Changes Type and Reason Descriptions

Change in position: No salary change

An employee moves to a new position at the same job level or grade with similar responsibilities in the same department at the same salary. For example, use this action if the new position is clearly at the same level of responsibility as the position the employee is leaving. Contact your HRO or HR Comp if you have questions. Refer to the HR Compensation Lateral Transfers Guidelines for more information.

SAP terminology = Transfer: Same Dept No Increase

Change in position: Salary decrease

An employee moves to a new position at the same job level or grade with similar responsibilities in the same department at a lower salary. An academic example would be a change in position from a paid position to a Research Affiliate. This action might also be used if the salary of a non-academic employee would create an internal equity issue. For non-academic employees, please discuss with your HRO or HR Comp before proceeding. This action requires HR Comp approval. Refer to the HR Compensation Lateral Transfers Guidelines for more information.

SAP terminology = Transfer: Same dept with salary decrease

Change in position: Salary increase

An employee moves to a new position at the same job level or grade with similar responsibilities in the same department at a higher salary. For example, when it is determined that the position the employee is moving into requires new and/or additional skills and is more complex than the position the employee is moving out of, an increase of up to 5% may be appropriate. Non-academic increases greater than 5% require HR Comp approval. Please discuss with your HRO or HR Comp before proceeding. Refer to the HR Compensation Lateral Transfers Guidelines for more information.

SAP terminology = Transfer: Same Dept with Salary Increase

Change in status: Non-paid to paid

An Other Academic employee with a single appointment changes from non-paid to paid. This action will likely affect benefits.

Change in status: Paid to non-paid

An Other Academic employee with a single appointment changes from paid to non-paid. This action will likely affect benefits.

Change in status: Temporary to regular

A short-term appointment is extended to 12/31/9999. To change from regular to temporary, contact your HRO.

Change in time: Change in percent effort

An increase or decrease in the percent time of a monthly paid employee. This will affect an employee's pay and may affect benefits.

Change in time: Change in scheduled work hours

An increase or decrease in normal work week hours of hourly paid employees, for example, 20 hours for a half-time employee. This is the work week schedule associated with the individual employee. This will affect employee's pay and may affect benefits.
Change in time: Change in work schedule rule
A change in work schedule rule for an hourly paid employee's position. This is the standard work week associated with the position.

Change time group
This action changes the time group for an employee.

Delimit appointment: Delimit appointment
Delimit or "end" an appointment that has become obsolete. Applies to employees with multiple appointments. This is typically used to end one of the appointments before its current end date. Not a termination of employment.

End temp increase: End Temp Salary Increase
This action ends a temporary salary increase.

Extend Appointment no sal change
Non-academic: A non-academic employee's short term appointment is extended with no change in salary. An additional action of Salary change is required if there is a salary change.

Academic: An academic employee's appointment end date is extended with no change in salary.
SAP terminology = Change appointment end date: Reappointment no salary increase
Note: Appointment cannot be extended to 12/31/9999.

Extend appointment w/ sal inc (acad only)
An academic employee's appointment end date is extended with a salary increase.
SAP terminology = Salary change: Reappointment with salary increase
Note: Appointment cannot be extended to 12/31/9999.

Position/directory title change
This action changes the title that is published in the MIT Directory. This does not change job title or classification.

Promotion: In level promotion
A Sponsored Research Staff (SRS) employee moves to a new position within the SRS payroll category at the same job level with greater responsibility in the same department. The position title usually changes. The job title remains the same.

Promotion: No salary change
An employee moves into a higher job level or grade with greater responsibility in the same department with no salary increase, for example, when internal equity is a concern. This is rare and should be discussed in advance with your HRO before proceeding. Refer to the HR Compensation Promotion Guidelines for more information.
SAP terminology = Promotion: Same Dept No Salary Increase
Note: You cannot promote a person to a tenured position using this action.

Promotion: Salary increase
An employee moves into a higher job level or grade with greater responsibility with a salary increase in the same department. Promotional
increases should be granted concurrent with the employee's assumption of his or her new responsibilities. Compensation guidelines suggest an increase of 5%-15%. For non-academic employees, increases outside the guidelines will be forwarded to HR Comp for approval. Please discuss in advance with your HRO before proceeding. Refer to the HR Compensation Promotion Guidelines for more information.

SAP terminology = Promotion: Same Dept with Salary Increase

**Note:** You cannot promote a person to a tenured position using this action.

**Reclassification: No salary change**

Reclassification actions occur after a formal request is made to your HRO or the HR Compensation group to evaluate an existing job based on the required duties, responsibilities, qualifications and skills of a job. This reclassification is done with no salary increase. The action requires HR Comp approval. Refer to the HR Compensation Reclassification Guidelines for more information.

SAP terminology = Reclassification: No Salary Increase

**Reclassification: Salary Increase**

Reclassification actions occur after a formal request is made to your HRO or the HR Compensation group to evaluate an existing job based on the required duties, responsibilities, qualifications and skills of a job. This reclassification is done with a salary increase. The action requires HR Comp approval. Refer to the HR Compensation Reclassification Guidelines for more information.

**Salary change: Adj to minimum contract rate**

Used to align a Union employee's pay with the minimum rate allowed per union contract.

