Bases

In order to understand the Electronic Personnel Action system, it is essential to know the different base types. Below is a list:

- **A** 12 Month Faculty/Administrative
- **B** 9 Month Faculty
- **C** Graduate Student
- **D** Pre/Post Doctorate
- **E** Merit Salaried Employee
- **H** Merit Hourly Employee
- **K** Contract Employee
- **M** Miscellaneous Employee
- **MN** Miscellaneous Affiliate Organizations Employee
- **P** Professional & Scientific

Pay bases may also include another letter or number behind it. The following list defines this additional field:

- **X** Early Retirement
- **R** Phased Retirement
- **J** Phased Plus Retirement
- **Z** Retirement Incentive Option (RIO)
- **#** Indicates the number of months in an appointment (e.g., P10)

**NOTE:** B base faculty are always nine months, so a number behind the B is not necessary.

Categories

Some of the bases are grouped into categories. Knowing the meaning of the categories is very important in deciding what action to use. The bases below make up their own category:

- **A & B** The Faculty/Administrative Category consists of these two bases. The difference is in the number of months they work. A base employees work 12 months (mainly administrative) and B base employees work 9 months (mainly teaching and research).
- **E & H** The Merit Category consists of these two bases. The difference is in the way they are paid and how their hours are reported. E base employees are paid by an annual salary that is divided evenly by the number of months they work (full E base is 12 months, E10 would be divided by 10 months) and paid once a month.
H base employees are paid semi-monthly on an hourly basis where their hourly rate of pay is determined by taking their annual base salary and dividing it by the number of hours in a fiscal year (this number changes annually, so check with Payroll if you do not know).

The rest of the bases make up their own category.

**AA Actions**

**NEW:** Available for all bases. New should be used when an employee is new to the University.
- A/B, E/H & P bases require Vacancy ID number before entering (except for collaborators, visiting appointments and affiliates).
- E/H bases require approval by Recruitment Services.

**PROM:** Available for A/B, E/H, K & P bases. Promotion should be used when a current employee is promoted to a different, higher-level position in the same category via the hiring process. (Lecturer to Senior Lecturer is NOT via the hiring process.)
- A/B, E/H & P bases require Vacancy ID number before entering.
- E/H bases require approval by Recruitment Services.

**TRANS:** Available for A/B, C, D, E/H, K & P bases. Transfer should be used when an employee makes a lateral move within the same pay grade/level to a different position via the hiring process.
- A/B, E/H & P bases require Vacancy ID number before entering.
- E/H bases require approval by Recruitment Services.

**DEM:** Available for A/B, E/H, K & P bases. Demotion should be used when a current employee is demoted to a different, lower-level position in the same category via the hiring process.
- A/B, E/H & P bases require Vacancy ID number before entering.
- K & P bases require approval by Human Resource Services and a Letter of Intent.
- E/H bases require approval by Recruitment Services.

**CATEGORY CHANGE:** Available for A/B, C, D, E/H, K & P bases. Category Change should be used when a current employee changes from one category to another via the hiring process. (One position ends and a new one begins; E to P, C to D, etc… but a C or D base going to/from any other base must have a RR: Resignation, then a NEW AA.)
- A/B, E/H & P bases require Vacancy ID number before entering.
- A/B & P bases require approval by Human Resource Services and a Letter of Intent.
- E/H bases require approval by Recruitment Services.
NT-T: Available for A/B base only. Non-Tenure to Tenure should be used when a non-tenure-track faculty member competes for and is hired into a different, new tenure-track position (with no break in service).

- Letter of Intent, Vacancy ID number and approval by Human Resource Services and Provost Office required.

RENEW: There are four different ways to renew an appointment. Each option pertains to different bases so be sure to read them all carefully.

TERM APPT: Available for A/B, C, D, K, M & P bases. Term Appt should be used to renew a term appointment with NO break in service.

- C & D bases require a new Letter of Intent if the appointment dates are not within the previous Letter of Intent.

ADD MONTHS: Available for A/B, E/H, K & P bases. Add Months should be used to extend time for employees who work during the normal off-work period (non-12 month employees, P9, E10, and B-base tenure-track summer appointments).

- Does NOT require a new Letter of Intent.

REHIRE: Available for A/B, C & D bases. Rehire should be used to reappoint an employee if within two years into the same position after a break in service (non-tenure track faculty, graduate students & D-base).

- B base does NOT require a second competitive search, approval by Human Resource Services or a Vacancy ID number.
- All bases require a new Letter of Intent.

CONT: Available for A/B, E/H, K, M, MN & P bases. Continue to Pay should be used to 1.) fund appointments where not all months of the appointment were committed and there are no changes in appointment conditions, or 2.) process annual (usually July1) salary adjustments not included in the budget.

