



## Rate/Salary Change Action Definitions For STAFF Positions

A Rate/Salary Change Action is processed when there is a change to an employee's pay with no changes to IT0001 (Organizational Assignment).

### DEFINITIONS:

**Additional Responsibilities (reason code 07)** - Change in pay level based on an increase in job content value that does not warrant an Advancement/Promotion or change in benchmark range assignment (enter End Date, if appropriate).

**Administrative Adjustment (reason code 10)** - Use only as directed by HR.

**Annual Adjustment (reason code 01)** - A change in pay level associated with the legislative appropriations process and action from the Board of Regents. (Usually given on July 1 each year)

**Change in Payment Schedule (reason code 09)** - Use only as directed by HR.

**End Additional Responsibilities (reason code 08)** - A reduction in pay level based on the completion of a temporary increase in job content value (reference Additional Responsibilities reason code 07).

**External (Market) Adjustment (reason code 03)** - A change in pay level based on factors outside of the campus.

**Internal (Equity) Adjustment (reason code 06)** - A change in pay level based on campus specific factors.

**Performance Adjustment (reason code 02)** - A change in pay level based on the individual performance contributions of the employee in the current job (Permitted only on January 1 and July 1).

**Probationary Adjustment (reason code 05)** - A change in pay level may occur based upon completion of the original hire probationary period.

**Trainee Adjustment (reason code 11)** - A change in pay level within twelve (12) months or less of employment designated as a trainee (Only applies when the employee is below the benchmark range minimum).