

Category	Actions	Reasons/Type	Code	Prerequisite Position #	Note to users
Time Management	Submit Request to Adjust Leave Balances	N/A			HR Practitioner Use Only
Time Management	Submit Request to Change Time and Absence Approver	N/A			Approval of biweekly time cards and leave requests for all employees
Position and Funding	Submit Request to Add Position and Funding	New Position		N/A	HR Practitioner Use Only
Position and Funding	Submit Request to Change Position and Funding	ABAC BSC Consolidation	ABC	N/A	Not in use at this time
Position and Funding	Submit Request to Change Position and Funding	Contract Change	CON	No position number change; Only changing position attributes	A contracted faculty member is transitioning from academic to fiscal employment (10 to 12 month or vice versa) while staying in the same position number.
Position and Funding	Submit Request to Change Position and Funding	Department Change	DPT	No position number change; Only changing position attributes	The existing position number is moving from one home department to another.
Position and Funding	Submit Request to Change Position and Funding	Fair Labor Standards Act	FLS	N/A	HR Practitioner Use Only
Position and Funding	Submit Request to Change Position and Funding	FTE Change	FTE	No position number change; Only changing position attributes	Transaction is currently experiencing technical problems. Use Job and Personal Information -> Change Full/Part Time or Hours
Position and Funding	Submit Request to Change Position and Funding	Georgia Southern Armstrong Con	GAC	N/A	Not in use at this time
Position and Funding	Submit Request to Change Position and Funding	Position Inactivated	INA	N/A	Not in use at this time
Position and Funding	Submit Request to Change Position and Funding	Job Description Update	JDU	No position number change; Only changing position attributes	Do not use; MSS is not the system of record for job descriptions at this time.

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Position and Funding	Submit Request to Change Position and Funding	Job Re-Classification	JRC	No position number change; Only changing position attributes	Use at the direction of your HRBP as the result of an approved job change.
Position and Funding	Submit Request to Change Position and Funding	Job Sharing	JSH	No position number change; Only changing position attributes	Consult your HR practioner
Position and Funding	Submit Request to Change Position and Funding	Reports to Update	MGR	No position number change; Only changing position attributes	Changes the person who has the ability to hire and fire, and the responsibility for performance evaluations
Position and Funding	Submit Request to Change Position and Funding	New Position	NEW	N/A	Not in use at this time
Position and Funding	Submit Request to Change Position and Funding	New Fiscal Year	NFY	N/A	HR practioner use only
Position and Funding	Submit Request to Change Position and Funding	Position Reactivated	REA	N/A	HR practioner use only
Position and Funding	Submit Request to Change Position and Funding	Re-Organization	REO	No position number change; Only changing position attributes	For use when multiple position attributes are changing as the result of a re-organization which is impacting multiple employees.
Position and Funding	Submit Request to Change Position and Funding	Reports to Change	RTC	N/A	HR practioner use only
Position and Funding	Submit Request to Change Position and Funding	Position Status Change	STA	No position number change; Only changing position attributes	Position status is changing from regular to temporary or vice versa

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Position and Funding	Submit Request to Change Position and Funding	Title Change	TTL	No position number change; Only changing position attributes	For staff, use at the direction of your HRBP as the result of an approved job title change. For faculty, use at the direction of AAF as the result of an approved title change.
Position and Funding	Submit Request to Change Position and Funding	Position Data Update	UPD	N/A	HR practioner use only
Position and Funding	Submit Request to Change Position and Funding	Transfer	XFR	No position number change; Only changing position attributes	For use when a position and the employee will be moving to a new home department.
Position and Funding	Submit Request to Inactivate Position	Position Inactivated		No position number change; Only changing position attributes	Can be used to request that a position number be inactivated for a future date when it will be vacant. Positions cannot be inactivated while occupied.
Job and Personal Information	Request Reporting Change	N/A		Yes. Need position number of new supervisor.	Changes the person who has the ability to hire and fire, and the responsibility for performance evaluations
Job and Personal Information	Transfer Employee	Fair Labor Standards Act		N/A	HR Practitioner Use Only
Job and Personal Information	Transfer Employee	Inter-Institutional Transfer		N/A	HR Practitioner Use Only
Job and Personal Information	Transfer Employee	Intra-Institutional Transfer		Yes. Need position number of new role	To transfer an employee from one KSU position to another KSU position

