

APPOINTMENT "ADD" CODES

APPOINTMENT TYPE

FA=Faculty	CP = Classified Permanent
LI = Limited Appointee	CL = Classified LTE
AS = Academic Staff	CJ = Classified Project
ET = Employees-in-Training	SH = Student Help
SA = Student Assistants	OT = Other: Teaching Supervisors, Honorary Fellows, etc

BASIS

C = Academic Year
A = Annual Year
H = Hourly
L = Lump

BEGIN APPT CODE

01 = New Appointment
02 = Original Appointment
03 = Promotion
04 = Transfer
05 = Reinstatement
06 = Restoration
07 = Demotion

BEGIN APPT REASON

01 = From Layoff/Break
02 = In Lieu of Layoff--Beginning Appt was chosen by employer
03 = In Lieu of Layoff--Beginning Appt was chosen by employee
04 = Voluntary--Use with demotion only
05 = Involuntary--Use with demotion only
06 = Displacement/Bumping---Use with transfer or demotion only
07 = Permissive--Use with transfer only
08 = Contractual--Use with transfer only
09 = Disciplinary--Use with transfer or demotion only
10 = Due to Appeal--Use with restoration or reinstatement only
16 = Probation Failed
Blank = Does Not Apply

CONTINUITY

01 = On-going
02 = Fixed, Terminal
03 = Fixed, Renewable
04 = Limited
05 = Acting/Provisional
06 = Rolling Horizon
07 = Interim (Not UW-Madison)

END APPT CODE

06 = Fixed Term Terminal
Limited Term Project
Appointment Ended

EXTERNAL AFFILIATION

1 = Campus Related Agency
2 = External Agency (Government or Non-Profit)
3 = Clinical/Hospital Affiliation
4 = Inter-Institutional Agreement
5 = Inter-Gov'tl Personnel Interchng
6 = UW Medical Foundation
9 = Other

FLSA

(FAIR LABOR STANDARDS ACT)

E = Exempt
N = Non-exempt
Z = Unspecified; Appointment does not represent employment

FACULTY RELATIONSHIP

1 = Tenure
2 = Tenure-track
3 = Joint Executive
4 = Joint Department
5 = Affiliate
6 = Faculty Status
7 = Funding Only

FEDERAL/STATE APPT

1 = USDA
2 = Cooperative Ext
3 = Military Service
4 = Veterans Hospital
5 = UW Hospital
9 = Other

FUNDING RESPONSIBILITY

0 = University holds no funding responsibility (zero-dollar)
1 = University has sole funding responsibility

GUARANTEED LENGTH

Blank = Not applicable
Any value from 0.5 through 5 years

LENGTH MONITOR

Any value less than 10 years
Blank = Not applicable

OVER MAX

Y = Rate Over the Maximum
R = Red=Circled
S = Rate above UW's Maximum but within supplemental range

NEXT LOCATION

A = Within the same institution
B = Different UW institution
D = Different State Agency
E = Within the Same Employing Unit
Blank = Does Not Apply

PRIOR APPOINTMENT

LOCATION

A = Within the same institution
B = Different UW institution
D = Different State Agency
E = Within the same Employing Unit
N = No Prior Appointment; never a state employee

TYPE

See "Appointment Type" for code

BREAK

Y = Yes, break in state service
N= No, not a break in state service
Blank = Not applicable

PROBATION TYPE

CO = Classified Original
CP = Classified Promotional
CS = Classified Permissive
TR = Trainee or Apprentice
TT = Tenure-Track
PI = Probationary Leading to Indef
HS = CHS (Collateral Faculty)
EV = Unclassified Evaluation Period

SEASONAL

1 = Any Interval
2 = Academic Year
3 = Fall Semester
4 = Spring Semester
5 = Summer
6 = Flexible "C"

SESSION

AY = Academic Year
S1 = Semester 1
S2 = Semester 2
SS = Summer Session
SV = Summer Service
CS = Chair's Support

UNDER MINIMUM

Y = Rate below the minimum

APPOINTMENT "CHANGE" CODES

BASIS

See "add" codes

CONTINUITY

See "add" codes

FUNDING RESPONSIBILITY

See "add" codes

GUARANTEED LENGTH

See "add" codes

PERCENT CHANGE

01 = Nonrenewal
 02 = Layoff
 03 = Voluntary
 05 = Contract/Letter
 Blank = Does not apply

REASON (BEGIN APPT CODE)

See "add" codes

REASON (BEGIN APPT REASON CODE)

See "add" codes

END APPOINTMENT CODE

01 = Resignation (06, 08, 09, Blank)
 02 = Retirement (blank)
 03 = Non-renewal (04, 05, 06)
 04 = Layoff (01, 02, 04, 05)
 05 = Death (blank)
 06 = Fixed Terminal (blank)
 07 = Dismissal (03, 07, blank)
 08 = Graduation (blank)
 99 = Cancelled (blank)

