

Change of Status (COS) Guidelines

COS Form Type	Work Category	Definition/Usage
Accounting Only	P&S	Used when the MFK information is changing but not the salary.
Adjustment to Pay	P&S	Used when a salary adjustment is requested for a P&S employee based on one of the following reasons: Administrative Differential, Budget Correction, Contract Adjustment, Counter Offer, Market Adjustment, P&S Career Advancement, or Race/Gender Equity.
Merit/SEIU Job Reclassification	P&S	Used when a P&S employee is being reclassified into an SEIU classification.
P&S Classification Change	P&S	Used when a P&S employee is requesting a different P&S classification which is considered a career promotion or a career shift depending on the type of change; also used when a Merit or SEIU employee is being reclassified into P&S.
P&S Status Change	P&S	Used when the status of a P&S employee changes. The most common change is from probationary to career but a change may also involve specified term or at will status.
Percent Time Change	P&S	Used when an employee is increasing or reducing the percent of time being worked. The salary will automatically recalculate based on the new percentage. An explanation and/or employee signature regarding the change in percent of time is required.
Phased Retirement	P&S	Used when an employee begins phased retirement; also used when there is a change to the percent of time and/or salary for an employee in phased retirement.
Salary Reduction/ Restoration	P&S	Used when the salary of an employee is reduced based on one of the following reasons: Temporary Voluntary Reduction in Salary, Permanent Voluntary Reduction in Salary, Temporary Reduction in Salary, Permanent Reduction in Salary, or Salary Restoration.
COS Form Type	Work Category	Definition/Usage
Accounting Only	SEIU	Used when the MFK information is changing but not the salary.
Adjustment to Pay	SEIU	Used when a salary adjustment is requested for an SEIU employee based on one of the following reasons: Budget Correction, Market Adjustment, or Race/Gender Equity.
Merit/SEIU Job Reclassification	SEIU	Used when an SEIU employee is being reclassified into a different SEIU classification in a higher or lower pay grade.
Merit/SEIU Lateral Jobcode Change	SEIU	Used when an SEIU employee is reclassified within the same pay grade.

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P&S Classification Change	SEIU	Used when an SEIU is being reclassified into a P&S classification.
Percent Time Change	SEIU	Used when an employee is increasing or reducing the percent of time being worked. The salary will automatically recalculate based on the new percentage. An explanation and/or employee signature regarding the change in percent of time is required.
Phased Retirement	SEIU	Used when an employee begins phased retirement; also used when there is a change to the percent of time and/or salary for an employee in phased retirement.
Salary Reduction/ Restoration	SEIU	Used when the salary of an employee is reduced based on one of the following reasons: Temporary Voluntary Reduction in Salary, Permanent Voluntary Reduction in Salary, Temporary Reduction in Salary, Permanent Reduction in Salary, or Salary Restoration.
SEIU Weekend Option	SEIU	Used when an SEIU employee changes from a regular SEIU position to a weekend option position.
COS Form Type	Work Category	Definition/Usage
Accounting Only	Merit	Used when the MFK information is changing but not the salary.
Adjustment to Pay	Merit	When a Merit employee is appointed using an advanced starting rate because of exceptional qualifications and other staff need to be adjusted because of the appointment, adjustment to pay will be used.
Merit/SEIU Job Reclassification	Merit	Used when a Merit employee is being reclassified into a different Merit classification in a higher or lower pay grade, or is being granted lead status; also used to reclassify a Merit employee into an SEIU classification.
Merit/SEIU Lateral Jobcode Change	Merit	Used when a Merit employee is reclassified within the same pay grade.
P&S Classification Change	Merit	Used when a Merit employee is being reclassified into a P&S classification.
Percent Time Change	Merit	Used when an employee is increasing or reducing the percent of time being worked. The salary will automatically recalculate based on the new percentage. An explanation and/or employee signature regarding the change in percent of time is required.
Phased Retirement	Merit	Used when an employee begins phased retirement; also used when there is a change to the percent of time and/or salary for an employee in phased retirement.

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Salary Reduction/ Restoration	Merit	Used when the salary of an employee is reduced based on one of the following reasons: Temporary Voluntary Reduction in Salary, Permanent Voluntary Reduction in Salary, Temporary Reduction in Salary, Permanent Reduction in Salary, Salary Restoration. This <u>cannot</u> be used for Merit bargaining employees.
COS Form Type	Work Category	Definition/Usage
Accounting Only	Faculty	Used when the MFK information is changing but not the salary.
Adjustment to Pay	Faculty	Used when a salary adjustment is requested for a Faculty member based on one of the following reasons: Administrative Differential, Budget Correction, Equity, Retention, VA/UI Salary Distribution Change, or Other.
Discretionary Percentage Change	Faculty	Used to initiate a change in the rate of pay and percent of time for a Faculty member. An explanation for the change is required.
Faculty Promotion	Faculty	Used to change the jobcode and salary for a Faculty member based on a promotion.
Faculty Status Change	Faculty	Used to extend the end date for a non-tenure track Faculty member.
Pay Group Change	Faculty	Used to change the Paygroup for a Faculty member (e.g., when a non-tenure track Faculty member is appointed for the Fall semester only and will be appointed for the Spring semester).
Percent Time Change	Faculty	Used when an employee is increasing or reducing the percent of time being worked. The salary will automatically recalculate based on the new percentage. An explanation and/or employee signature regarding the change in percent of time is required.
Phased Retirement	Faculty	Used when an employee begins phased retirement; also used when there is a change to the percent of time and/or salary for an employee in phased retirement.
Salary Reduction/ Restoration	Faculty	Used when the salary of an employee is reduced based on one of the following reasons: Temporary Voluntary Reduction in Salary, Permanent Voluntary Reduction in Salary, Temporary Reduction in Salary, Permanent Reduction in Salary, or Salary Restoration.
VA/UI Salary Split Change	Faculty	Used when there is a change in the VA/UI Salary Split (e.g., cost of living increases, LOA, change of percent of time) for a Faculty member.