

Research Foundation
Employee Change Form Action Codes
Eff: 07/01/07

BB - Change in Title, Salary or Status:

- 01 Promotion (with title & salary grade change)
- 02 In-Grade Promotion / Increase Responsibility (no salary grade change)
- 03 Demotion (Voluntary / Involuntary)
- 04 Change Department (no salary grade change)
- 05 Position Reclassification
- 06 Increase: Temporary Assignment
- 07 Decrease: End of Temporary Assignment
- 08 Across-the-Board Increase
- 09 Discretionary Increase
- 10 Combined Across-the-Board & Discretionary Increase
- 11 Equity Increase
- 12 One-Time Payment - Discretionary
- 13 One-Time Payment - Bonus
- 14 One-Time Payment - Other
- 15 Multiple Salary Changes
- 16 Other
- 17 Change Status
- 20 Change in Total Effort (FTE)
[Please attach letter of explanation with employee's signature.]

CC - Grant Changes

- 01 Grant Add (Appointment to Additional Account)
- 02 Change in Grant Distribution
- 03 Change Grant (Transfer to another Account)
- 04 Change in Expected Encumbrance End Date
- 05 Grant Termination

DD - Leaves

- 01 Leave with Pay
- 02 Leave without Pay
- 03 Reactivate following Leave with Pay
- 04 Reactivate following Leave without Pay
- 20 Change in Total Effort (FTE) due to Leave

EE - Separation from Research Foundation Employment

- [Please attach Upstate Separation form to Employee Change Form]*
- 01 Retirement
 - 02 Resignation
 - 03 Resignation – Failure to Return from LWOP/LWP
 - 04 Termination – Insufficient Grant Funds
 - 06 Termination – Reorganization/Reduction in Force
 - 07 Termination – End of Temporary Assignment
 - 08 Termination – End of Extra Service Assignment
 - 09 Discharged – For Cause
 - 11 Discharged – Other
 - 12 Deceased

FF - Administrative Changes

- 01 Change Name

HH - Error Correction

- 02 Form Incorrectly completed
- 03 Other
- 04 Paper Trail

JJ - Accrual Payments

- 01 Payment of accrued vacation upon separation of employment
- 02 Payment of other accrued time
- 03 Transfer of sick leave charges from department to fringe account