



HRMS Action Reason

Usage Guide

September 2011



Washington University in St. Louis



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HRMS Action Reason Usage Guide
Office of Human Resources

Action	Action Definition	Reason	When to Use	NEE or EE?
Add Non-Employee	Automatic when you use "Add non-employee" to put on a new person	<i>Affiliated (External Funding)</i>	Individuals who receive pay from an outside organization (not paid by WU)	NEE
		<i>Benefits Billing</i>	Benefits use only	NEE
		<i>COBRA Participant</i>	Benefits use only	NEE
		<i>Security Access Only</i>	Non-employees who are entered into HRMS only to give access to any Washington University system	NEE
		<i>Phone Book Information</i>	Non-employees who are entered solely to appear in the University phone book (Ternion)	NEE
		<i>Return Former NEE from History</i>	Should the SSN page search indicate the person is found in appointment history, documents the employee was a former NEE in FIS	NEE
		<i>Stipend Payments</i>	All stipend recipients (post docs, residents, graduate and undergraduate students)	NEE
		<i>WU Affiliation</i>	Non-paid appointments that require at least one job row to be set up: courtesy appts., emeritus appts., non-paid visiting appts., all non-paid staff appts., non-paid residents	NEE

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Additional Role	Automatic when you use "Add concurrent job" to add secondary jobs	<i>Affiliated (External Funding)</i>	Key for any person that will receive pay from an outside organization (not paid by WU)	NEE
		<i>Department Chair/Director Role</i>	Administrative secondary titles that pay salary	EE
		<i>Employment</i>	Paying wages on a secondary job	EE
		<i>Stipend Payments</i>	Paying stipends on a secondary role	NEE
		<i>WU Affiliation</i>	A secondary role for non-employee that has no pay (such as courtesy appointments)	NEE
		<i>Sourcing Only</i>	Creating a secondary job/role solely for the purpose of sourcing (medical school use only)	NEE or EE

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Completion	Ending a secondary job or a non-employee role; also use when a prime is ending but the person is remaining employed in a secondary job, which will become prime	<i>Completed Additional Role</i>	Ending a secondary job/role for any reason	NEE or EE
		<i>Board Member Term Completed</i>	HR use only	NEE
		<i>Death</i>	Ending a non-employee role due to death	NEE
		<i>Moving to EE Status</i>	Ending a NEE role if the person will be hired as an employee	NEE
		<i>End Security Access</i>	Ending a NEE job created just to provide security access in the system	NEE
		<i>Post/PreDoc/Resident Program Completed</i>	Ending a NEE job when the student/fellow has finished the academic program	NEE
		<i>New Primary Job</i>	Ending the primary job so that a secondary will become the new prime	NEE or EE
		<i>Sourcing Changed</i>	Ending a secondary job created just for sourcing when that sourcing stops	NEE or EE
		<i>Summer Program Completed</i>	End of summer program	EE
		<i>Immigration Status Not Renewed</i>	For a non-employee, ending the job when visa status is not renewed	NEE
		<i>WU Affiliation Ended</i>	Ending non-paid appointments that required at least one job row to be set up: courtesy appts., emeritus appts., non-paid visiting appts., all non-paid staff appts., non-paid residents	NEE

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Data Change	Correcting or changing data on the job row as described in the reasons	Correct Annual Benefit Base Rate	Changing the Annual Benefit Base rate from the value calculated by the system on the Compensation page	NEE or EE
		Correct Department	Correcting the department number when it is incorrect. NOTE: <i>This is not a transfer; the person was physically in the right department, but the record was wrong.</i>	NEE or EE
		Correct Job Code/Title	Correcting the job code when it is incorrect; reflecting a change in role and title when such a change occurs (not a promotion or demotion); changing the department use title on Add'l Job Data	NEE or EE
		Campus Address Change	Changing the work location, campus box, or room number	NEE or EE
		Conferring Title	Changing the job code on an academic person who was previously sourced in a department using the 2NR job code or if a named title is to be given to an employee	EE
		Change Primary/Secondary Job	Changing which job is prime or secondary by changing the job indicator	NEE or EE
		Change/Increase in STP Level	Changing the amount paid to a fellow	NEE
		Redistribute Salary	Changing compensation on a job to reallocate salary among departments that are sourcing	NEE or EE
		Correct FICA status	Changing FICA (Payroll use only)	EE
		FTE/Standard Hours Change	Changing status from full- to part-time or vice versa; correcting incorrect hours	EE