- Does NOT require a new Letter of Intent.

PERCENT/BASE CONV: Available for all bases. Percent/Base Conversion should be used when an employee remains in the same position, but either the fraction of time or the number of months of employment changes, or the base changes (1/2C to 3/4C, Full P to 3/5P, E to H base, A to B base, etc.). This can also be used when an employee is hired into a second part-time position.

- Requires a Voluntary Request for Percent and/or Base Change Form.
- NOTE: C to D base is a Category Change.

RECLS: Available for E/H & P bases. Reclassification should be used when there is a review of the current position’s duties resulting in a change in pay grade and/or title.

- Approval from the Classification & Compensation Office is required.
- Does not require a new Letter of Intent.
- E to P base is a Category Change.
LEAD: Available for E/H base only. Lead should be used when a merit position changes from regular to lead status, then reverts back to original status at the end of the lead.
- Approval from the Classification & Compensation Office is required.

SPCL: Available for E/H, K & P bases. Special Assignment should be used when there is a temporary assignment to a different position, or a change in duties and/or salary for a given time period.
- P base requires approval from their respective Vice President/Provost Office.
- E/H base requires approval from the Classification & Compensation Office.

ADMIN ASSIGNMENT: Available for A/B base only. Administrative Assignment should be used to add or remove an administrative title or salary increment in the case of an administrative assignment for a current faculty member.
- Approval from the Provost Office is required.

SAL ADJ: Available for all bases. Salary Adjustment should be used to indicate salary increases or decreases which are not a part of the annual budget process.
- E/H base requires approval from the Classification & Compensation Office.
- A/B & P bases require approval from their respective Vice President/Provost Office.
- C & D bases require approval from the Graduate College.

RR Actions

Available for all bases. Resignation/Separation should be used when an employee severs employment from the University.

RR can also be used to pay out vacation for A-base faculty members who are converting to a B-base faculty position or to pay out vacation that was not paid with the original RR action.

CF Actions

Available for all bases. Change in Funding Source should be used to change a portion or all of the current funding source. Title, pay grade, base & salary must all remain the same.

LL Actions

Available for all bases. Leave Without Pay should be used when an employee is taking time off without pay but will retain their current position.

F.Y.I. Military Leave Without Pay starts after 30 calendar days of Leave With Pay. The 30 days are tracked on a calendar year basis.
AC Actions

Available for all bases. Additional Compensation/Lump Sum should be used for compensation in addition to one’s salary for services provided outside their normal responsibilities, or for a monetary award.

This can also be used for non-employees who are hired for short term services and paid a lump sum amount for a given time period. (e.g., Faculty hired to teach a 4-week short course in the summer.)

MM Actions

Available for all bases. Miscellaneous should be used for an action that does not fit any of the other action types. The options available are listed below:

1 - Prior-year AA (New, Renew, Reclass, etc.)
2 - Prior-year LL (Leave Without Pay)
3 - Prior-year RR (Resignation, Vacation Payout)
4 - Change Start/End Date
5 - Cancel Prior Action
6 - Change to a Previous Base
7 - International Assignment, Overseas, Danger Pay, etc.
8 - Non salaried appointment (Collaborator, Affiliate, Military)
9 - Reduce vacation payout
0 - Budget Correction
Z - Other

******************************************************************************

Print the next two pages as a quick desk reference for the Electronic Personnel Action System!

