



**PAYROLL/PERSONNEL
EMPLOYEE DOCUMENT SELECTION
UPAY837 (R4/95 R0980)**

RUN SPECIFICATION

IDENTIFIER		DOCUMENT ORDER	
1	11	12	15
P P P 7 5 0 - S P E C			

DOCUMENT ORDER:

EMID - EMPLOYEE ID
 NAME - EMPLOYEE NAME
 DPID - HOME DEPT, EMP ID
 DPNM - HOME DEPT, EMP NAME

DOCUMENT SELECTION (MASS)

DOCUMENT MODE	PERSONNEL ACTIONS				
	CODE	DATE			
1	4	5	6	7	12
M A S S					

FOR MASS DOCUMENTS, THE ACTION CODE ENTERED MUST BE "27" (MERIT INCREASE) OR "28" (RANGE ADJUSTMENT).

DOCUMENT SELECTION (EMPLOYEE ID)

DOCUMENT MODE	EMPLOYEE ID	SELECTION CODE	DOCUMENT ACTION TYPE						
			TYPE1	TYPE2					
1	4	5	13	14	15	16	17	18	19
E M I D									
E M I D									
E M I D									
E M I D									

SELECTION CODE DETERMINATION:

DOCUMENT HIRE/REHIRE	CLASSIFICATION	SELECTION CODE
	STAFF	01
	ACADEMIC	02
	STUDENT	03
CHANGE-IN-STATUS	STAFF	04
	ACADEMIC	05
	STUDENT	06
LEAVE/SABBATICAL	STAFF-LEAVE	07
	ACADEMIC/SABBATICAL	08
SEPARATION	STAFF	09
	ACADEMIC	10
	STUDENT	11
	LAYOFF	12
PERSONNEL	ALL - LANDSCAPE	13
	ALL - PORTRAIT	16
BENEFITS	ENROLLMENT SUMMARY	20
	RETIREMENT & SAVINGS	21

DOCUMENT ACTION TYPE:

DOCUMENT ACTIONS should be entered only when the Selection Code requested indicates "Change-in-Status" or "Leave/Sabbatical".

"CHANGE-IN-STATUS" DOCUMENT ACTION TYPE (SELECT ONE OR TWO):

- 30 - Request for Status
- 01 - Promotion
- 02 - Demotion
- 03 - Reclassification Upward
- 04 - Reclassification Lateral
- 05 - Reclassification Downward
- 06 - Renewal of Appointment
- 07 - Additional Employment
- 08 - Lateral Transfer
- 09 - Employment in Different Academic Series
- 10 - Change from Casual to Career Status
- 11 - Change from Casual Restrict to Casual Status
- 12 - Merit Increase
- 13 - Change in Funding
- 14 - Change in Percent Full Time
- 15 - Six Month Increase
- 16 - Casual Increase
- 17 - Exceptional Equity Increase
- 18 - Change in HSCP Negotiated Salary
- 19 - Adding a Stipend
- 20 - Other Payrate Change
- 21 - Change in Personal Information
- 22 - Change in Visa Type
- 23 - Extension of Visa

"LEAVE/SABBATICAL" DOCUMENT ACTIVITY (SELECT ONE ONLY):

- 24 - Leave with Full Pay
- 25 - Leave with Partial Pay
- 26 - Leave without Pay
- 27 - Sabbatical Leave at Full Salary
- 28 - Sabbatical Leave at Partial Salary
- 29 - Sabbatical Leave in Residence

PREPARED BY:	DATE
APPROVED BY:	DATE

RETN: UNTIL ACTION TAKEN