

Action	Definition
<a href="#">HIR (Hire)</a>	Used for a new hire to UMB. To add another position to an employee (concurrent) To transfer an employee to a different department.
<a href="#">REH (Rehire)</a>	Used to rehire a former employee of UMB
<a href="#">PAY (Pay Changes)</a>	Used to update an employee's position AND pay
<a href="#">POS (Position Changes)</a>	Used to update an employee's position only
<a href="#">PLA (Paid Leave of Absence)</a>	Used to place an employee on a paid leave of absence
<a href="#">LOA (Unpaid Leave of Absence)</a>	Used to place an employee on a unpaid leave of absence
<a href="#">RFL (Return from Leave)</a>	Used to bring an employee back from leave
<a href="#">SWB/RWB(Short Work Breaks)</a>	Used to place an employee on a short work break and bring them back from a short work break. Restricted to employee classes 04 and 36.
<a href="#">TER (Terminations)</a>	Used to separate an employee from UMB (voluntary/involuntary)

## HIR

Action Reason	Description	Definition	Applies to Employee Classe(s)	Documentation Needed for Submittal
HIR	Hire	New to UMB System	20,33	Application/resume, Building/Parking Form, Signed Offer Letter, Closed Recruitment Letter
			31I, 31T, 34	Building/Parking Form, Signed Offer Letter, Contract
			22,35	Building/Parking Form, Signed Offer Letter, Contract, Closed Recruitment Letter

01,02,03,15,19,36	Appointment Letter, CV, FAIS, Recommendation Letters, Contract, Building/Parking Form
04,14,16,14w,16w	New Hire Packet, Student Agreement

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## REH

Action Reason	Description	Definition	Applies to Employee Classe(s)	Documentation Needed for Submittal
RCL	Recall from Layoff	Used to bring an employee back from a layoff	20,33	Application/resume, Building/Parking Form, Signed Offer Letter, Closed Recruitment Letter
REH	Rehire	Used to bring back an employee for reemployment	20,33	Application/resume, Building/Parking Form, Signed Offer Letter, Closed Recruitment Letter
			31I, 31T, 34	Building/Parking Form, Signed Offer Letter, Signed Contract approved by Compensation
			22,35	Application, Resume, Building/Parking Form, Signed Offer Letter, Contract, Closed Recruitment Letter
			01,02,03,15,19,36	Application/resume, Appointment Letter, CV, FAIS, Recommendation Letters, Contract, Building/Parking Form
			04,14,16,14w,16w	New Hire Packet, Student Agreement

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## PAY

Action Reason	Description	Definition	Applies to Employee Class	Documentation Needed for Submittal
ACE	Acting Capacity - End	Acting Capacity ends and employee returns to prior position and pay.	01,02,03,15,20,33	
ACT	Acting Capacity - Begin	Acting Capacity begins for a finite period of time.	01,02,03,15,20,33	Memo of approval from Compensation, Request Form, Resume, Placement Letter signed, Generic ACT Job Description signed
ADD	Faculty - Additional Duties	Faculty additional administrative duties. (ADSPEL or ADSPIN)	01,02,03,15	Administrative Duties Letter and FAIS
APP	Appointment w/Pay	New appointment to faculty role w/ pay	01,02,03,15,19	Appointment Letter, FAIS
CMR	Correction to Pay Rate	Correction to comp rate from previous action	All	Documentation stating reason for correction
COL	Cost-of Living Adjustment	COLA	All	Documentation stating reason for COLA submission

CRA	Contract Renew/Amendment	Any data change of the contract that includes pay change	22,35,36	Contract signed, Adjunct needs Appointment Letter (36)
CTR	Cntg II to Reg	Conversion of C2 to Regular employee status per policy.	22,35	Conversion request, Comp memo and letter to employee signed
EPA	Ex-Pat Allowance	Allowances provided to expatriate while in country	All	Expat Letter includes allowances, country and duration of assignment
FTE	FTE Change	Salary and FTE changes and GFT=No	All	Employee Acknowledgment Memo
FUN	Funding Source Change	IBS is adjusted to funding changes and FTE remains	01,02,03	FAIS
FYC	Fiscal Year Change	IBS is adjusted 7/1 only (Can use PAY - FUN to capture all)	01,02,03,15	FAIS
GFT	Geographic Full-Time Update	Faculty Geographic Full-Time update status	01,02,03 (MD only)	FAIS
GRP	Faculty 10/12	Faculty changing from 10/12 to 12/12 or from 12/12 to 10/12	01,02,03, 15	Appointment letter and FAIS
MER	Merit Pay	Merit Pay	as defined by USM	Documentation stating rating

