Online ASF Action/Reasons Recommended Use Guide

Online Appointment Status Change Form			
Action	**Reason**	**Recommended Use**	**Documentation**
Data Change	Correction-Department	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Data Change	Correction-Job Code	Use when correcting job code errors for OPS/Temporary employees; ***Job code corrections for employees on positions should be completed via non-person profile***	Appointment Change Notification form
Data Change	*Data Conversion*	*Central/Branch HR use only*	*Central/Branch HR use only*
Data Change	*Earlier Hire/Rehire Date*	*Central/Branch HR use only*	*Central/Branch HR use only*
Data Change	*Error Correction*	*Central/Branch HR use only*	*Central/Branch HR use only*
Data Change	Extend Appointment	Use when extending an active appointment with no gap in dates	Offer Letter (*Required for G.A. or Adjunct*) Appointment Change Notification form Time-Limited Agreement (*Required for staff/admin on time-limited appt.*)
Data Change	*FICA Change*	*Central/Branch HR use only*	*Central/Branch HR use only*
Data Change	*FLS Status Change-Job*	*Central/Branch HR use only*	*Central/Branch HR use only*
Data Change	FTE Change Decrease	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Data Change	FTE Change Increase	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Data Change	FWS to Hourly OPS	Use when changing a Federal Word Study Employee to an OPS/Temporary Employee	Appointment Change Notification form
Data Change	Hourly OPS to FWS	Use when changing an OPS/Temporary Employee to a Federal Work Study Employee	Appointment Change Notification form Documentation of FWS Award
Data Change	Job Data Update	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Data Change	*Performance Evaluation*	*Central/Branch HR use only*	*Central/Branch HR use only*
Data Change	Reports To Change	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Data Change	*Status Change*	*Central/Branch HR use only*	*Central/Branch HR use only*
Leave of Absence	Authorized Leave W/O Pay	Use when a department has approved a leave of absence without pay	Employee Leave Request (this can be informal email) with authorization from the department.
Leave of Absence	*End 9-Month Academic Year*	*Central/Branch HR use only*	*Central/Branch HR use only*
Leave of Absence	Furlough w/o Pay	Use when an employee is placed on a full furlough without pay	Please consult with your Central or Branch HR before using this action/reason.
Leave of Absence	Leave W/O Pay-Wkrs Comp	Use when an employee is on Worker's Comp without pay	Please consult with Leave Administration before using this action/reason.
Leave of Absence	Medical Leave	Use when an employee is on a medical leave without pay (*may include FMLA, medical only*)	Please consult with your Central or Branch HR before using this action/reason.
Leave of Absence	Parental Leave	Use when an employee is taking FMLA/USF Parental Leave	Please consult with your Central or Branch HR before using this action/reason.
Paid Leave of Absence	Maternity/Paternity	Use when a faculty employee elects to participate in the Faculty Paid Parental Leave program	Please consult with Leave Administration before using this action/reason.
Paid Leave of Absence	Medical Leave of Absence	Use when an employee is on a medical leave with pay	Please consult with Leave Administration before using this action/reason.
Paid Leave of Absence	Military Service	Use when an employee has received military orders for active duty tour. (*Employee is paid by USF for the 1st 30 days*)	Please consult with Leave Administration before using this action/reason.
Paid Leave of Absence	Military Training	Use when an employee has received military orders for military training (*department must certify administrative leave*)	Please consult with Leave Administration before using this action/reason.
Paid Leave of Absence	Professional Development Leave	Use when an employee has been approved to take leave for professional development, BUT does not change compensation; to return from this leave use Return from Leave/Return from Leave	Provost's office approval letter
Paid Leave of Absence	Sabbatical 100%	Use when a faculty employee has been approved to take a sabbatical, BUT does not change compensation	Sabbatical approval letter from Provost's office
Paid Leave of Absence	Sabbatical 50%	Use when a faculty employee has been approved to take a sabbatical, BUT does not change compensation	Sabbatical approval letter from Provost's office

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Paid Leave of Absence	Sabbatical 67%	Use when a faculty employee has been approved to take a sabbatical, BUT does not change compensation	Sabbatical approval letter from Provost's office
Pay Rate Change	Base Increase on Sabbatical	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	Base-Conversion(9 to 12 Month)	Use when a faculty member converts their position from 9-month to 12-month work period	Please consult with your Central or Branch HR before using this action/reason.
Pay Rate Change	Base-General Increase	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	Base-Incr Meet New Min	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	Base-Market Equity	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	Base-Other	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	FTE Change Decrease	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	FTE Change Increase	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	Merit/Special Achievement	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	Partial Furlough Ret-FTE Inc	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	Partial Furlough-FTE Decrease	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	Pay for Performance	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	*Ranked Fac Prom Flat Increase*	*Central/Branch HR use only*	*Central/Branch HR use only*
Pay Rate Change	Reduction in Pay-Other	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	Reduction in Pay-Transfer	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	Reduction-Convsn 12 to 9 Month	Use when a faculty member converts their position from 12-month to 9-month work period	Please consult with your Central or Branch HR before using this action/reason.
Pay Rate Change	Reduction-Remove Adm Stipend	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	Salary Correction Decrease	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	Salary Correction Increase	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	SPI - Counter Offer/Retention	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	SPI-Corr Internal Sal Inequity	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	SPI-Market Adjustment	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	Stip/SPI-Addl High Duties-Perm	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Pay Rate Change	Stip/SPI-Temp Higher Duties	Use when submitting any new or additional temporary stipends ***Removal of temporary stipends must go through MSS***	***Staff & Administration***: Class/Comp form ***Faculty***: Out of Cycle Compensation Form ***OPS/Temporary***: Appointment Change Notification form or internal department documentation [If the increase is higher than $3/hour, Class/Comp Department approval is required (email, document with approval, etc.)]
Rehire	Extra Comp - Contract/Grant	Use when rehiring a terminated employee into an extra comp appointment due to a contract or grant	Offer Letter
Rehire	Extra Comp - Credit Course	Use when rehiring a terminated employee into an extra comp appointment due to a credit course	Offer Letter
Rehire	Extra Comp - Non Credit Course	Use when rehiring a terminated employee into an extra comp appointment due to a non credit course	Offer Letter
Rehire	Extra Compensation-Other	Use when rehiring a terminated employee into an extra comp appointment due to any other reason	Offer Letter
Rehire	*Non-Recurring*	*Central/Branch HR use only*	*Central/Branch HR use only*
Rehire	Re-employment	Use when rehiring a terminated employee with more than a day gap in previous employment (*Break in service should not exceed 1 year, 365 days, or 12 months*)	Offer Letter
Rehire	Summer Appointment	Use when rehiring a 9-month faculty on a summer appoinment (600 record)	Please consult with your Central or Branch HR before using this action/reason.