PROBATION END DATE CHANGE REASON

01 = Re-eval Prior Serv
 02 = Error Correction
 03 = Leave of Absence
 04 = Extension
 05 = Change in Guarant %
 06 = Probation Ended
 07 = To give proper notice
 08 = Birth/Adoption
 09 = Elder/Dependent Care
 10 = Medical
 11 = Beyond ctrl of indiv.(FA)
 12 = Military
 13 = Govn. Serv
 14 = Other

SEASONAL

See "add" codes

SERVICE STATUS

1 = Emeritus
 3 = Certificate of Appreciation
 4 = Rehired Annuitant

TITLE CHANGE REASON

01 = Chg in duties/Reclass
 02 = Reallocate/Reorganize
 03 = Promote/Progression
 04 = Correction
 24 = Education Attainment
 25 = Temp Chng in Duties
 28 = Title History
 30 = Due to Title Appeal
 31 = Back-up Appt Activated
 54 = New Title Assign
 74 = WSEU ASU Pay Progression

END APPOINTMENT REASON

01 = Voluntary - Classified Layoff Only
 02 = Involuntary --Classified Layoff Only
 03 = Probation/Evaluation Period Failure
 04 = Program Redirection/Reorg (Uncl)
 05 = Funding Reduction (Unclassified)
 06 = In Lieu of Dismissal for Cause
 07 = Abandonment
 08 = No reason supplied by employee
 09 = Health
 Blank = Does not apply

LEAVE TYPE

10 = Short-Union Act
 11 = Long-Union Act
 12 = Personal Reason
 13 = Seasonal
 15 = Labor Dispute
 16 = Sabbatical
 17 = Elder/Depend Care
 18 = VA Funding
 19 = H. Hughes Funding

Classified

001 = Chg in Duties/Reclass
 002 = Reallocation
 003 = Promote/Progress
 004 = Correction
 005 = Group Equity
 006 = Individual Equity
 012 = UWMF % Change
 013 = Trainee
 016 = Prevailing Rate Setting
 017 = 6-Month Increase
 018 = Mandatory
 019 = Merit*
 020 = Pay Plan Change
 022 = Market Factor
 023 = Campus Minimum
 028 = Rate History
 030 = Due to Title Appeal
 035 = School/College Minimum (LTE)
 041 = Parity
 042 = Additional Wage Adjustment
 046 = Grid Placement
 047 = Deactivate Rate
 048 = Law Suit/Settlement
 049 = Additional Grid Adjustment
 050 = Anniversary adjustment
 051 = Structural Adjustment
 055 = Temp Rate End
 056 = Performance Recognition Award
 057 = Discretionary Comp Adjustment
 058 = Final Grid Adjustment
 060 = Additional Structural Adjustment
 061 = Seniority Stratification
 062 = DCA (funded)
 070 = Pay Plan 2nd Year
 071 = Pay Plan Additional

TYPE (APPOINTMENT)

See "add" codes

TYPE (PROBATION)

See "add" codes

EXTERNAL AFFILIATION

See "add" codes

FACULTY RELATIONSHIP

See "add" codes

FEDERAL APPT

See "add" codes

FLSA

See "add" codes

LENGTH MONITOR

See "add" codes

LINE COMMAND

A = Add
 C = Change
 D = Delete

NEXT LOCATION

See "add" codes

RATE CHANGE REASON

072 = Discretionary Market Adj.
 074 = WSEU ASU Pay Progression
 075 = LTE Increase
Unclassified
 001 = Chg in Duties/Reclass
 003 = Promote/Progress
 004 = Correction
 005 = Group Equity
 006 = Individual Equity
 009 = IIA
 010 = Schedule Change (ET,SA)
 011 = External Rate
 012 = UWMF % Change
 013 = Trainee
 015 = Different Pay Basis
 018 = Mandatory
 019 = Merit*
 020 = Pay Plan Change (SA, SH)
 022 = Market Factor
 023 = Campus Minimum*
 024 = Educational Attainment (FA)
 025 = Temp Chg in Duty
 028 = Rate History
 030 = Due to Title Appeal
 031 = Re/Activated Rate (FA,AS)
 034 = Supplement (E-I-T)
 035 = School/College Minimum *
 047 = Deactivate Rate
 048 = Law Suit/Settlement
 053 = Board Attainment
 054 = New Title Assignment
 063 = Match UW System Rate (L/I)*
 064 = Temporary Adjustment End
 067 = Chancellors Discretionary Incr.*
 *part of budget exercise

TYPE (D/L) % SCHEDULE

D = Dept FTE
 L = Leave

UNDER MINIMUM

See "add" codes