				and %/PDP if after implementation
NCN	Faculty - Incentive	Pay for Faculty Incentive - SSW, SON, SOP only	01,02,03	Incentive FAIS
PRC	Probational Complete Increase	Probation Complete for non-exempt	20	Probation Assessment Form
PRO	Promotion w/Pay	Used for a competitive recruitment	All	Offer Letter
REV	Revaluation w/pay	Reevaluation of employee to new position with a pay change	20,22,33,35	Compensation memo, Request Form, Resume, Placement Letter signed, Generic REV Job Description signed
RNK	Rank change w/ pay	Faculty Rank change w pay	01,02,03, 15	Appointment letter and FAIS
RPP	Reappointment	Reappointment	01,02,03,15, 19	Reappointment Letter
RTN	Retention	Pay change due to retention increase approved by President.	01,02,03,15,20,22,33,35	Retention form signed by the President
TEN	Tenure w/pay	Faculty changes resulting in status change	01,02,03,15	Appointment letter, FAIS
UAP	Approved Pay Change		14,14w,16,16w,04,19	Documentation stating reason to change

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## POS

Action Reason	Description	Definition	Applies to Employee Class	Documentation Needed for Submittal
APP	Appointment	New appointment to faculty role w/o pay	01,02,03,15,19	Appointment Letter and FAIS
CNT	C1 and C2 contract updated	Any data change of the contract does not include any pay change	22,35 36, 34, 311, 31T	Contract signed
CRW	Competitive Recruitment w/o Pay	All competitive recruitments without pay change	20,22,33,35	Offer Letter
CTR	Cntg II to Reg	Conversion of C2 to Regular employee status per policy.	22, 35	Conversion request and Comp memo
EMP	Employee Class Change	Changes from Reg to C2 or C1, or C2 to C1 which are not part of competitive recruitment	All	Documentation stating reason for change, letter from employee acknowledging change and no benefits
EXT	Extended Probation (NEX)	Probation end date extended	20	ER/LR extension approval memo
FTE	FTE Change	FTE changes with no	All	Employee acknowledgment memo

GFT	Geographic FTE update	salary change & GFT=No  FTE adjusted with no salary change & FTE=Yes	01,02,03, (MD only)	FAIS
REA	Reassignment	Assignment to different department, location, or supervisor.	All	Reassignment Request form and Comp memo
REO	Re-Organization/Restructure	Reorganization or restructuring of business unit with position change without pay change.	All	Documentation stating reason for change
RET	Retirement Plan Update	Retirement plan change, notification of Benefits required	01,02,03,15,33	Retirement Paperwork
REV	Re-evaluation	Reevaluation of employee to new position without a pay change	20,22,33,35	Comp memo, Request form, Resume, Placement Letter signed, Generic REV Job Description signed
RNP	Rank change w/o pay	Faculty Rank	01,02,03,15,19	Appointment letter, FAIS

		change w/o pay		
RPP	Reappointment	Reappointment	01,02,03,15,19,36	Reappointment letter, FAIS
TEN	Tenure Status Change	Faculty changes resulting in status change between 01, 02,03, 15.	01,02,03, 15	Appointment letter, FAIS
TTL	Title Change w/o pay	To be used in the event of a Title change at the position. Can be used for all positions.	All	Appointment letter, FAIS
XFR	Transfer	Transfer between departments	01,02,03,04,14,14w,15,16,16w, 19, 36, 31I, 31T, 34	Documentation stating reason for change, Faculty Appointment letter

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## PLA

Action Reason	Description	Definition	Applies to Employee Class	Documentation Needed for Submittal
ADM	Administrative Leave	Paid leave approved by the President	All	Presidential Approval Memo
SAS	Sabbatical - 6 months- Tenure Eligible Only	Approved paid leave of absence for six month sabbatical	01	OAA Approval Memo and Dean Approval Memo