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Return from Leave	*Begin 9-Month Academic Year*	*Central/Branch HR use only*	*Central/Branch HR use only*
Return from Leave	Furlough Return	Use when an employee has returned from a Furlough	Please consult with your Central or Branch HR before using this action/reason.
Return from Leave	Return From Leave	Use when an employee has returned from a leave of absence	None
Returning from Sabbatical	Sabbatical 100%	Use when a faculty employee has returned from a sabbitical	None
Returning from Sabbatical	Sabbatical 50%	Use when a faculty employee has returned from a sabbitical	None
Returning from Sabbatical	Sabbatical 67%	Use when a faculty employee has returned from a sabbitical	None
Status Change	FTE Change Decrease	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Status Change	FTE Change Increase	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Termination	Abandonment	**Only use if Manager is a non-USF employee or Courtesy employee. All others the action must be processed via MSS**. Used for terminations due to job abandonment.	***Faculty, Staff, Administration***: Notice of termination
Termination	Death	**Only use if Manager is a non-USF employee or Courtesy employee. All others the action must be processed via MSS**. Used for terminations due to employee's death.	Death certificate or notification of death, if available
Termination	Death in Line of Duty	**Only use if Manager is a non-USF employee or Courtesy employee. All others the action must be processed via MSS**. Used for terminations due to employee's death while on duty.	Death certificate or notification of death, if available
Termination	*End Non Citizen Employ Authztn*	*Central/Branch HR use only*	*Central/Branch HR use only*
Termination	End Of Appointment	**Only use if Manager is a non-USF employee or Courtesy employee. All others the action must be processed via MSS**. Use when OPS/Temporary employees employment has ended	Appointment Change Notification form
Termination	*End of Appointment - Auto Term*	*Central/Branch HR use only*	*Central/Branch HR use only*
Termination	End of Funding	**Only use if Manager is a non-USF employee or Courtesy employee. All others the action must be processed via MSS**. Use when an employee terminates due to end of funding	**Administration**: Notice of termination
Termination	End of Time Limited Appointment	**Only use if Manager is a non-USF employee or Courtesy employee. All others the action must be processed via MSS**. Use when employees on time limited positions employment has ended.	Appointment Change Notification form
Termination	Involuntary Separation	**Only use if Manager is a non-USF employee or Courtesy employee. All others the action must be processed via MSS**. Used to enter any involuntary termination when a more specific termination reason is not applicable.	***Faculty, Staff, Administration***: Notice of termination
Termination	Layoff	**Only use if Manager is a non-USF employee or Courtesy employee. All others the action must be processed via MSS**. Used only for layoff's due to work shortage	***Staff***: Layoff letter
Termination	Non-Reappointment	**Only use if Manager is a non-USF employee or Courtesy employee. All others the action must be processed via MSS**. Used to terminate Administration employees when the cause does not include dismissal for cause or a disciplinary action.	***Administration***: Non-Reappointment letter
Termination	OPS to Position	**Only use if Manager is a non-USF employee or Courtesy employee. All others the action must be processed via MSS**. Use when an OPS/Temporary employee terminates and moves into a positioned job	Letter of Resignation

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Termination	Position to OPS	**Only use if Manager is a non-USF employee or Courtesy employee. All others the action must be processed via MSS**. Use when a positioned employee terminates and moves to into an OPS/Temporary job	***Faculty, Staff, Administration***: Letter of resignation
Termination	Separation during Probation Pd	**Only use if Manager is a non-USF employee or Courtesy employee. All others the action must be processed via MSS**. Used when a first-time appionted Staff employee is terminated prior to completing probation period	***Staff***: Notice of termination
Termination	*Terminate Employment Record*	*Central/Branch HR use only*	*Central/Branch HR use only*
Termination	Termination 9 Month Faculty	**Only use if Manager is a non-USF employee or Courtesy employee. All others the action must be processed via MSS**. Used to terminate 9 month Faculty employees only.	**Faculty**: Resignation letter, Notice of termination
Termination	Voluntary Separation	**Only use if Manager is a non-USF employee or Courtesy employee. All others the action must be processed via MSS**. Use to terminate Faculty, Staff, or Administration that are terminating voluntarily.	***Faculty, Staff, Administration***: Letter of resignation