

PAY AND CPR ACTION ACTION REASONS

APPLICABLE EMPLOYEE CATEGORIES													
Actions	Descr	Reason	Descr	FA	AS	LI	CP	CJ	CL	ET	SA	SH	Definitions
PAY & CPR	Pay Rate Change	001	Change in Duties/Title	X	X	X	X	X		X			Used to reflect a permanent change in duties with or without a title change.
PAY & CPR	Pay Rate Change	003	Promotion/Progression	X	X	X	X	X					Used to reflect a change in title due to promotion (e.g. faculty promotion; AS change in a professional title; movement in university staff professional series).
PAY & CPR	Pay Rate Change	006	Equity	X	X	X	X	X					Used to reflect an equity adjustment for an individual employee
PAY & CPR	Pay Rate Change	010	Schedule Change (ET,SA)							X	X		Use to modify the rate of a SA or ET whose rate is set by NIH or other outside entity
PAY & CPR	Pay Rate Change	011	External Rate	X	X	X				X			Used to modify the rate of a staff member whose rate is set by an outside entity (i.e. Howard Hughes, VA Hospital, Department of Labor, or county agents)
PAY & CPR	Pay Rate Change	015	Different Pay Basis	X	X	X							Conversion occurs on the fiscal/academic year and is done by the standard conversion formula
PAY & CPR	Pay Rate Change	016	Prevailing Rate Setting				X	X					Used for Craftworkers only and for Craftworkers who opt change their vacation option annually.
PAY & CPR	Pay Rate Change	019	Merit - Pay Plan Only	X	X	X	X	X					A valid reason ONLY for a Board of Regents approved pay plan. Do NOT use for individual Performance (merit) increases (use code 091)
PAY & CPR	Pay Rate Change	022	Market Factor - Outside Offer	X	X	X	X	X					Used for a retention only when a documented outside offer exists.
PAY & CPR	Pay Rate Change	023	Raise to Institution Minimum	X	X	X	X	X	X	X	X	X	Used by institutions to raise employees up to the new minimum of the salary range
PAY & CPR	Pay Rate Change	025	Temporary Change in Duties		X	X	X	X			X		Used when an employee assumes additional duties on a short term basis. Adjustment is ended when duties are completed using code 064.
PAY & CPR	Pay Rate Change	030	Due to Title Appeal	X	X	X	X	X	X	X	X	X	Used when an employee wins a title appeal due to a formal appeal process
PAY & CPR	Pay Rate Change	031	Re/Activated Rate	X	X		X						Used when an employee returns/assumes position after serving in a limited position
PAY & CPR	Pay Rate Change	035	Raise to School/College Min		X	X	X	X		X			Used by institutions that permit their schools/colleges to establish their own minimum salaries for a title (must be at least the established range for the title)

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PAY & CPR	Pay Rate Change	051	Structural Adjustment		X	X	X	X					FOR USE BY UW SERVICE CENTER ONLY.
PAY & CPR	Pay Rate Change	054	New Title Assignment		X	X	X	X					Used when UW System or UW Madison establishes a new title, and employees are moved into that title (no change in duties). Used for positions formerly reallocated for University Staff
PAY & CPR	Pay Rate Change	064	Temporary Adjustment End	X	X	X	X	X		X			Code used to end the temporary base adjustment
PAY & CPR	Pay Rate Change	067	Chancellors Disc Incr.	X	X	X	X	X					Only used when part of a Board of Regent approved pay plan.
PAY & CPR	Pay Rate Change	075	Temp Empl Increase						X				Used to provide discretionary salary increases for temporary University Staff employees (for Madison, this is for Temporary Employees)
PAY & CPR	Pay Rate Change	080	Market Factor - Competitive	X	X	X	X	X					Used for a market adjustment in which there is evidence an employee is below market peers
PAY & CPR	Pay Rate Change	081	Market Factor - Retention	X	X	X	X	X					Used for a market adjustment in which a person is being courted by an outside entity in order to retain the person.
PAY & CPR	Pay Rate Change	083	Post Tenure Review Incmnt	X									Used by institutions to recognize a positive post tenure review.
PAY & CPR	Pay Rate Change	086	Student Help Rate Change									X	SH empl class ONLY. To be used for increases or decreases to compensation rate.
PAY & CPR	Pay Rate Change	090	Living Wage Adjustment				X	X	X				Used when group is brought up to a living wage.
PAY & CPR	Pay Rate Change	91	Performance	X	X	X	X	X	X				Wis. Stat. 36.09(1)(j) permits the use of base funds to adjust salaries, outside of the approved Board of Regents pay plan, to recognize merit (exceptional performance). This action action reason is used for individuals receiving performance based salary adjustments outside of the approved Board of Regents pay plan.
PAY & CPR	Pay Rate Change	92	FLSA Adjustment	X	X	X	X	X		X	X		Used to bring an employee's salary to or above the Dept of Labor's FLSA salary threshold.
PAY & CPR	Pay Rate Change	100	Ripple	X	X	X	X	X	X	X	X	X	DO NOT USE. HRS generated automatic code.