SAT	Sabbatical - 12 months-Tenure Eligible Only	Approved paid leave of absence for one year sabbatical	01	OAA Approval Memo and Dean Approval Memo
FML	Family Medical Leave	Approved pay leave of absence FMLA.	All	Copy of FMLA approval letter from ELR. Employee Labor Relations must have FMLA paperwork on file.
MIL	Military Leave w/pay	Military Leave w/pay	All	Copy of approval letter from Employee Labor Relations

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## LOA

Action Reason	Description	Definition	Applies to Employee Class	Documentation Needed for Submittal
APL	Approved Leave of Absence	Approved leave of absence other than FMLA w/o pay	All	Copy of approval letter from Employee Labor Relations
MIL	Military Service	Approved leave of absence for military service w/o pay	All	Copy of approval letter from Employee Labor Relations
FML	FML w/o Pay	Approved leave w/o pay	All	Copy of approval letter from Employee Labor Relations
SUS	Suspension w/o Pay	Employee suspended w/o pay	All	Copy of suspension letter addressed to employee from supervisor

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## RFL

Action Reason	Description	Definition	Applies to Employee Class	Documentation Needed for Submittal
RFL	Return from Leave	Employee Returns from Leave	All	

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## SWB/ RWB

Action Reason	Description	Definition	Applies to Employee Class	Documentation Needed for Submittal
SWB	Short Work Break	Short Work Break	04, 36	Employee Letter with Begin and End Dates
RWB	Return From Short Work Break	Return From Short Work Break	04, 36	

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## TER

Action Reason	Description	Definition	Applies to Employee Class	Documentation Needed for Submittal
APP	Appt. not renewed	Appointment is not being renewed	02,03,19,36	Department Memo and Termination of Benefits Form, if applicable
BOR	Transfer to BOR/USM	Resigned from UMB but remaining within BOR/USM schools	All	Resignation Letter
CNR	Contract Not Renewed	Discharged due to contract not being renewed	22,34,35,36, 31I, 31T	Department Memo and Termination of

				Benefits Form, if applicable
DTH	Death	Death of an employee; notification to benefits required	All	Department Memo and Termination of Benefits Form, if applicable
EVR	E-Verify Related	Discharge due to e-verify issue	All	Department Memo and Termination of Benefits Form, if applicable
GMI	Gross Misconduct - NO Rehire	Discharge for cause and not eligible for rehire. Must be approved by HRS.	All	Copy of termination letter, Approval Letter from ELR, and Termination of Benefits Form, if applicable
INV	Involuntary Separation	Discharge was an involuntarily separation. Must be approved by HRS.	All	Copy of termination letter , Approval Letter from ELR, and Termination of Benefits Form, if applicable
JOB	Job Abandonment	Employee terminated due to job abandonment. Must be approved by HRS.	All	Copy of termination letter, Department Memo and Termination of Benefits Form, if applicable
LAY	Layoff	Discharge as a result of layoff. Must be approved by HRS.	All	Copy of termination letter, Approved Layoff Request, and Termination of Benefits Form, if applicable
PYO	Termination from Payout	Terminating employee for payout only	All	

RLN	Resign in Lieu of Ter- NO Rehire	Voluntary discharge but not eligible for rehire- Must have HRS approval	All	Copy of resignation letter and Termination of Benefits Form, if applicable
RLR	Resign in Lieu of Ter- Rehire	Voluntary discharge eligible for rehire- Must have HRS approval	All	Copy of resignation letter and Termination of Benefits Form, if applicable
RTM	Retirement	Resigned due to retirement; must be approved by Benefits	01,02,03,15,20,33	Department Memo or Letter of Resignation and Termination of Benefits Form, if applicable
SUT	Suitable Requirements	Terminated for Suitability reason; must have HRS Approval	All	HRS Approval and Termination of Benefits Form, if applicable
VNR	Voluntary Separation- No Rehire	Resigned voluntarily not eligible for rehire- Must have HRS approval	All	Approval Letter from ELR and Termination of Benefits Form, if applicable
VSP	Voluntary Separation - Rehire	Resigned voluntarily	All	Letter of Resignation and Termination of Benefits Form, if applicable

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