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Data Change (cont'd)	Correcting or changing data on the job row as described in the reasons	<i>Role/Type Change</i>	Correcting the Type selected for a given Role on the Add'l Job Data page	NEE or EE
		<i>Correct Location</i>	Changing work location only	NEE or EE
		<i>Change NRA Group ID</i>	Changing tax ID for non-resident aliens (foreign nationals) (Payroll use only)	NEE or EE
		<i>Correction - Other Data</i>	Correcting any other data not specifically addressed by a separate reason, such as Total Salary, or to correct a group of data	NEE or EE
		<i>Pay Group Change</i>	Correcting pay group by itself	NEE or EE
		<i>Phased Retirement Faculty</i>	Updating a faculty member's FTE when reduced due to retirement	EE
		<i>Regular/Temporary Change</i>	Changing or correcting status from regular to temporary or vice versa	EE
		<i>Change Tot Ann Pymt Due to Secondary</i>	Correcting total annual payment on the prime when a secondary role is being added	
		<i>Correct Tax Location</i>	Changing tax location (Payroll use only)	EE
		<i>Correct Total Annual Payment</i>	Correcting Total Annual Payment	NEE or EE
		<i>Due to Transfer</i>	Changing data on a row transferred to a department. so that the data is correct for the new department	NEE or EE
<i>Change Track</i>	Changing the job code in order to reflect a new track (tenure, investigator, clinician, etc.)	EE		

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Demotion	When an employee moves from one position to another at a lower grade or level	<i>Involuntary with Pay Rate Chge</i>	Moving an EE from one job to another with lower pay grade and lesser responsibilities. The EE's base pay rate has been lowered . NOTE: <i>This does not include situations where changes to FT/PT status or differential pay affect earnings at the same base pay rate.</i>	EE
		<i>Involuntary without Pay Rate Chge</i>	Moving an EE from one job to another with lower pay grade and lesser responsibilities. The EE's base pay rate has not been lowered . NOTE: <i>This does not include situations where changes to FT/PT status or differential pay affect earnings at the same base pay rate.</i>	EE
		<i>Voluntary with Pay Rate Chge</i>	An EE has moved from one job to another with lower pay grade and lesser responsibilities. The EE's base pay rate has been lowered . NOTE: <i>This does not include situations where changes to FT/PT status or differential pay affect earnings at the same base pay rate.</i>	EE
		<i>Voluntary without Pay Rate Chge</i>	An EE has moved from one job to another with lower pay grade and lesser responsibilities. The EE's base pay rate has not been lowered . NOTE: <i>This does not include situations where changes to FT/PT status or differential pay affect earnings at the same base pay rate.</i>	EE

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<p align="center">Hire</p>	<p>Entering an employee hired to work for wages. NOTE: This is used for the first hire only.</p>	<p><i>Distinguished Title</i></p>	<p>Faculty appointment holding a non-paid distinguished title on a faculty member; there is no paid job, but employment has been implied by the person holding tenure status. NOTE: Do not use for non-paid, non-tenured faculty.</p>	<p align="center">EE</p>
		<p><i>Former Employee from History</i></p>	<p>Rehiring a person who worked and terminated prior to HRMS conversion on 12/22/02. NOTE: This person exists only in Appt History, but should be labeled a former employee.</p>	<p align="center">EE</p>
		<p><i>Employment</i></p>	<p>Hiring an employee into a job that pays wages. NOTE: This should be the majority of cases when hiring.</p>	<p align="center">EE</p>
		<p><i>Tenure Title</i></p>	<p>Faculty appointment holding a non-paid tenure title on a faculty member; there is no paid job, but employment has been implied by the person holding tenure status. NOTE: Do not use for non-paid, non-tenured faculty.</p>	<p align="center">EE</p>