**Salary change: Exceptional performance**

An employee is recognized for individual accomplishments and performance outside of the annual salary review. This reason should be rarely used; please discuss with your HRO or HR Comp before proceeding. This action requires HR Comp approval.

**Salary change: Incr responsibility/complexity**

An employee takes on a measurably higher degree of complexity within his or her current role. Compensation guidelines suggest an increase up to 5%. For non-academic employees, please discuss in advance with your HRO or HR Comp before proceeding. Adjustments greater than 5% require HR Comp approval for non-academic employees. Refer to the HR Compensation Increase in Job/Position Responsibility Guidelines for more information.

**Salary change: Mkt/internal equity/cont fund**

A market adjustment or internal equity adjustment is determined to be necessary. The adjustment is paid for by the Compensation contingency pool. This action requires HR Comp approval.

**Salary change: Mkt/internal equity/dept fund**

A market adjustment or internal equity adjustment is determined to be necessary. The adjustment is paid for out of the department budget. For non-academic employees, please discuss with your HRO or HR Comp before proceeding. Adjustments greater than 5% require HR Comp approval.

**Salary change: New skills/knowledge**

An employee has acquired a new skill or obtained additional knowledge while remaining in the same job/position and uses this skill and/or knowledge on a regular basis. Compensation guidelines suggest an increase up to 5%. For non-academic employees, please discuss with your HRO or HR Comp before proceeding. Adjustments greater than 5% require HR Comp approval. Refer to the HR Compensation New Skills Guidelines for more information.

**Salary change: Off cycle merit**

Used when a new employee is hired after the review eligibility date for his or her payroll/category. Also used when processing a deferred merit.
Please discuss with your HRO or HR Comp before proceeding. This action requires HR Comp approval. Refer to the HR Compensation Off Cycle Merit Guidelines or HR Compensation Deferred Merit Guidelines for more information.

**Salary change: Salary decrease**

Non-review salary decrease. May be used when duties have changed or when internal equity is a concern. Please discuss with your HRO or HR Comp before proceeding. This action requires HR Comp approval.

**Note:** This is not used to reflect a reduction in hours or effort.

**Salary change: Salary increase**

Academic and service staff non-review salary increase. Use when specific salary change reasons do not apply.

**Note:** The appointment end date will not change for academic employees.

**Salary change: Temporary salary increase**

Additional compensation for an employee who has temporarily assumed major responsibility for, and performance of, a higher level job. Compensation guidelines suggest an increase between 5% and 15%. For non-academic employees, please discuss with your HRO or HR Comp before proceeding. Adjustments greater than 15% will require HR Comp approval.

**Note:** An *End temp increase* action must be submitted to end the increase.

**Set-up concurrent appointment: Additional appointment**

An academic employee who already has a primary active academic appointment is assigned a new appointment, with the new and existing appointment(s) being active at the same time. Generally used to create joint appointments for Faculty or to create multiple positions for Other Academic employees. The total Percent Effort from all appointments cannot exceed 100%.

**Note:** This action/reason is NOT applicable for Faculty Dual appointments.

**Transfer: In level promotion**

A Sponsored Research Staff (SRS) employee moves to a new position within the SRS payroll category, at the same job level, with greater responsibilities in a new department. The position title usually changes. The job title remains the same.

**Transfer: No salary change**

An employee moves to a new position at the same job level or grade with similar responsibilities in a new department at the same salary. For example, use this action if the new position is clearly at the same level of responsibility as the position the employee is leaving. Contact your HRO or HR Comp if you have questions.

SAP terminology = Transfer: New Dept No Increase

**Transfer: Salary decrease**

An employee moves to a new position at the same job level or grade with similar responsibilities in a new department at a lower salary. An academic example would be a transfer from a paid position to a Research Affiliate. This action might also be used if the salary of a non-academic employee would create an internal equity issue. For non-academic employees, please discuss with your HRO or HR Comp before proceeding as this action requires HR Comp approval. Contact your HRO or HR Comp if you have questions.

SAP terminology = Transfer: New Dept with Salary Decrease

**Transfer: Salary increase**

An employee moves to a new position at the same job level or grade with similar responsibilities in a new department at a higher salary. For example, when it is determined that the position the employee is transferring to requires new and/or additional skills and is more complex than the position the employee is transferring from, an increase of up to 5% may be appropriate. Non-academic increases greater than 5% require HR Comp approval. Contact your HRO or HR Comp if you have questions.
SAP terminology = Transfer: New Dept with Salary Increase

**Transfer: Promotion and no salary change**

An employee moves into a higher job level or grade with greater responsibility with no salary increase in a new department. For example, use this action if the new position is clearly at the same level of responsibility as the position the employee is leaving. This is rare and should be discussed in advance with your HRO before proceeding.

*Note:* You cannot promote a person to a tenured position using this action.

SAP terminology = Transfer: New Dept Promotion No Increase

**Transfer: Promotion and salary increase**

An employee moves into a higher job level or grade with greater responsibility with a salary increase in a new department. Promotional increases should be granted concurrent with the employee's assumption of his or her new responsibilities. Compensation guidelines suggest an increase of 5%-15%. For non-academic employees, increases outside the guidelines will be forwarded to HR Comp for approval.

*Note:* You cannot promote a person to a tenured position using this action. Use Other Actions link.

SAP terminology = Transfer: New Dept Promotion & Salary Increase