

**CUMC PAF Transactions Action Reason Codes**

Type	Action Code	Reason Code	PS Reason Description	TIG Description	Backup Documentation Req	PAF To HR/PayrollEtc.
Data Changes	DTA	ADM	Administrative Department Chg	Administrative Department Change	- Printed email or memo/letter from department explaining reason for department change. - If department-to-department change, see Transfer section	HR
	DTA	Birthdate	Birthdate Change	Correction to Birth Date	- Copy of birth certificate and/or government issued ID showing correct birth date	Payroll
	DTA	BOS	Begin Shift Differential	Beginning of Shift Differential Payment	- As related to Bargaining Agreement	HR
	DTA	Citizenship	Citizenship Change	Change Citizenship Status	- Copy of updated I-9 form and government issued ID or immigration papers	Payroll
	DTA	CNW	Contract Renewal	Renewal of Contract	- N/A	HR
	DTA	COR	Correction	Used internally to signify that the Department submitted all information correctly but HRPC entered it incorrectly. Should not be used by DAs.	- Printed email or memo/previous PAF/letter from department explaining reason for correction	Payroll
	DTA	Education	Education	Education Change	- Copy of diploma or degree; For faculty, send to Faculty Affairs	Payroll
	DTA	EOS	End Shift Differential	End of Shift Differential Payment	- Printed email or memo/previous PAF/letter from department explaining shift change	HR
	DTA	Ethnicity	Ethnicity Change	Update Ethnicity	N/A	Payroll
	DTA	Marital Status	Marital Status	Marital Status and/or Marital Status Date Change	- Copy of marriage license or divorce decree	Payroll
	DTA	Name	Name Change	Update Name	- Copy of social security card or other government issued ID	Payroll
	DTA	Sex	Gender Change	Update Gender	- Copy of government issued ID; if administrative error, paperwork showing data entry error also required - If it's a gender change (not admin. error), paperwork from medical practitioner.	Payroll
	DTA	SSN	Social Security Number Change	Update Social Security Number	- Copy of social security card	Payroll
	DTA	TTL	Change in Title	Title Change	- Printed email or memo/letter from department explaining reason for title change	HR
DTA	VSA	Visa Renewal	Visa Type and/or Visa Date Change	- Copy of updated I-9 form and government issued ID or immigration papers (if P & S then will need approval from PSRC)	Payroll	
Hire	HIR	NEW	New Hire	First time working at Columbia	- Signed offer letter if applicable - Short-term casual form if applicable - Drug pre-employment screening clearance if applicable - Background check clearance email - Copy of posting summary from JAC with approved salary and position number - Copy of department applicant pool report - Copy of signed employment application - Resume, I-9, NYS195 form, W-4 form, IT-2104 or IT-2104.1 form - Req immigration documents if applicable - Guide to online direct deposit form	TBH
	HIR	MJB	Multiple Job	To add 2nd or 3rd concurrent positions	- Applies only to Columbia U student or Faculty: same documents as New Hire	HR
Lay Off	LOF	ELM	Position Eliminated (No Work)	Layoff letter must accompany PAF	- Layoff letter, printed email or memo/letter from department explaining reason for position elimination - Approval from CUMC HR	HR
	LOF	FND	Lack of Funding	Layoff letter must accompany PAF	- Layoff letter, ARC report (funding source) - Copy of grant information - Printed email or memo/letter from department explaining reason for position elimination - Approval from CUMC HR and CUMC HR	HR

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Pay Rate Adjustment	PAY	ADJ	Adjustment	Change of Pay Rate	- Printed email or memo/letter from department explaining reason for change (usually retention, deferred merit, market review which requires back-up, etc. Used as Secondary Action Code for reclasses) - New 195 form - Approval from CUMC HR if increase above 10% - PSRC approval for P&S department	HR
	PAY	COR	Correction	Correction of Pay Rate due to error	- Printed email or memo/letter from department explaining reason for correction - New 195 form	HR
	PAY	DEC	Decrease	Decrease of Pay Rate	- Printed email or memo/letter from department explaining reason for decrease - New 195 form	HR
	PAY	HRS	Change of Hours	Increase/Decrease of Work Hours	- Printed email or memo/letter from department explaining reason for change of hours - New 195 form if exempt employee	HR
	PAY	LVN	Eleven Month Program	Start of Eleven Month Flexible Work Arrangement	- Flexible Work Arrangement (FWA) Agreement	HR
	PAY	MER	Merit	Pay Rate Increase	- Printed email or memo/letter from department explaining reason for change (Generally reserved for annual merit increase and based on Performance; NOT used for reclassifications) - New 195 form - Approval from CUMC HR - PSRC approval for P&S department	HR