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<table>
<thead>
<tr>
<th><strong>AA ACTIONS</strong></th>
<th><strong>PAY BASE THAT ACTION IS ALLOWED FOR</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NEW</strong></td>
<td>E/H</td>
</tr>
</tbody>
</table>
| Employee is new to the University.  
*A/B, E/H & P bases require Posting number before entering (except for collaborators, visiting appts and affiliates)  
*A/B, P & K bases need approval by UHR, a LOI  
*E/H bases need approval by UHR Recruitment Services | * | * | * | * | * | * | * |
| **TERM** | | | | | | | | |
| Renewal of term appointments with NO break in service. (ends one day/new term starts next day)  
*A/B, P & K bases require new LOI  
*C & D requires new LOI if dates are not within previous LOI | * | * | * | * | * | * | * |
| **ADDS** | | | | | | | | |
| Extending time for permanent employees who work during normal off-work period. (non 12 month employees, P9, E10, B-base tenure-track summer appointments)  
*Does Not require a new LOI. | * | * | * | | | | |
| **RENEW** | | | | | | | | |
| Reappointing an employee in the same position/same department after a break in service (non-tenure track faculty, graduate students & D-base).  
*B base does NOT require second competitive search, approval by UHR or a Posting number  
*Requires new LOI  
*Employee may need a new I-9 form | * | * | * | | | | |
| **CONT** | | | | | | | | |
| To continue annual salary commitments that are NOT in the budget, or a continuation of Payroll Commitments that were originally entered for a partial year. (i.e., due to funding)  
*Does Not require a new LOI. | * | * | * | * | | | |
| **PROM** | | | | | | | | |
| Current employee is promoted to a different, higher-level position in the same category via the hiring process, except for Lect. to Sr. Lect.  
*A/B (except Sr. Lect), E/H & P bases require Posting # before entering  
*A/B, P & K bases require approval by UHR and LOI  
*E/H bases require approval by UHR Recruitment Services | * | * | * | | | | |
| **TRANS** | | | | | | | | |
| When an employee makes a lateral move within the same pay grade/level to a different position via the hiring process. (i.e. Sec II to Sec II, Sys Analyst I (grade 34) to Sys Supp Spec IV (grade 34), Lecturer to Clinician, TA to RA, Predoc to Postdoc)  
*A/B, E/H & P bases require Posting number before entering  
*A/B, P & K bases require approval by UHR  
*E/H bases require approval by UHR Recruitment Services | * | * | * | * | | | * |
| **DEM** | | | | | | | | |
| Current employee is demoted to a different, lower-level position in the same category via the hiring process.  
*Requires Posting number before entering  
*P & K bases require approval by UHR and LOI  
*E/H bases require approval by UHR Recruitment Services | * | * | * | | | | * |
| **CATEGORY** | | | | | | | | |
| Current employee changes from one category to another via the hiring process. No break in employment (i.e., one position ends and new one begins; E to P, C to D, etc)  
*A/B, E/H & P bases require Posting number before entering  
*A/B & P bases require approval by UHR and LOI  
*E/H bases require approval by UHR Recruitment Services  
*C or D to/from any other base must process RR, then a NEW AA. | * | * | * | * | * | | |
| **NT to T** | | | | | | | | |
| Use when a non-tenure-track faculty member competes for and is hired into a different, new tenure-track position (with no break in service).  
*LOI, Posting # & approval by UHR & Provost Office required | * | | | | | | |
| **BASE CONV** | | | | | | | | |
| When an employee remains in the same position but either the fraction or the number of months of employment changes, or the base changes. (Base Conversion includes E to H, H to E, A to B or B to A)  
(Note: C to D base is a Category Change)  
*A/B, C & D bases require a new LOI  
*E, H & P base requires Voluntary Request for %/Base Change Form | * | * | * | * | * | * | * |
# AA ACTIONS

<table>
<thead>
<tr>
<th>Action</th>
<th>Pay Base That Action Is Allowed For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reclassification</td>
<td>E/H P A/B C D M MN K</td>
</tr>
<tr>
<td>When a Merit position changes from regular to lead status and then reverts back to original status at end of the lead.</td>
<td>*</td>
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<tr>
<td>A temporary special assignment to a different position, or a change in duties and/or salary for a given time period.</td>
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</tr>
<tr>
<td>Use to add or remove an administrative assignment title or salary increment in the case of administrative assignment for a current faculty member.</td>
<td>*</td>
</tr>
</tbody>
</table>
| To indicate salary increases or decreases which are not a part of the annual budget process. (i.e., completion of a degree program) | * * * * * * * * *

*Requires approval from the Provost's Office

- **ADMIN** -

- **SAL ADJ** -

- **OTHER ACTIONS**

<table>
<thead>
<tr>
<th>Action</th>
<th>Pay Base That Action Is Allowed For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resignation/Separation: when an employee terminates employment. (i.e., resignation, retirement, layoff)</td>
<td>* * * * * * * *</td>
</tr>
<tr>
<td>Change in Funding Source: to change a portion or all of the current funding source. (i.e., title, pay grade, base and salary must all remain the same)</td>
<td>* * * * * * * *</td>
</tr>
<tr>
<td>Leave without Pay: use when an employee is taking time off without pay but will retain their current position.</td>
<td>* * * * * * * *</td>
</tr>
<tr>
<td>Additional Comp/Lump Sum: for compensation in addition to one’s salary for services provided outside their normal responsibilities, or for a monetary award. Tenure faculty teaching more than a full load; additional load is processed as Add Comp</td>
<td>* * * * * * * *</td>
</tr>
<tr>
<td>Miscellaneous: for prior year AA, LL &amp; RR’s and when the action doesn’t fit any of the other action types. (i.e., change start/end date, cancel appt, change to a previous base, nonsalaried appointments, and to reduce vacation payouts)</td>
<td>* * * * * * * *</td>
</tr>
</tbody>
</table>

**What Order?**

<table>
<thead>
<tr>
<th>Action</th>
<th>Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>R</td>
</tr>
</tbody>
</table>

UHR: University Human Resource

LOI: Letter of Intent