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Job and Personal Information	Transfer Employee	Reorganization		Yes. Need position number of new role	To transfer a person to a new position number in a new department as a result of a change that is impacting multiple people and positions.
Job and Personal Information	Transfer Employee	Transfer Conversion		N/A	HR Practitioner Use Only
Job and Personal Information	Transfer Employee	Transfer to Non-USG Affiliate		N/A	HR Practitioner Use Only
Job and Personal Information	Promote Employee	Academic Rank		N/A	AAF Practitioner Use Only (handled through the P&T process)
Job and Personal Information	Promote Employee	Job Re-Classification		Yes. Employee is moving to a new position number	For faculty moving from instructional to administrative contract status involving a change of position number.
Job and Personal Information	Submit Location Change Request	N/A		No. Change to existing position	Change to primary physical work location
Job and Personal Information	Change Full/Part Time of Hours	Update Data		No. Change to existing position	Changes only the standard work hours and associated FTE on the employee and their current position.
Job and Personal Information	Request Paid Leave of Absence	N/A		N/A	Not in use at this time
Job and Personal Information	Retire Employee	Disability Retirement		N/A	HR Practitioner Use Only
Job and Personal Information	Retire Employee	Normal Retirement		No	Employee meets USG retirement qualifications. Otherwise, submit as termination/resignation.
Job and Personal Information	Retire Employee	Retired Conversion Phase 2		N/A	Not in use at this time
Job and Personal Information	View Employee Personal Info	N/A		N/A	View only; no actions available

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Job and Personal Information	Terminate Employee	Contract Not Renewed		No	Applicable to contracted Faculty only. For use at the conclusion of the established AAF nonrenewal process.
Job and Personal Information	Terminate Employee	Death		No	Employee is deceased.
Job and Personal Information	Terminate Employee	Elimination of Position		No	For use at the conclusion of the established HR process.
Job and Personal Information	Terminate Employee	End Semester Appointment		N/A	HR Practitioner Use Only
Job and Personal Information	Terminate Employee	End Summer Faculty Appointment		N/A	HR Practitioner Use Only
Job and Personal Information	Terminate Employee	End Temporary Employment		No	Temporary assignment completed.
Job and Personal Information	Terminate Employee	End of Demand		No	For use at the conclusion of seasonal or part time employment
Job and Personal Information	Terminate Employee	End of Fixed-Term Contract		N/A	HR Practitioner Use Only
Job and Personal Information	Terminate Employee	End of Student Employment		No	Student employee resigns or graduates
Job and Personal Information	Terminate Employee	Faculty Not Reappointed		No	A part-time or limited term faculty member was not reappointed
Job and Personal Information	Terminate Employee	Failure to Return from Leave		No	For use at the conclusion of the established HR process when an employee is unable to return to work at the end of their approved leave of absence
Job and Personal Information	Terminate Employee	Funding/Budget Restrictions		No	For use at the conclusion of the established HR process when a department has a reduction in headcount due to budgetary changes or program modifications