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Job Reclassification	Job description duties are reviewed by HR and it is determined that the employee has been misclassified. Title and/or grade are changed but duties stay the same. No vacancy is created when the reclassification occurs	<i>Due to Market (Pay Rate Chge)</i>	Changing title and/or grade due to market data; a pay rate change is warranted. NOTE: This type of review is completed by HR. No vacancy is created when the reclassification occurs.	EE
		<i>Market (No Pay RateChge)</i>	Changing title and/or grade due to market data; no change in pay rate. NOTE: This type of review is completed by HR. No vacancy is created when the reclassification occurs.	EE
		<i>Job Content (Pay Rate Chge)</i>	Changing title and/or grade due to job content; a pay rate change is warranted. NOTE: This type of review is completed by HR. No vacancy is created when the reclassification occurs.	EE
		<i>Job Content (No Pay Rate Chge)</i>	Changing title and/or grade due to job content; no change in pay rate. NOTE: This type of review is completed by HR. No vacancy is created when the reclassification occurs.	EE

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Layoff	Formal layoff of union employees as defined in the union contract	<i>Reduced Hours or Budget</i>	Union employee is in a position where hours or budget have been eliminated	EE
		<i>Reorganization</i>	Union employee is in a position that has been eliminated due to reorganization	EE
		<i>Strike or Lock-out</i>	Union employee has been laid off due to strike or lock-out actions	EE
		<i>Temporary Slowdown of Work</i>	Union employee has been laid off due to temporary reduction in available work	NEE or EE

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Leave of Absence (Unpaid)	Non-paid formal leave of absence as defined in HR policies	<i>Awaiting Visa Renewal</i>	Foreign national can not work or receive pay from WU while visa status is being renewed; no accrued vacation available for use	EE
		<i>Extended Leave - Non-Paid</i>	Employee is out on an unpaid leave of more than the 12 weeks allowed for FMLA. NOTE: Base pay, sick pay, or vacation pay is not being paid.	EE
		<i>Faculty LOA</i>	Employed faculty member has been placed on non-paid leave of absence under the Faculty Leave of Absence policy. NOTE: Base pay is not being paid.	EE
		<i>Family and Medical Leave Act</i>	Employee has been placed on non-paid leave under the Family Medical Leave Act. NOTE: Base pay, sick pay, or vacation pay is not being paid.	EE
		<i>Danforth Departmental/FMLA</i>	Employee has been placed on non-paid leave under the Danforth Campus departmental leave policy. NOTE: Base pay, sick pay, or vacation pay is not being paid.	EE
		<i>Danforth University</i>	Employee has been placed on non-paid leave under the Danforth Campus University leave policy. NOTE: Base pay, sick pay, or vacation pay is not being paid.	EE
		<i>Military Service</i>	Employee has been placed on non-paid leave due to military service. NOTE: Base pay, sick pay, or vacation pay is not being paid by WU.	EE

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<p style="text-align: center;">Leave of Absence (Unpaid) (cont'd)</p>	<p>Non-paid formal leave of absence as defined in HR policies</p>	<p><i>Non-FMLA Medical</i></p>	<p>Employee has a medical reason for leave but does not meet the service or hours eligibility criteria for FMLA</p>	<p>EE</p>
		<p><i>Faculty Parental-No Tenure</i></p>	<p>Academic employee meets the criteria for parental leave but has no tenure</p>	<p>EE</p>
		<p><i>Faculty Parental - Tenured</i></p>	<p>Academic employee meets the criteria for parental leave and has tenure status</p>	<p>EE</p>
		<p><i>Personal</i></p>	<p>Employee has been placed on non-paid leave under either campus's Personal Leave policy. NOTE: No base pay, sick pay, or vacation pay is being paid by WU.</p>	<p>EE</p>
		<p><i>Faculty Sabbatical</i></p>	<p>Faculty member is out on an unpaid sabbatical</p>	<p>EE</p>
		<p><i>Semester Schedule</i></p>	<p>Employee is on an unpaid leave between semesters</p>	<p>EE</p>

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Long Term Disability	A formal status when an employee or benefit-eligible non-employee is unable to work and has met the eligibility criteria for the University's LTD plans	<i>Long Term Disability</i>	Benefits Office has determined that an employee (or eligible non-employee) should be placed on LTD to cover an absence from work	NEE or EE

