

**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 (DTA)		Department reorganization	Used when a department is reorganized (rarely used)		Note on form or email message to explain circumstances (if applicable)
Data Change (DTA)		Layoff notification	Not used for academic appointments		
Data Change (DTA)	REA	Reappointment/extension	To extend an appointment end date. A new salary can also be entered on this form.		Note on form or email message to explain 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 appointments		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 form.</i>		Pay adjustment approval form
Promotion (PRO)	PRO	Promotion	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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Action	Reason	Description	When to Use	Examples	Documentation Needed From Department
SPH Action		Absence Management Group	Not used for academic appointments		
SPH Action		Business title change	Use this when the only change to an appointment is a change in business title		Note on form or email message to explain circumstances (if applicable)
SPH Action		Change in scheduled hours	Use this to change an appointee's FTE. The annual salary will not change, but the actual salary, which is based on scheduled hours, will change		Note on form or email message to explain circumstances (if applicable)
SPH Action		Correction-department	To correct department (rarely used)		Note on form or email message to explain circumstances (if applicable)
SPH Action		Correction-job code	To correct job code when job code on hire form was incorrect (rarely used). For example, a post-doc was hired as an employee (6150) when they should have been hired as a stipendee (6450)		Note on form or email message to explain circumstances (if applicable)
SPH Action		Correction-pay rate	To correct salary when salary on hire form was incorrect (rarely used)		Note on form or email message to explain circumstances (if applicable)
SPH Action		Costing change	These go directly from the department to OFS and bypass Faculty Affairs		
SPH Action		Location change	To correct Harvard building/location (rarely used)		Note on form or email message to explain circumstances (if applicable)
SPH Action		Personal data change	To change name (requires copy of social security card or government/legal document as back-up), correct date of birth or ethnicity, etc. Changes to both home and office addresses are not processed using this form; they should be done directly in PeopleSoft by the appointee or department administrator		Note on form or email message to explain circumstances (if applicable). Please be specific in what is being changed on form.
SPH Action		Regular to Temp/LHT	Not used for academic appointments		
SPH Action		Supervisor change	To change supervisor		Note on form or email message to explain circumstances (if applicable)
SPH Action		Time and Labor Change	Not used for academic appointments		
Transfer (XFR)	DMO	Downgrade	Not usually used for academic appointments		
Transfer (XFR)	LAT	Lateral	To transfer an appointee from one department to another when the new appointment is not a promotion from the old job/appointment; new job code, salary, end date, costing, etc. can be entered on this form.		approval from new department chair/PI and reason for lateral move.
Transfer (XFR)	PRO	Promotion	To transfer an appointee from one department to another when the new appointment is clearly a promotion; new job code, salary, end date, costing, etc. can be entered on this form.		current CV, letter of recommendation and approval from new department chair
Transfer (XFR)		Temp/LHT to Regular	Not usually used for academic appointments		