	PAY	NIN	Nine Month Program	Start of Nine Month Flexible Work Arrangement	- Flexible Work Arrangement (FWA) Agreement	HR
	PAY	PHR	Phased Retirement	Administrative Use Only	- Phased retirement agreement approved by CUMC HR	HR
	PAY	RFW	Return from Flex Work Arrangement	Return to Twelve Month Pay Program	- Updated Flexible Work Arrangement (FWA) Agreement	HR
	PAY	STI	Stipend		- N/A	Payroll
	PAY	TEN	Ten Month Program	Start of Ten Month Flexible Work Arrangement	- Flexible Work Arrangement (FWA) Agreement	HR
	PAY	UNI	Union Contract	Union Contract Increase	- As related to Bargaining Agreement	Payroll
Position Management	POS	JRC	Job Re-Classification (Secondary Action: PAY-ADJ, if applicable)	Modification to position grade (of an incumbent's position; if just title change, see below)  For interim assignments, use POS-JRC and change title, grade and salary on individual's PAF and PMR, but note in comments section "Interim"	- Printed email or memo/letter from department explaining changes to position - Old job description, new job description - If P & S then will need approval from PSRC	HR
	POS	TTL	Title Change	Internal code used after a position has been reviewed by CMs (Admin) or the Provost Office (Academic).	- Printed email or memo/letter from department explaining reason for department change - If P & S then will need approval from PSRC - New 195 form needed for any salary change	HR
	POS	UPD	Position Data Update (Secondary Action: PAY-HRS, if applicable)	Changes in position hours	- Printed email or memo/letter from department explaining reason for department change - If P & S then will need approval from PSRC - New 195 form needed for any salary change	HR
	POS	XFR	Transfer	Transfer position to a different department	- Signed offer letter if applicable - Short-term casual form if applicable - Drug pre-employment screening clearance if applicable - Copy of posting summary from JAC with HR's approved salary and position number - Copy of department applicant pool report - Copy of signed employment application, resume, 195 form if change in pay	HR

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Promotion	PRO	ORP	Obtained Regular Position	Promote of Casual Employee to Regular Position	<ul style="list-style-type: none"> <li>- Signed offer letter if applicable</li> <li>- Short-term casual form if applicable</li> <li>- Drug pre-employment screening clearance if applicable</li> <li>- Copy of posting summary from JAC with HR's approved salary and position number</li> <li>- Copy of department applicant pool report</li> <li>- Copy of signed employment application, resume, 195 form if change in pay</li> </ul>	HR
	PRO	PRO	Promotion	Promotion within the same department (due to vacancy or new position which was posted). Both position and pay should be changed with this one action. When a promotion takes places across departments, XFR PRO should be used. <b>(Admin/SS Use Only)</b>	<ul style="list-style-type: none"> <li>- Memo/letter from department providing justification for promotion</li> <li>- New and old job description and org chart, unless it's within the same department, in which case submit approval from CUMC HR.</li> <li>- Approval from Bill Innes if increase is above 10%,</li> <li>- Resume, 195 form, signed offer letter if applicable,</li> <li>- Copy of posting summary from JAC with HR's approved, unless within same department.</li> <li>- Salary and position number if applicable</li> <li>- Copy of department applicant pool report , unless within same department.</li> <li>- Copy of signed employment applicatio, unless within same department.</li> </ul>	HR
Recall from Suspension	REC	REL	Recall from Layoff		<ul style="list-style-type: none"> <li>- Signed offer letter if applicable</li> <li>- Short-term casual form if applicable</li> <li>- Drug pre-employment screening clearance if applicable</li> <li>- Background check consent of disclosure form</li> <li>- Copy of posting summary from JAC with HR's approved salary and position number</li> <li>- Copy of department applicant pool report</li> <li>- Copy of signed employment application, resume, I-9, 195 form, W-4 form, IT-2104 or IT-2104.1 form</li> <li>- Req immigration documents if applicable</li> <li>- <u>Guide to online direct deposit form</u></li> <li>- Appropriate documents based on situation</li> </ul>	HR
	REC	RES	Recall from Suspension		<ul style="list-style-type: none"> <li>- Appropriate documents based on situation</li> </ul>	HR
Rehire / Reappointment	REH	CNW	Contract Renewal	Use if the person's current status is terminated.	<ul style="list-style-type: none"> <li>- Office of Faculty Affairs (OFA) usage</li> </ul>	OFA