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Job and Personal Information	Terminate Employee	Grant Funding Ended		No	Grant funds depleted or not renewed
Job and Personal Information	Terminate Employee	Gross Misconduct		No	Termination resulting from intentional wrongful behavior of a significant nature
Job and Personal Information	Terminate Employee	Job Abandonment		No	Involuntary termination after failing to appear or notify institution of absence status
Job and Personal Information	Terminate Employee	No Show		No	Newly hired employee declines employment without notice
Job and Personal Information	Terminate Employee	No Work Authorization - NRA		No	Employment authorization documents expired or not valid
Job and Personal Information	Terminate Employee	Probationary Period		No	Failure to meet job or performance expectations, for use at the conclusion of the established HR process.
Job and Personal Information	Terminate Employee	Rescind Retirement		N/A	HR Practitioner Use Only
Job and Personal Information	Terminate Employee	Resignation		No	Employee voluntarily separates (if moving within the USG, use Transfer to Affiliate reason code)
Job and Personal Information	Terminate Employee	SSC USE ONLY - Admin Correct		N/A	HR Practitioner Use Only
Job and Personal Information	Terminate Employee	Transfer to Affiliate		No	Employee is moving to another USG entity
Job and Personal Information	Terminate Employee	Unsatisfactory Performance		No	Employee fails to remediate communicated performance deficiencies
Job and Personal Information	Terminate Employee	Violation of Rules		No	For use at the conclusion of the established HR or AAF process

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Job and Personal Information	Submit Demotion Request	Involuntary		Yes. Need position number of new role	Employee is being reassigned to a lower position at the discretion of the institution
Job and Personal Information	Submit Demotion Request	Voluntary		Yes. Need position number of new role	Employee is electing to be reassigned to a lower position, possibly as a result of a recruitment effort
Compensation	View Compensation History	N/A		N/A	Employee's compensation history since March 2018
Compensation	Request Ad Hoc Salary Change	Begin Acting Position		No. Employee is staying in current position number.	<i>Employee is assuming duties of a filled position for a set period of time</i>
Compensation	Request Ad Hoc Salary Change	Begin Interim Position		No. Employee is staying in current position number.	<i>Employee is assuming duties of a higher level (normally a leadership position), vacant position for a longer, indefinite period of time</i>
Compensation	Request Ad Hoc Salary Change	Begin Temporary Appointment		No. Employee is staying in current position number.	<i>Used for ongoing faculty stipends not associated with acting positions</i>
Compensation	Request Ad Hoc Salary Change	Compression Adjustment		No. Employee is staying in current position number.	<i>An employee is receiving a pay adjustment due to internal disparities where lower level staff are making at or higher than higher level staff/management</i>
Compensation	Request Ad Hoc Salary Change	Demotion-Assoc Pay Decrease		No. Employee is staying in current position number.	<i>Pay is changing due to taking a lower position, involuntarily or voluntarily</i>
Compensation	Request Ad Hoc Salary Change	End Interim Position		No. Employee is staying in current position number.	<i>Employee no longer performing interim duties; typically, position has been filled</i>

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Compensation	Request Ad Hoc Salary Change	End Temporary Appointment		No. Employee is staying in current position number.	<i>End of an ongoing faculty stipend not associated with an acting position</i>
Compensation	Request Ad Hoc Salary Change	End Acting Position		No. Employee is staying in current position number.	<i>Employee no longer performing acting duties</i>
Compensation	Request Ad Hoc Salary Change	Equity Adjustment		No. Employee is staying in current position number.	<i>Pay change resulting from internal inequities between staff in the same or similar roles</i>
Compensation	Request Ad Hoc Salary Change	Fair Labor Standards Act		N/A	HR Practitioner Use Only
Compensation	Request Ad Hoc Salary Change	In Range Adjustment		No. Employee is staying in current position number.	For use at the direction of your HRBP after the established HR process.
Compensation	Request Ad Hoc Salary Change	Job Re-Classification		No. Employee is staying in current position number.	For use at the conclusion of the established HR process
Compensation	Request Ad Hoc Salary Change	Market Adjustment		No. Employee is staying in current position number.	Pay change resulting from market movement of a particular position/industry OR a retention situation resulting from a market disparity
Compensation	Request Ad Hoc Salary Change	Merit		N/A	HR Practitioner Use Only
Compensation	Request Ad Hoc Salary Change	Pay Increase Earned Degree		No. Employee is staying in current position number.	For use of part-time faculty only
Compensation	Request Ad Hoc Salary Change	Promotion/Asso Pay Increase		No. Employee is staying in current position number.	Pay is changing due to taking a higher position
Compensation	Submit Supplemental Pay Request	Allowance -Car Allowance	Car Allowance	No. Employee is staying in current position number.	Use for institution president only