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Paid Leave of Absence	Employee is on a formal leave of absence and is being paid under one of the University's leave plans	<i>Awaiting Visa Renewal</i>	Foreign national can not be working while visa status is being renewed and has accrued vacation to be used	EE
		<i>Extended Leave - Paid</i>	More time is needed for medical leave but the 12 weeks of FMLA have expired	EE
		<i>Faculty LOA</i>	Faculty member is on paid leave of absence and meets the criteria for faculty LOA	EE
		<i>Faculty Parental</i>	Faculty member is out on paid leave of absence and meets the criteria for faculty parental leave	EE
		<i>Family & Med Leave Act</i>	Staff or faculty employee is placed on paid leave of absence under the Family Medical Leave Act policy. NOTE: Pay may be base, sick, or vacation pay.	EE
		<i>Danforth Departmental/FMLA</i>	Employee is placed on paid leave under the Danforth Campus departmental leave policy. NOTE: Pay may be base, sick, or vacation pay.	EE
		<i>Military Service</i>	Employee is placed on paid leave due to military service. NOTE: Pay may be vacation pay.	EE
		<i>Non-FMLA Medical</i>	Employee is placed on paid leave for medical reasons, but does not meet the service or hours requirement to use FMLA	EE
		<i>Personal</i>	Employee is placed on paid leave under either campus' personal leave policy. NOTE: Pay may be base, sick, or vacation pay.	EE

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<p style="text-align: center;">Paid Leave of Absence (cont'd)</p>	<p>Employee is on a formal leave of absence and is being paid under one of the University's leave plans</p>	<p><i>Faculty Parental - No Tenure</i></p>	<p>Faculty member is out on paid leave due to parenting responsibilities and meets the eligibility criteria for faculty parental leave, but has no tenure</p>	<p style="text-align: center;">EE</p>
		<p><i>Faculty Sabbatical</i></p>	<p>Faculty member is on sabbatical</p>	<p style="text-align: center;">EE</p>
		<p><i>Semester Schedule</i></p>	<p>Employee is on paid leave between semesters</p>	<p style="text-align: center;">EE</p>

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Pay Rate Change	An employee's base or supplemental pay has been increased or decreased (ongoing). <i>NOTE: Do not use for non-employee stipend adjustments.</i>	<i>Resuming Academic Duties</i>	Faculty member steps down from an administrative position to adjust academic rank, and pay is decreased	EE
		<i>Academic Year Pay</i>	Placing exempt employee on or removing him/her from academic year pay (Danforth Campus only)	EE
		<i>Add Aca/Admin Duties</i>	Faculty member takes on additional academic or administrative duties	EE
		<i>Pay Rate Correction</i>	Correcting incorrect rate of pay from a previous effective date	EE
		<i>Equity Adjustment</i>	Changing a rate of pay to address pay equity issues. <i>NOTE: In this situation, HR should be involved.</i>	EE
		<i>Market Adjustment</i>	Changing employee's pay due to market adjustment. <i>NOTE: In this situation, HR should be involved.</i>	EE
		<i>Merit/Annual</i>	Changing an employee's pay due to merit or annual increase (one merit per year)	EE
		<i>Fac Comp Plan Adjust-Base</i>	Adjusting the base pay portion of faculty compensation under a formal compensation plan (School of Medicine only)	EE
		<i>Probation Increase</i>	Employee receives probationary increase six months after hire	EE
		<i>Program Rate Change</i>	Change to amount paid	EE
<i>Semester Schedule</i>	Amount differs from original semester payment	EE		

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<p style="text-align: center;">Pay Rate Change (cont'd)</p>	<p>An employee's base or supplemental pay has been increased or decreased (ongoing). <i>NOTE: Do not use for non-employee stipend adjustments.</i></p>	<p><i>Reduction in Pay</i></p>	<p>Employee's base pay has been reduced. NOTE: <i>This situation is not associated with a demotion, which has its own reason.</i></p>	<p style="text-align: center;">EE</p>
		<p><i>Union Contract Wage</i></p>	<p>Pay rate change due to contracted union wage</p>	<p style="text-align: center;">EE</p>