	REH	REH	Rehire	Use if the person worked at Columbia previously and/or if this is their first Academic Appointment).	<ul style="list-style-type: none"> <li>- Signed offer letter if applicable</li> <li>- Short-term casual form if applicable</li> <li>- Drug pre-employment screening clearance if applicable</li> <li>- Background check consent of disclosure form</li> <li>- Copy of posting summary from JAC with HR's approved salary and position number</li> <li>- Copy of department applicant pool report</li> <li>- Copy of signed employment application, resume, I-9, 195 form, W-4 form, IT-2104 or IT-2104.1 form</li> <li>- Req immigration documents if applicable</li> <li>- <u>Guide to online direct deposit form</u></li> </ul>	TBH

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Retirement	RET	DIS	Disability		- Printed email or memo/letter from disability services explaining reason for department change. - If P & S then will need approval from PSRC. - New 195 form needed for any salary change	HR
	RET	EAR	Retirement - Early - Pre 65		- Letter of intent to retire	HR
	RET	FND	Lapse of Funding	Officers of Research Use Only	- Layoff agreement	HR
	RET	LAY	Layoff		- Layoff agreement-age appropriate	HR
	RET	NOR	Retirement - Normal - 65 Plus		- Letter of intent to retire	HR
Suspension	SUS	HOT	Hotline		- Memo/letter from HR or department explaining reason for hotline	HR
Termination	TER	AEN	Appointment / Position Ended		- Copy of signed offer letter and/or job req indicating employment end date - Time tracker for vacation payout if Officer of Administration	Payroll
	TER	APO	Resignation - Accepted Position Outside		- Copy of resignation letter, time tracker for vacation payout if Officer of Administration	E-term
	TER	CNL	Hire Cancel	Employee never worked and rescinds after accepting, CU rescinds after ee is in system	None.	HR
	TER	DEA	Death		- Death Certificate or Official Announcement	Payroll
	TER	DSC/RLS	Discharge and/or Release - HR Review Required	Employee is terminated for performance concerns or policy violation.	- Termination letter and/or release agreement	HR
	TER	DSN/RLN	Discharge and/or Release - Not Eligible for rehire	Employee is terminated for gross performance concerns or serious policy violation and is ineligible for rehire. University may decide it is in our best interest to get a release from the employee. Termination letter states ineligible for rehire.	- Termination letter and or release agreement with language indicating not eligible for rehire.	HR
	TER	EDU	Resignation-Education	To continue education	- Copy of resignation letter - Time tracker for vacation payout if Officer of Administration	E-term
	TER	FND	Lapse of Funding	Officers of Research Use Only	- Layoff Agreement	HR
	TER	PRB	Discharge/Release - did not pass probationary period	Employee covered by a CBA does not pass probation	None.	HR
	TER	RLO	Resignation - Relocation		- Copy of resignation letter - Time tracker for vacation payout if Officer of Administration	Payroll
	TER	RNR	Resignation - HR review required/not eligible for rehire	Employee resigns, however, University is on notice of gross misconduct.	- Note to file regarding circumstances surrounding resignation	HR
	TER	ROP	Resignation-Other Personal	May be used for resignation in lieu of termination with note in comments section of PAF.	- Copy of resignation letter - Time tracker for vacation payout if Officer of Administration	Payroll
Transfer	XFR	LAT	Lateral Transfer (Secondary Action: PAY-ADJ, if applicable)	If salary increase proposed, review dept size, scope of work, reporting relationships, etc; generally limited to a marginal increase.	- Signed offer letter if applicable - Short-term casual form if applicable - Drug pre-employment screening clearance if applicable - Copy of posting summary from JAC with HR's approved salary and position number - Copy of department applicant pool report - Copy of signed employment application, resume	HR
	XFR	LWR	Lower Classification (Secondary Action: PAY-DEC, if applicable)	Transfer to a lower graded position	- Signed offer letter if applicable - Short-term casual form if applicable - Drug pre-employment screening clearance if applicable - Copy of posting summary from JAC with HR's approved salary and position number - Copy of department applicant pool report - Copy of signed employment application, resume, 195 form if change in pay - Printed email or memo/letter from department explaining reason for movement into lower graded position - If P&S then will need approval from PSRC	HR
