

PTRJCRE.PTRJCRE_CODE	PTRJCRE.PTRJCRE_DESC	Purpose/What this is used to Document	PTVJCTY "Grouping" Code
HRNUM	Honorarium	One time payment. Most often used for faculty, but may be used for other employee types. Typically given for a one-time event such as a speech or performance. Is a small amount to help cover expenses.	Additional Assignment
OVRLD	Overload	When a full-time employee teaches a credit-hour class. The payment is governed by the University's overload policy. This code would be used for those classes that are mid-term substitutes.	Additional Assignment
SECJB	Secondary Job	Employee has a primary job. Part-time person who teaches a credit hour class or has an additional assignment. Full-time employee with an additional non-teaching assignment. May be used for stipends. DO NOT use for Interim assignments.	Additional Assignment
SUMMR	Summer Assignment	Summer assignments.	Additional Assignment
CGLAB	Change Labor Distribution	Accounting Issue - change part of foapal - % charge against.	Administrative Update
CGTSO	Change Time Sheet Organization	Time Sheet Org Code.	Administrative Update
CHSUP	Change Supervisor	Used when updating supervisor information.	Administrative Update
ALLOW	Allowance	Cell Phone or Car Allowance.	Allowance
BONUS	Bonus	When an employee receives a bonus (coaches, sales) as part of a formal bonus plan.	Bonus
TRDWN	Transfer Downward	The employee takes a pay cut. Can be used for temps as well as on-going employees.	Demotion
CGFTE	Change in FTE Percent	FTE Change - Increase in hours per week, weeks or months worked. Salary changes only in relation to the increase in FTE. Used for Exempt Staff, Professional and Faculty positions at the moment, since the FTE would impact their annual/monthly salary.	FTE Change
POSTR	Position Transfer	This is used when an employee takes a lateral move. Can be used for temps as well as on-going employees.	Lateral Move
NEWHR	New Hire	Should only be used when employee is new to BSU, had a break in service (PEAEMPL record terminated) and returned, or went from student employee to employee.	New Hire
INREP	Increase of Responsibilities	Used for temporary increase for staff and service employees.	Promotion
INTAP	Interim Appointment	A professional or faculty employee is officially appointed to serve in a vacant position.	Promotion
P3BDR	Title & Salary Change	Used for the Board of Trustees report when both a salary and title change occur.	Promotion
PROMO	Promotion	Use when an employee goes from part-time to full-time, temporary to on-going, or when an employee receives an increase in pay and change in job duties (a title change may or may not occur).	Promotion
BGSMA	Begin Semester Assignment	F4 or F5 employees who are brought back for another semester. The PEAEMPL record is still active. The employee could have been off for a semester. If the employee is gone more than one year, code as NEWHR (HR will update current hire date). Used for Retirees who return to teach.	Reappointment
CNTRE	Contract Renewal	Reappointment for contract employees only.	Reappointment
CONT	Continuation of Assignment	When a temporary employee has his/her assignment extended.	Reappointment
RPDGR	Rapid Growth Class	Individual is teaching a rapid growth or half semester course.	Reappointment
CGDEP	Change Department	When an employees is moved to another department, but remains in his/her same position. This is a transfer by management. Typically this occurs as a part of a reorganization.	Reorganization
MKADJ	Market Adjustment	Salary increase as a part of a market study.	Salary Increase
SALAF	Salary Adjustment Mid Cycle	Receives an increase outside of the annual salary increase cycle - mid year adjustment.	Salary Increase
SALAS	Salary Adjmt Step Increase	Salary increase for service employees only. This is used for apprenticeship/ trainee and Police step increases.	Salary Increase
CGSHF	Change Shift	Shift Change. Use for all shift change types.	Shift Change
EGRTF	End of Grant Funding	The employee has fulfilled the term of his/her contract, but will not be reappointed because the grant funding was not available. If the employee is terminated mid contract due to lack of funding, use INVSP.	Termination Reason
ENDJB	End of Job Assignment	When a temporary or contract employee has completed his/her assignment, but is not renewed. Also used when a secondary job is ended.	Termination Reason
INVSP	Involuntary Separation Mid Contract	Used when coaches are released from contract (head coach leaves), when grant funding no longer available mid-contract, when employee is no longer eligible to work due to visa issues or an employee is released mid-contract, but not through a discharge.	Termination Reason
RESGN	Resignation	Voluntary resignation.	Termination Reason
RETRM	Retirement	Retirement.	Termination Reason

TICHG	Title Change	Only use when no increase in salary.	Title Change
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