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Compensation	Submit Supplemental Pay Request	Allowance - House Allowance	House Allowance	No. Employee is staying in current position number.	Use for institution president only
Compensation	Submit Supplemental Pay Request	Allowance - Subsistence	Subsistence	No. Employee is staying in current position number.	Use for institution president only
Compensation	Submit Supplemental Pay Request	One-time Payment - Employee Award	Employee Award	No. Employee is staying in current position number.	Employee receives university sponsored recognition with associated monetary award
Compensation	Submit Supplemental Pay Request	One-time Payment - Relocation Expenses	Relocation Expenses	No. Employee is staying in current position number.	HR use only
Compensation	Submit Supplemental Pay Request	One-time Payment - Research Subject Fee	Research Subject Fee	N/A	Not in use at this time
Compensation	Submit Supplemental Pay Request	One-time Payment - Temporary Assignment	Temporary Assignment	No. Employee is staying in current position number.	<i>Payment for a specific assignment; must be pre-approved by Human Resources</i>
Compensation	Submit Supplemental Pay Request	Short-Term Payment Faculty - Academic Consortium	Academic Consortium	No. Employee is staying in current position number.	<i>ecore, emajor, webBSIT, webMBA, eCAMPUS (this is only used if it is not part of regular workload)</i>
Compensation	Submit Supplemental Pay Request	Short-Term Payment Faculty - Acting Position <= 30 Days	Acting Position <= 30 Days	No. Employee is staying in current position number.	<i>Employee is performing duties of a filled position for a very short period of time resulting in a one-time payment rather than a change to salary.</i>
Compensation	Submit Supplemental Pay Request	Short-Term Payment Faculty - Overload	Overload	No. Employee is staying in current position number.	<i>Teaching assignments (above regular workload)</i>
Compensation	Submit Supplemental Pay Request	Short-Term Payment Faculty - Temporary Assignment	Temporary Assignment	No. Employee is staying in current position number.	<i>Duties outside of academic contract (ex. faculty member serves as a referee; teaches a ConEd class)</i>

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Compensation	Submit Supplemental Pay Request	Short-Term Payment Staff - Academic Consortium	Academic Consortium	N/A	Not in use at this time
Compensation	Submit Supplemental Pay Request	Short-Term Payment Staff - Acting Position <= 30 Days	Acting Position <= 30 Days	No. Employee is staying in current position number.	<i>Employee is performing duties of a filled position for a very short period of time resulting in a one-time payment rather than a change to salary.</i>
Compensation	Submit Supplemental Pay Request	Short-Term Payment Staff - Interim Position <= 30 Days	Interim Position <= 30 Days	No. Employee is staying in current position number.	<i>Employee is performing duties of a vacant position for a very short period of time resulting in a one-time payment rather than a change to salary.</i>
Compensation	Submit Supplemental Pay Request	Short-Term Payment Staff - Temporary Assignment	Temporary Assignment	No. Employee is staying in current position number.	<i>Payment for a specific assignment; must be pre-approved by Human Resources</i>
Compensation	Submit Supplemental Pay Request	Short-Term Payment Student - Temporary Assignment	Temporary Assignment	No. Employee is staying in current position number.	<i>Payment for a specific assignment; must be pre-approved by Human Resources</i>
Development	View Current Team Profiles	N/A		No	Not in use at this time
Development	View Team Historical Profiles	N/A		No	Not in use at this time
Forms	Submit Security Request	N/A		N/A	HR practioner use only
Forms	Submit Manager Self Service Request	Miscellaneous		No	Open comment box with the ability to attach a file only; no employee data populates
Clone Position	N/A	N/A		N/A	Not in use at this time
Request Paid Leave of Absence	N/A	N/A		N/A	Not in use at this time
**Note: Any significant actions taken on a faculty member should be initiated in consultation with Academic Affairs.					