	XFR	PRO	Promotion	Transfer to another department at a higher rate	- Signed offer letter if applicable - Short-term casual form if applicable - Drug pre-employment screening clearance if applicable - Copy of posting summary from JAC with HR's approved salary and position number - Copy of department applicant pool report - Copy of signed employment application, resume, 195 form. If P&S then will need approval from PSRC. - New 195 form needed for any salary change	HR

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PAID Leave of Absence	PLA	ADM	Administrative		- Letter to place on leave	HR
	PLA	EXM	Exempt from Teaching Duties	On-Tenure Track Faculty Use Only	- N/A for CUMC HR	HR
	PLA	EXR	Exempt from Research Duties	Officers of Research Use Only	- N/A for CUMC HR	HR
	PLA	FIC	FMLA - Parental Care		- Printed approval email from disability office	HR
	PLA	FNO	FMLA - Non-Occupational Disability	All non-occup disabilities including maternity.	- Printed approval email from disability office	HR
	PLA	FOD	FMLA - Occupational Disability		- Printed approval email from disability office	HR
	PLA	FPC	FMLA - Part-time Career Appointment	On-Tenure Track Faculty Use Only	- N/A for CUMC HR	HR
	PLA	FPL	FMLA - Personal Leave		- Printed approval email from disability office	HR
	PLA	FPR	FMLA - Parental Workload Relief	Morningside Faculty Use Only	- N/A for CUMC HR	HR
	PLA	INF	Parental Leave	Academic Use Only	- N/A for CUMC HR	HR
	PLA	LTD	Long-Term Disability		- Letter explaining period of leave	HR
	PLA	NOC	Non-Occupational Disability		- Information from Disability Services	HR
	PLA	PER	Personal Leave	Academic Use Only	- N/A for CUMC HR	HR
	PLA	PHR	Phased Retirement	Academic Use Only	- N/A for CUMC HR	HR
	PLA	PTC	Part-time Career Appointment	On-Tenure Track Faculty Use Only	- N/A for CUMC HR	HR
	PLA	PWR	Parental Workload Relief	Morningside Faculty Use Only	- N/A for CUMC HR	HR
	PLA	RSR	Research Leave	Academic Use Only	- N/A for CUMC HR	HR
	PLA	SAB	Sabbatical	Tenured Faculty Use Only	- N/A for CUMC HR	HR
	PLA	SLA	Seasonal Layoff		- Layoff Agreement of notice	HR
	PLA	WOR	Worker's Compensation		- Disability office documentation	HR
Unpaid Leave of Absence	LOA	ADM	Administrative		- Notice of reason	HR
	LOA	EDU	Education		- Notice of reason	HR
	LOA	EXM	Exempt from Teaching Duties	On-Tenure Track Faculty Use Only	- N/A for CUMC HR	HR
	LOA	FND	Lapse of Funding	Officers of Research Use Only	- N/A for CUMC HR	HR
	LOA	FIC	FMLA - Parental Leave		- Printed approval email from disability office/Cigna	HR
	LOA	FNO	FMLA - Non-Occupational Disability		- Printed approval email from disability office/Cigna	HR
	LOA	FOD	FMLA - Occupational Disability		- Printed approval email from disability office/Cigna	HR
	LOA	FPC	FMLA - Part-time Career	On-Tenure Track Faculty Use Only	- N/A for CUMC HR	HR
	LOA	FPL	FMLA - Personal Leave		- Printed approval email from disability office/Cigna	HR
	LOA	FPR	FMLA - Parental Workload Relief	Morningside Faculty Use Only	- N/A for CUMC HR	HR
	LOA	MCL	FMLA - Military Caregiver Leave		- Printed approval email from disability office/Cigna	HR
	LOA	INF	Parental Leave		- Printed email or memo/letter indicating approval from department	HR
	LOA	LTD	Long Term Disability		- Printed email or memo/letter indicating approval from department	HR
	LOA	MIL	Military Service		- Uniform Service Notice	HR
	LOA	MRT	Military Reserve Training		- Uniform Service Notice	HR
	LOA	NOC	Non-Occupational Disability		- Printed email or memo/letter indicating approval from department	HR
	LOA	PER	Personal		- Memo or letter from department indicating approval of PLOA	HR
	LOA	PFF	NYS Paid Family Leave FMLA	NYS Paid Family Leave and FMLA eligible	- Printed approval email from disability office/Cigna	HR
	LOA	PFL	NYS Paid Family Leave	NYS Paid Family Leave	- Printed approval email from disability office/Cigna	HR
	LOA	PHR	Phased Retirement	Academic Use Only	- N/A for CUMC HR	HR
	LOA	PTC	Part-time Career Appointment	On-Tenure Track Faculty Use Only	- N/A for CUMC HR	HR
	LOA	PUB	Public Service		- N/A for CUMC HR	OFA
	LOA	PWR	Parental Workload Relief	Academic Use Only	- N/A for CUMC HR	OFA
LOA	RSR	Research Leave	Academic Use Only	- N/A for CUMC HR	OFA	
LOA	SAB	Sabbatical	Tenured Faculty Use Only	- N/A for CUMC HR	OFA	
LOA	UNI	Union Business		- Notice approved by Labor Relations	HR	
LOA	WOR	Worker's Compensation		- Disability Documentation	HR	
Return From Leave	RFL	LOA	Return from Leave of Absence		- Printed email from disability office approving return from leave if FMLA - Printed email or letter from other Req source if applicable	HR
Labor Accounting/Time Entry Form			Process additional Compensation or reduction (AWOP)		- Printed email from disability office approving return from leave if FMLA - Printed email or letter from other Req source if applicable	HR