

## MYTRACK Job Change Reason Codes (JCRs) - Offers and PD Actions

Updated 13-Nov-2019

JCR Group	Job Change Reason Code	Change Description (TITLE)	Combined FINAL Definition	NEW Code!
Begin Appointment, Job, Stipend	AACMP	Promotion - Competitive	Current Employee who applies to new job and hired at a higher grade or rate of pay, within the same employee group. The job was open to other candidates, internal or external. They resign from their previous position.	
Begin Appointment, Job, Stipend	AAHIR	Job Record Begins	Used when employees are new to UO, or being appointed for the first time after Unpaid or Fixed Term positions (even if direct appointment).	
Begin Appointment, Job, Stipend	AAJOB	New Job Begins	Use when an previous or existing employee begins an additional job or new job that does not fit other reasons (ie. Use for an additional new job, rehires, etc.) NOTE: Other job change reasons would take precedence over use of this code	Y
Begin Appointment, Job, Stipend	ABLAT	Transfer Lateral	CLASSIFIED ONLY. Through a competitive search or in lieu of layoff when the employee accepts a new job and there is no change in classification level or salary or salary grade, such as a move from one job to another job within the same position class.	
Begin Appointment, Job, Stipend	ACDV	Demotion - Voluntary	Use when the employee requests a new job which is a demotion in classification level or salary (a downward change in position class). Can be done through a search.	
Begin Appointment, Job, Stipend	ACDX	Demotion - In Lieu of Layoff	Use when an employee elects to be demoted to a lower classification or salary instead of being laid off (the employee's choice).	

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Begin Appointment, Job, Stipend	BLIMD	Limited - Duration Appointment	Classified: Use to start a new job that is for a specified time period (classified only). LD is using in the job title to indicate appointment. Maximum of 2 years.	
Begin Appointment, Job, Stipend	BRECL	Recall from Layoff	Classified: Use when an employee moves into a job as a result of being recalled from layoff status, such as when the employee is matched with a position after layoff.	
Begin Appointment, Job, Stipend	BRETB	Post Retirement Job Begins	Post retirement job begins	
Begin Appointment, Job, Stipend	FIXAB	Fixed Term - Assignment Begins	Use when fixed term assignment begins. Includes Pro Tem faculty, Postdoctoral Scholars, temporary, interim OA, student employees, graduate employees	Y
Promotion, Reclass, Category Change	AANON	Promotion - Non Competitive	<p>All Employees: Change in the job without a position number change or new position where the pay increases without a competitive search due to an expansion of duties or direct appointment.</p> <p>OA: Promotion through direct appointment, or Expansion of Duties with Pay Increase. NOTE: Expansion of Duties with no pay increase would use other applicable job change reason (job title change)</p> <p>Faculty: Expansion of Duties with Pay Increase</p> <p>Classified: Promotion through direct appointment.</p>	