	XFR	Transfer		X	X	X

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
This is a position action									
		Core Office	9999 To Current Date						
FA-31 When a substantial reorganization is occurring that includes moving many faculty positions to different department IDs. This is a position action		Core Office	Position Change	REO	Re-organization/restructure		X		X
		Core Office	9999 To Current Date						
FA-32 When the social security number of a faculty member must be changed. A job action is required to indicate an effective date of the change even though the SSN is changed on biographical data. This job action should be completed on any active employee record number.		Core Office	Data Change	SSN	Change social security number	X		X	
		Core Office	9999 To Current Date						
FA-33 When executive service must be added or removed from a faculty member		Department	Data Change	CJO	Change job code/salary plan/benefit program	X	X	X	
		Core Office	9999 To Current Date						

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
FA-34 When an employee terminates employment from UF (this is NOT the correct action when an employee terminates from your department to accept another job at UF without a break in service)	Terminating an Employee	Department	Termination Or	CTY DEA ESA ESC NRE PKS RES TFC WCS	End courtesy appt Death End summer assignment End extra compensation Non-renewal End PK Yonge supplement Resignation Termination for cause Workers comp settlement	X	X	X	X
	Terminating an Employee		Retirement	DSR EDR PHR REM RMT	Disability retirement End of DROP Phased retirement Retire with Emeritus status Normal retirement	X	X	X	X
Temporary TEAMS/USPS Job Actions	Related Instructional Guide	Office	Action	Reason	Description	B	D	R	S
Temp-1 When someone is hired for the first time at UF as a temporary TEAMS employee	Reviewing Online Resumes, Interviewing Candidates, and Making a Job Offer AND Completing an External Hire OR Hiring an Employee With a Position and Without Using eRecruit	Department	Hire	TMP	Temporary assignment				
		Core Office	Data Change	HFA	Hire final approval	X	X	X	

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
Temp-2 If an existing employee is being hired in the same department in a temporary appointment	Completing an Internal Hire	Department	Data Change	TAS	Temporary assignment	X	X	X	X
		Core Office	9999 To Current Date						
Temp-3 To remove a temporary assignment from an employee—thereby returning the employee to his or her original position		Department	Data Change	RTA	Return from temporary assignment	X	X	X	X
		Core Office	9999 To Current Date						
Temp-4 If the employee is being rehired in a temporary appointment in the same department after he or she has terminated from UF employment and a break in employment has occurred	Hire Error: Employee ID Already Used AND Reviewing Online Resumes, Interviewing Candidates, and Making a Job Offer AND Completing an External Hire OR Hiring an Employee With a Position and Without Using eRecruit	Department	Rehire	TAS	Temporary assignment				

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
		Core Office	Data Change	HFA	Hire final approval	X	X	X	
Temp-5 If the employee is being rehired in a temporary appointment in a different department after he or she has terminated from UF employment and a break in employment has occurred, into a temporary appointment, then the core office must be contacted		Core	Transfer	TND	Transfer to new department				
	Hire Error: Employee ID Already Used AND Reviewing Online Resumes, Interviewing Candidates, and Making a Job Offer AND Completing an External Hire OR Hiring an Employee With a Position and Without Using eRecruit	Department	Rehire	TAS	Temporary assignment				
		Core Office	Data Change	HFA	Hire final approval	X	X	X	
OPS Job Actions in Support of Additional Pay as well as	Related Instructional	Office	Action	Reason	Description	B	D	R	S

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
Additional Pay for Fellowships	Guide								
AP-1 When you wish to hire someone so that you may provide additional pay to an employee who works at UF but not in your department (in a department ID for which you do not have security access). Job action must be completed via the “Assign Additional Job” navigation	Providing Additional Pay for Someone Not in Your Department	Department	Hire	HNR or	Hire without recruitment				
				ESC	Approved extra compensation				
		Core Office	Data Change	HFA	Hire final approval		X	X	
AP-2 When you wish to complete a hire so that you can provide a stipend for a fellowship		Department or Core Office	HIR	FEL	Appoint pre or postdoc fellow				
		Core Office	DTA	HFA	Hire final approval		X	X	
AP-3 When you must terminate an appointment for a fellow		Department or Core Office	TER	FEL	End pre- or postdoc fellow appointment			X	X
		Core Office	9999 To Current Date						
AP-4 When you wish to compensate someone solely via additional pay—he or she will not be compensated in any other fashion at UF and does not work elsewhere on campus	Providing Additional Pay for Someone Not in Your Department	Department	Hire	HNR	Hire without recruitment				
		Core Office	Data Change	HFA	Hire final approval		X		
AP-5 You must terminate someone who was hired solely to provide him or her with additional pay	Terminating an Employee	Department	Termination	TAP or	Terminate additional pay				
				ESC	End extra compensation		X	X	X
		Core Office	9999 To Current Date						
AP-6	Additional	Department	Rehire	HNT or	Rehire without recruitment				

	Related Instructional Guide(s)	Office	Action	Reason	Description	B	D	R	S
You are rehiring someone into an OPS job, or employee record number, to pay him or her additional pay. He or she has worked in your department before	Pay								
				ESC	Approved extra compensation				
			Data Change	RFA	Rehire final approval		X	X	
AP-7 You are hiring a non-resident alien to provide additional pay (non-wage scholarship, independent contractor, honorarium, award)—please contact Tax Services for instructions									