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Promotion	Employee moves from one position to another at a higher grade	<i>Courtesy Promotion</i>	Courtesy titles advance (such as from assistant professor to associate professor)	NEE
		<i>Promotion (No Pay Rate Chge)</i>	Employee moves from one position to another of higher grade and more responsibility. NOTE: <i>Pay rate remains the same.</i>	EE
		<i>Promotion (Pay Rate Chge)</i>	Employee moves from one position to another of higher grade and more responsibility. NOTE: <i>The employee's base pay rate is increased.</i>	EE
		<i>Temporary Promo (No Pay Rate Chge)</i>	Temporarily moving an employee from one position to another of higher grade and more responsibility. NOTE: <i>The pay rate remains the same, and it is expected that the employee will return to a lower level position.</i>	EE
		<i>Temporary Promotion (Pay Rate Chge)</i>	Temporarily moving an employee from one position to another of higher grade and more responsibility. NOTE: <i>The employee's base pay rate is temporarily increased, and it is expected that the employee and the rate of pay will return to a lower level at some defined point.</i>	EE

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Recall from Suspension/Layoff	Union employee is returning to active status from formal disciplinary suspension or layoff	<i>Recall from Suspension (no pay rate change)</i>	Returning an employee from a non-paid state of suspension to active status with the same rate of pay as held prior to suspension	EE
		<i>Recall from Layoff (no pay rate change)</i>	Returning employee from a non-paid state of layoff to active status with the same rate of pay as held prior to layoff	EE
		<i>Recall from Layoff (pay rate change)</i>	Returning employee from a non-paid state of layoff to active status with a new rate of pay compared to that received prior to layoff	EE
		<i>Recall from Suspension (pay rate change)</i>	Returning employee from a non-paid state of suspension to active status with a new rate of pay compared to that received prior to suspension	EE

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Rehire	Returning terminated employee to work (employment)	<i>Distinguished Title</i>	Rehiring former employee with a distinguished title without a wage-paying job. NOTE: <i>This individual must be tenured. This situation is a rare occurrence.</i>	EE
		<i>Returned Within 30 Days</i>	Rehiring former employee within 30 days of prior termination date (reinstates benefits). NOTE: <i>A new I-9 is <u>not</u> needed on the Danforth Campus.</i>	EE
		<i>Reinstatement</i>	Reinstating former employee where required by law or formal agreement. NOTE: <i>This usually returns the employee to the same or a similar job as that previously held with full seniority and benefits intact. HR should be involved.</i>	EE
		<i>Returned After 30 Days</i>	Rehiring former employee who returns to active employment more than 30 days after prior date of termination. NOTE: <i>Benefits are not reinstated.</i>	EE
		<i>Retiree RTW Within 30 Days</i>	Rehiring current retiree who returns to active employment within 30 days of retirement date	EE
		<i>Retiree RTW After 30 Days</i>	Rehiring current retiree who returns to active employment more than 30 days after retirement date	EE
		<i>TenureTitle</i>	Rehiring former employee who is returning only to hold a tenured title without a wage-paying job	EE

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Retirement	Employee terminates and meets the formal eligibility criteria stated in the university's 403(b) plan	<i>Discharged</i>	Ending an employee record when the University has decided to terminate employment and the person meets eligibility for retirement	EE
		<i>Job Elimination</i>	Ending an employee record when the employee leaves the University due to job elimination and he/she is eligible for retirement	EE
		<i>Other Job</i>	Ending an employee record when the employee leaves the University for other employment and is eligible for retirement	EE
		<i>Personal Reasons</i>	Ending an employee record when the employee leaves the University due to personal reasons and is eligible for retirement	EE
		<i>Successive Retirement</i>	Ending an employee record when the employee is a retiree who has returned to work and is subsequently leaving the University	EE

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Return From Disability	Bringing an employee who is on LTD back to active status (working)	Modified Schedule (No Pay Rate Chge)	Returning an employee from LTD to active status in a job with a modified work schedule. NOTE: Standard hours, FTE, and earnings may be affected.	EE
		Regular Schedule (No Pay Rate Chge)	Returning an employee from LTD to active status in a job with the same standard hours and FTE. NOTE: Pay is not changed.	EE
		Regular Schedule (Pay Rate Chge)	Returning an employee from LTD to active status in a job with the same standard hours and FTE. NOTE: A change to the employee's rate of pay has occurred.	EE
		Modified Schedule (Pay Rate Chge)	Returning an employee from LTD to active status in a job with a modified work schedule and pay rate change. NOTE: Standard hours and FTE may also be affected.	EE

