

Action	Reason	Definition
Data Change		Change made to an employee's personnel data, such as job title, schedule, reporting structure, etc. Usually, no salary change is involved.
Data Change	Decrease Hours and/or Weeks	Permanent decrease to the number of hours worked each week or the number of weeks worked in a calendar year resulting in a change in FTE.
Data Change	FTE Change	Typically used for faculty reflecting a change in course load.
Data Change	Increase Hours and/or weeks	Permanent increase to the number of hours worked each week or the number of weeks worked in a calendar year resulting in a change in FTE.
Data Change	Temporary Change in Hours	Temporary change to the employee's work schedule. Results in a temporary FTE change.
Data Change	Title Change	Change to an employee/position title.
Leave of Absence		A period of time that an employee is away from his/her primary job, while maintaining the status of employee. Also used to stop payments for employees who work less than 52 weeks per year.
Leave of Absence	Works Less Than 52 Weeks per Year	Employee is required to work a certain number of weeks per year. This action removes and returns the employee to the Brandeis payroll.
Leave of Absence	Personal Reasons	For questions regarding personal reason leaves, contact an HR Employment Specialist.
Leave of Absence	Professional Leave Absence	For questions regarding personal reason leaves, contact an HR Employment Specialist.
Leave of Absence	Military Leave	For questions regarding personal reason leaves, contact an HR Employment Specialist.
Leave of Absence	Benefit Related Reasons	Used by Benefits Staff. For questions, contact Benefits.
Leave of Absence	Faculty Related Reasons	Used by Academic Areas. For questions, contact the department/academic administrator or HRIS.
Pay Rate Change		A permanent or temporary change to the compensation rate of an employee, not including pay changes due to an increase or decrease in standard hours worked.
Pay Rate Change	Additional Grant Money	Additional money has been made available to pay a grant funded employee.
Pay Rate Change	Adjustment	Out of cycle pay adjustment.
Pay Rate Change	Annual Increase	Pay rate increase given through the merit increase process based upon performance.
Pay Rate Change	End Temporary Increase	End the temporary pay increase of an employee.
Pay Rate Change	Grant Reduction	Reduction in grant funds available to pay a grant funded employee.
Pay Rate Change	Market Adjustment	University funded market increase made to correct internal or external inequities. These adjustments typically occur when market conditions change. Please contact Compensation with any questions.
Pay Rate Change	Merit	An increase to an individual's compensation rate based on performance. Used for merit increases outside the annual merit review process.
Pay Rate	Payment	Usually for faculty members reflecting a change to the number of

Action	Reason	Definition
Change	Schedule Change	payments in the academic year.
Pay Rate Change	Promotion	Normally given to an employee when he or she has been promoted or moved into a new job.
Pay Rate Change	Responsibility Change	A change in pay due to a permanent change to an employee's duties.
Pay Rate Change	Shift Differential	Used for union employees in facilities or public safety, a change in pay due to a permanent scheduled shift change.
Pay Rate Change	Temporary Increase	An increase which is given to an employee who has taken on additional duties or responsibilities for a temporary time period.
Pay Rate Change	Union Contract Agreement	A change in pay specifically due to union contracts.
Pay Rate Change	Faculty Use Only Action Reasons	Please contact the Dean's Office, academic administrator, or HRIS for questions regarding faculty pay rate changes.
Termination	Ending an employee's job with the University	
Termination	Contract Expired	Usually used for Contract Faculty to reflect the end of a specified contract of employment.
Termination	Death	An employee has died.
Termination	Dissatisfied	The employee is leaving the University based on dissatisfaction. Please comment on the reason the employee is dissatisfied on the ECF form.
Termination	Elimination of Position	The University has eliminated a position; may be due to Reduction in Force (RIF)
Termination	Employee Failed Review Period	The Employee did not meet expectations of the job during his/her initial review period.
Termination	Grant Expired	The grant funding has expired.
Termination	Job Abandonment	The employee did not show up to work and did not provide an explanation.
Termination	Performance	The employee does not meet performance standards.
Termination	Relocation	The employee is leaving the area.
Termination	Resignation	The employee has voluntarily resigned.
Termination	Return to School	The employee is returning to school.
Termination	Visa Status	The status of an employee's visa has been terminated or expired.
Transfer	Action is used to move employees from one area of the University to another. Most commonly used for Internal Recruitment transactions for Staff and Temporary workers.	
Transfer	Department Change	Moving a position from one home department to another. The home department is not necessarily the budget department that funds the position.
Transfer	Internal Recruitment	An existing employee is hired into another position at Brandeis, leaving his/her previous position.
Transfer	Transfer to Affiliate	An employee whose Brandeis funding has ended, but remains affiliated with the Brandeis community for privileges such as email, library and parking.
Transfer	Transfer to New York Office	An employee's position is transferred to the New York Office/Brandeis House.
Transfer	Transfer to Waltham	An employee's position is transferred to the Brandeis Campus in Waltham.