

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

**PLEASE NOTE: ONLY PAID, NON-POSTDOC APPOINTMENTS, REQUIRE A POSITION NUMBER**

Action	Reason	Description	When to Use	Examples	Documentation Needed From Department
Data Change (DTA)	ORG	Departmental reorganization	Used when a department is reorganized (rarely used)	<ul style="list-style-type: none"> <li>When a department is being moved into another department or two departments are being consolidated into one department</li> </ul>	Note on form or email message to explain circumstances (if applicable)
Data Change (DTA)	REA	Reappointment/extension	To extend an appointment end date. A new salary can also be entered on this form.	<ul style="list-style-type: none"> <li>When extending a faculty appointment end date after a SCARP approval</li> <li>When extending an annual appointment that was scheduled to end mid-year (not usually used for July 1 reappointments)</li> </ul>	Note on form or email message to explain circumstances (if applicable) and continued scope of work (if applicable) - Requires signed appointment letter attached to Wasabi (faculty, research scientists ONLY)
Data Change (DTA)		Temp to LHT OR LHT to Temp	Not usually used for academic appointments		
Data Change (DTA)		Temp/LHT to Regular	Not usually used for academic appointments		
Data Change (DTA)	UPD	Unpaid to Paid Pay Group	This is to change an appointment from nonsalaried to salaried - Requires new Position number *except all (paid or unpaid) postdocs	<ul style="list-style-type: none"> <li>When any academic appointment (faculty, research scientists, annual appointments) moves from non-Harvard pay (i.e. self-funded) to Harvard payroll</li> </ul>	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	<b>FOR PAID APPOINTMENTS ONLY</b> (for unpaid to unpaid see <i>Transfer/Lateral</i> below) Used for changes in appointment that are not promotions.	<ul style="list-style-type: none"> <li>Associate professor assuming lecturer appointment</li> <li>Employee postdoc changing to stipendee postdoc</li> </ul>	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	<ul style="list-style-type: none"> <li>When faculty salary needs to be changed to reflect primary institution's rate (for secondary or adjunct appts. mostly)</li> </ul>	<a href="#">Pay adjustment approval form</a>
Pay Rate Change (PAY)	MIN	Bring to minimum	To raise salary to minimum standard for H1 visa or the NIH post-doc minimum	<ul style="list-style-type: none"> <li>When increasing postdoc's salary to meet NIH standards</li> </ul>	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; <b>Not typically used for academic appointments</b>		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	<ul style="list-style-type: none"> <li>When raising salary to reflect parity amongst employee rank (i.e. keeping research scientists on par with their dept. peers)</li> </ul>	<a href="#">Pay adjustment approval form</a>
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>	<ul style="list-style-type: none"> <li>When faculty/research scientists gain more responsibility (i.e. directorships, chairs, etc.) salary is often increased to reflect this.</li> </ul>	<a href="#">Pay adjustment approval form</a>

\* YELLOW highlighted are most commonly used actions

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Promotion (PRO)	PRO	Promotion	For promotion on the faculty ladder or research track * If UNPAID to UNPAID, an additional step will be needed for a Job Code change	<ul style="list-style-type: none"> <li>For example, a promotion from assistant professor to associate professor, or, promotion along research track (research fellow -&gt; research associate -&gt;research scientist&gt;senior research scientist&gt;principal research scientist)</li> <li>For any NPD to NPD promotion: For example, research fellow (unpaid) to adjunct faculty, process TWO ACTIONS, first as PROMO/PROMO (you can change business title here but the job code will be greyed out), THEN, process a DTA/CRC data change for a job code correction</li> </ul>	Please attach letter from department chair, one letter of recommendation and current cv - Research scientists require signed appointment letter attached to Wasabi ONLY
SPH Action		Absence Management Group	Not used for academic appointments		
SPH Action (DTA)	DTA	Business title change	Use this when the ONLY change to an appointment is a change in business title	<ul style="list-style-type: none"> <li>When a department or SCARP has approved the change in an appointee's business title</li> <li>Also used when correcting errors in title</li> </ul>	Note on form or email message to explain circumstances (if applicable)
SPH Action (DTA)	HRS	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	<ul style="list-style-type: none"> <li>When an appointee's effort (FTE) increases or decreases</li> </ul>	Note on form or email message to explain circumstances (if applicable)
SPH Action (DTA)	CRC	Correction-Dept.	To correct department (rarely used)	<ul style="list-style-type: none"> <li>Used ONLY when an incorrect department was entered on the appointee's hire form</li> </ul>	Note on form or email message to explain circumstances (if applicable)
SPH Action (DTA)	CRC	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)	<ul style="list-style-type: none"> <li>Used ONLY when an incorrect job code was entered on the appointee's hire form</li> </ul>	Note on form or email message to explain circumstances (if applicable)
SPH Action (DTA)	CRC	Correction-pay rate	To correct salary when salary on hire form was incorrect (rarely used)	<ul style="list-style-type: none"> <li>Used ONLY when an incorrect annual salary was entered on the appointee's hire form</li> </ul>	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	<ul style="list-style-type: none"> <li>When the funds that support an appointee's salary change</li> </ul>	
SPH Action (DTA)	DTA	Location change	To correct Harvard building/location (rarely used)	<ul style="list-style-type: none"> <li>Used ONLY when an incorrect location or building was entered on the appointee's hire form</li> </ul>	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. <b>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</b>	<ul style="list-style-type: none"> <li>Used to change a name, date of birth, ethnicity, or other personal information</li> </ul>	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 (DTA)	DTA	Supervisor change	To change supervisor	<ul style="list-style-type: none"> <li>Used when an appointee's supervisor has changed</li> </ul>	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		

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Transfer (XFR)	LAT	Lateral	To transfer an appointee from one department to another, or within a department, 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.	<ul style="list-style-type: none"> <li>• When an academic appointment moves from one department or PeopleSoft org to another at the same rank (not a promotion)</li> <li>• For example, an unpaid visiting scientist being moved to an unpaid department associate.</li> </ul>	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.	<ul style="list-style-type: none"> <li>• When an academic appointee is promoted and is moving to a new department or PeopleSoft org</li> </ul>	current CV, letter of recommendation and approval from new department chair