

Reason [Element Entries]

Field Definition

The following table provides the definition for the Reason field on the Element Entries screen.

| Field Name | Description |
|------------|---|
| Reason | Reason that an element entry is being added to a person's record. |

List of Values

The following table provides definitions of the values for the Reason field on the Element Entries screen.

| Value | Description |
|---------------------------------------|--|
| Additional Assignment | Person was given an additional job. |
| Allowance Change | Change in allowance. |
| Back and/or Missed Deductions | Element entered to take a back or missed deduction. |
| Change in Effort (or LOE) | Change in effort. |
| Deduction Correction | Correction to a deduction. |
| Fellowship Foreign National | Foreign national receiving a fellowship is a foreign national. |
| Fellowship US citizen | US citizen receiving a fellowship. |
| Initial Benefit | Initial benefit selection. |
| Late Enrollment | Person is signing up for a benefit as a late enrollee. |
| LWOP | Person is on leave without pay. |
| Open Enrollment | Person is signing up for a benefit during open enrollment. |
| Overpayment | An adjustment is being made due to overpayment. |
| Paid Hourly and Salaried | Person is paid hourly or salaried. |
| Manual Retro | Manual retro payment – not system generated. |
| Month in Advance for Health Insurance | Element entered to take a health insurance deduction (over two payrolls) to cover the 28 day run-off period. |
| Re-activate Less Than Six Months | Reactivation of a person with less than 6 month break in service. |
| Salary Decrease | A decrease in a person's salary or payment amount.. |
| Salary Increase | An increase in a person's salary or payment amount. |