HSPH OFFICE OF FACULTY AFFAIRS WASABI JOB DATA CHANGES FOR ACADEMIC APPOINTMENTS

ONLY PAID APPOINTMENTS REQUIRE A POSITION NUMBER

Action	Reason	Description	When to Use	Examples	Documentation Needed From Department
Data Change		Department	Used when a department is reorganized (rarely used)		Note on form or email message to explain
(DTA)		reorganization			circumstances (if applicable)
Data Change (DTA)		Layoff notification	Not used for academic appointments		
Data Change	REA	Reappointment/extensi	To extend an appointment end date. A new salary can		Note on form or email message to explain
(DTA)		on	also be entered on this form.		circumstances (if applicable) and continued scope of work (if applicable)
Data Change (DTA)		Temp/LHT to regular	Not usually used for academic appointments		
Data Change (DTA)		Temporary to LHT	Not usually used for academic appointments		
Data Change (DTA)		Unpaid to Paid Pay Group	This is to change an appointment from nonsalaried to salaried.		May need I-9 if appointee has never been on Harvard payroll. OFA will draft offer letter
Downgrade (DEM)	DMO	Downgrade/demotion	Not usually used for academic appointments		
Job Reclass (JRC)	DMO	Job downgrade	Not usually used for academic appointments		
Job Reclass (JRC)	LAT	Lateral	Used for changes in appointment that are not promotions. Examples: associate professor assuming lecturer appointment; employee postdoc changing to stipendee postdoc.		Current CV, approval from PI/Chair and continued scope of work, if applicable
Job Reclass (JRC)	PRO	Upgrade/Promotion	Not usually used for academic appointments	Faculty moving from visiting scientist to adjunct faculty	
Pay Rate Change (PAY)	ADJ	Adjustment	To change a salary		Pay adjustment approval form
Pay Rate Change (PAY)	MIN	Bring to minimum	To raise salary to minimum standard for H1 visa or the NIH post-doc minimum		Note on form or email message to explain circumstances (if applicable)
Pay Rate Change (PAY)	EEQ	External Equity Adjustment	Used to increase salary based on comparison with external appointees, jobs, or sources; Not typically used for academic appointmens		Note on form or email message to explain circumstances (if applicable) and include "Pay adjustment approval form"
Pay Rate Change (PAY)	IEQ	Internal Equity Adjustment	Used to increase salary based on comparison with internal appointees, jobs, or sources		Pay adjustment approval form"_
Pay Rate Change (PAY)	MER	Merit	Used to increase salary based on greater responsibilities, due to appointment anniversary dates, etc. <i>Can also change standard hours and costing on this</i> <i>form.</i>		Pay adjustment approval form
Promotion (PRO)	PRO		For promotion on the faculty ladder (assistant professor -> associate professor ->professor) or research track (research fellow -> research associate - >research scientist)		Please attach letter from department chair, one letter of recommendation and current cv.

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