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Return From Short Work Break	Returning employee/non-employee from short work break (summer or semester schedule) to active status. <i>NOTE: Do not use for benefit-eligible employees.</i>	Absent From Academic Program	Returning a non-employee's record to active status following absence from his/her academic program	NEE
		Work Break Between Jobs	Returning an employee to work after a break between jobs	EE
		Semester Schedule (No Pay Rate Chge)	Returning an employee to work following absence of one semester. NOTE: For individuals who work every fall or spring semester. Pay rate remains the same.	EE
		Summer Break (Pay Rate Change)	Returning an employee to work following summer break. NOTE: Pay rate changes.	EE
		Summer Break (No Pay Rate Change)	Returning an employee to work following summer break. NOTE: Pay rate remains the same.	EE
		Semester Schedule (Pay Rate Chge)	Returning an employee to work following absence of one semester. NOTE: For individuals who work every fall or spring semester. Pay rate changes.	EE
		Immigration Status Renewed	Returning a person to active status following short work break due to visa renewal (Payroll or International House use only). NOTE: This status indicates that the visa has been renewed or granted.	NEE or EE

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Return from Leave	Returning an employee from formal leave to active status (working)	To Same Job (No Pay Rate Chge)	Returning an employee from leave to active status in the same job and department, at the same rate of pay	EE
		To Different Job (No Pay Rate Chge)	Returning an employee from leave to active status in a different job in the same department, at the same rate of pay. NOTE: <i>To return to a different job in a different department, the employee must return to his/her current department, then transfer.</i>	EE
		Same Job (Pay Rate Chge)	Returning an employee from leave to active status in the same job and department, at a different rate of pay. NOTE: <i>This could be due to increases that occurred during the employee's absence to which he/she is entitled. This does not address changes in earnings due to changes in FT/PT status or differential pay.</i>	EE
		Different Job (Pay Rate Chge)	Returning an employee from leave to active status in a different job in the same department, with a different rate of pay. NOTE: <i>This does not address changes in earnings due to changes in FT/PT status or differential pay. To return to a different job in a different department, the employee must return to his/her current department, then transfer.</i>	EE

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Return Non-Employee	Returning a non-employee to an active role	<i>Renew Other WU Affiliation</i>	Returning a non-employee to a non-paid role	NEE
		<i>Resume Stipend/Fellowship</i>	Returning a non-employee to resume stipend or fellowship	NEE
		<i>Return Former NEE from History</i>	Returning an individual when the SSN page indicates that he/she is found in appointment history. NOTE: <i>This status documents that the individual was a former non-employee.</i>	NEE

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Short Work Break	Placing an employee on an inactive, non-paid status over the summer or to bridge a semester when he/she is not working. Use to place a non-employee on the same status when he/she is away from his/her academic program. <i>NOTE: This is not a leave of absence and is not to be used for benefit-eligible employees. Short work breaks can last up to nine months.</i>	<i>Absent from Academic Program</i>	Non-employee who is away from his/her academic program and has no time-off benefits to bridge the gap.	NEE
		<i>Semester Schedule</i>	Employees who work one semester and are off the next semester (e.g., individuals who work every fall)	EE
		<i>Summer Work Break</i>	Employees who are on break over the summer (usually students)	EE
		<i>Work Break Between Jobs</i>	Employees who are not currently working but will return to work in future	NEE or EE
		<i>Immigration Status Review</i>	Placing someone on non-paid status while visa status is under review and in process of being renewed	NEE or EE

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Suspension	Recording a formal disciplinary suspension. <i>NOTE: This is non-paid, inactive state in which the employee is not at work.</i>	<i>Administrative</i>	Placing an employee on non-paid suspension for administrative reasons	EE
		<i>Disciplinary Action</i>	Placing an employee on non-paid suspension due to disciplinary action	EE

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Action	Action Definition	Reason	When to Use	NEE or EE?
<p style="text-align: center;">Terminated With Benefits</p>	<p>Represents a type of final arrangement made with an employee who is terminating</p>	<p><i>No Pay With Benefits</i></p>	<p>Ending active employment when the University has decided to extend benefits only for a defined period of time beyond active employment. NOTE: <i>Departments should use "termination" action with an appropriate reason when the benefits period ends.</i></p>	<p style="text-align: center;">EE</p>

