**EMPLOYEE DOCUMENT SELECTION**

**RUN SPECIFICATION**

<table>
<thead>
<tr>
<th>IDENTIFIER</th>
<th>DOCUMENT ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11 12 15</td>
</tr>
</tbody>
</table>

**PPP 7 5 0 - SPEC**

**DOCUMENT SELECTION (MASS)**

<table>
<thead>
<tr>
<th>DOCUMENT MODE</th>
<th>PERSONNEL ACTIONS CODE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4 5 6 7 12</td>
<td></td>
</tr>
</tbody>
</table>

**MASS**

**DOCUMENT SELECTION (EMPLOYEE ID)**

<table>
<thead>
<tr>
<th>DOCUMENT MODE</th>
<th>EMPLOYEE ID</th>
<th>SELECTION CODE TYPE1</th>
<th>TYPE2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4 5</td>
<td>13 14 15 16 17 18 19</td>
<td></td>
</tr>
</tbody>
</table>

**EMID**

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**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:**

**APPROVED BY:**

RETN: UNTIL ACTION TAKEN