

Temporary Faculty Processing Page

Job Action/Action Reason Summary

Action	Reason
Rehire (REH)	Rehire (REH) – applicable when there is a break in service (termination).
Hire (HIR)	Appointment (APT) – applicable to new hires (or 1 st time hired via CMS).
Hire (HIR)	Concurrent Job (CON) – applicable when appointed in two different departments OR two different job codes within the same department.
Data Change (DTA)	Appointment (APT) – continuing employment from previous appointment duration period. For example semester only (S1), 1 year (Y1), or 3 year (Y3).
Data Change (DTA)	Contract Revision (CNR) – used for multi term appointees only when paid units do not change during an existing appointment duration period.
Pay Rate Change (PAY)	Time Base Change (TBC) – applicable when the total wtu's (paid units) are changed - increased or decreased - within an existing appointment period.
*Short Work Break (SWB) This action/reason combo will auto populate when appropriate	Return From Short Work Break (RWB) – used when a multi term appointee does not work during a term within the appointment period. (Generally applicable to 3 year appointees).

Scenario's Frequently Asked Questions Regarding Appropriate Job Action/Action Reason Codes

This document is intended to serve as a tool for those who are responsible for the TF Processing (Approval) Process

Billy Joel has a 1 year appointment effective 8/20/2009 through 5/28/10. Billy Joel was assigned 6.0 units fall term and has 3.0 units spring term. What is the appropriate job action/action reason for spring?

Correct selection: PAY/TBC

Reason: Billy's units (total wtu) decreased. It would also be a PAY/TBC if he went from 6 units in the fall to 9 units in the spring.

Tom Hanks has a 3 year appointment effective 8/21/2008 through 5/27/2011. Tom was assigned 6.0 units in fall term. Coincidentally, in spring, Tom will be assigned 6.0 units as well. What is the correct job action/action reason?

Correct selection: DTA/CNR

Reason: This is a multi term appointment with no change in time base. DTA/CNR is used for multi term appointees only.

Suzy Q has a 3 year appointment effective 8/21/2008 through 5/27/2011. Suzy Q did not work fall 2009 term (year 2 of 3) due to *no work available*. However, Suzy Q will be assigned 3.0 units in spring 2010 term. What is the correct job action/action reason?

Correct selection: SWB/RWB

Reason: Suzy has a 3 year contract. Any term fall or spring that she does not work due to no work available will be a short work break and return from short work break.

Peggy Sue was appointed as a Teaching Associate fall 2009 term. Subsequently, Peggy has completed her Master Program and is no longer a student as of December 2009. Peggy will be assigned 3.0 units in spring as a Lecturer. What is the appropriate job action/action reason for spring?

Correct selection: HIR/CON

Reason: HIR/CON is applicable when appointed in two different job codes within the same department (which is our example above) OR two different departments (this doesn't apply in this case).

John Boy is hired for the first time at CSU Fullerton (regardless of job code). What is the appropriate job action/action reason?

Correct selection: HIR/APT

Reason: HIR/APT is applicable when a new person begins employment (or has returned to the CSU after a long period of time).

Mary Ellen was appointed in a 1 academic year position beginning fall 2009 term and ending spring 2010 term. She taught 6.0 units in fall and 3.0 units in spring. Mary Ellen will be offered 3.0 units in the following fall. What is the appropriate job action/action reason for fall 2010?

Correct selection: DTA/APT

Reason: DTA/APT is the only applicable action/action reason when a faculty member continues employment without a break in service.