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Termination	Ending an employee's employment at the University in full	Death	Ending the employee's record when he/she passes away	EE
		Job End Date Reached	Ending the employee's record when a job reaches its scheduled end date. NOTE: This should be a known date that is agreed upon at the beginning of employment.	EE
		Job Elimination	Ending the employee's record when his/her job has been eliminated due to cutbacks or restructuring. NOTE: Job elimination is considered involuntary resignation.	EE
		End Faculty Non-Renewal Notice	Faculty employee who has been given a notice of non-renewal when a stated period ends. NOTE: This documents that the non-renewal decision has been carried out. End Faculty Non-Renewal Notice is considered involuntary resignation.	EE
		Vol Resignation- Job Abandonment	Employee ends employment at the University by abandoning his/her job as described under the University's job abandonment policy. NOTE: Job abandonment is considered a voluntary resignation.	EE
		No Return from Layoff-No Offers Accepted	Employee does not return from layoff. NOTE: Job(s) were offered, but the employee did not accept.	EE
		No Return from Layoff-No Job Offer	Employee does not return from layoff. NOTE: No other job at WU was offered to the employee.	EE

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Termination (cont'd)	Ending an employee's employment at the University in full	No Return from LOA	Employee does not return from leave of absence for any reason. NOTE: No return from LOA is considered a voluntary resignation.	EE
		Moving to NEE Status	Employee is ending role as an employee and moving to a non-employee role	EE
		Vol Resignation	Use to end employment when the employee decides to resign for any reason	EE
		End of Severance	Severance paid out	EE
		Pst/Predoc/Resident Program Complete	Program completed	EE
		Summer Program Completed	Summer program ends	NEE or EE
		Discharge- Unsatisfactory Performance	Ending employment when the University decides that an employee's performance is not satisfactory such that discharge is warranted. NOTE: This is an involuntary resignation.	EE
		Discharge (Conduct /Policy Violation)	Ending employment when the University decides that an employee must be discharged due to infraction of rules or misconduct under a formal disciplinary action	EE
Immigration Status Not Renewed	Ending employment of an individual who is no longer eligible to work due to visa status not being renewed	EE		

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<p align="center">Termination With Pay</p>	<p>Employee is ending employment and there is a formal agreement to continue payments for a set period of time. <i>NOTE: HR should be involved if this action is used.</i></p>	<p><i>Salary Continuation</i></p>	<p>Ending active employment when the University has decided to extend pay and benefits for some defined period of time beyond active employment, to be paid on regular paydates. <i>NOTE: Use an action of "termination" with an appropriate reason when the salary continuance period ends.</i></p>	<p align="center">EE</p>
		<p><i>Severance</i></p>	<p>Ending active employment when the University has offered a formal severance package, including pay and benefits for some defined period of time beyond active employment according to a schedule contained in the agreement. <i>NOTE: Use an action of "termination" with an appropriate reason when the severance period ends.</i></p>	<p align="center">EE</p>

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Transfer	Moving a person from one department to another, continuing employment or affiliation without break and maintaining uninterrupted benefit status.	<i>Resuming Academic Duties</i>	Faculty member relinquishing an administrative title and moving to a different department to begin or renew academic responsibilities and title	EE
		<i>Courtesy Title Transfer</i>	Moving courtesy title to a new department	NEE
		<i>Same Pay Grade (No Pay Rate Change)</i>	Individual accepting a position of the same pay grade and base pay rate	EE
		<i>Non-employee Transfer</i>	Moving non-employee to a new department	NEE
		<i>Add Aca/Admin Duties</i>	Assuming new administrative duties in addition to primary responsibilities	EE
		<i>And Demotion (Pay Rate Change)</i>	Employee leaving one job to take another job at a lower grade and lower rate of pay in a different department	EE
		<i>And Promotion (Pay Rate Change)</i>	Employee leaving one job to take another job at a higher grade and higher rate of pay in a different department	EE
		<i>And Promotion (No Pay Rate Chge)</i>	Employee leaving one job to take another job at a higher grade with the same rate of pay in a different department	EE
		<i>And Demotion (No Pay Rate Change)</i>	Employee leaving one job to take another job at a lower grade with the same rate of pay in a different department	EE
		<i>Same Grade (Pay Rate Change)</i>	Employee accepting a position of the same pay grade with a change in base pay rate	EE