

LIMITED HR TRANSACTIONS for APRIL

**HR TRANSACTIONS that CAN and CANNOT OCCUR for
4/15/2019
PeopleSoft Go Live: 4/1/2019**

Actions	Can Occur	Cannot Occur
Hires In PA	x	
Reassignments		x
Promotions		x
Demotions		x
One Step Promotions		x
Reclass		x
Pay for Performance		x
Additional Duties/Responsibilities		x
Additional Skills/Knowledge		x
Special Assignment Pay		x
Temporary Salary Adjustment		x
Grant Salary Adjustment		x
Administrative Salary Adjustment		x
Variable Pay		x
Bonus		x
Cash Award		x
Affiliates - Hires/ Changes		x
Endowed Chairs		x
Basis Change		x
Change in Hours		x
Reappointments		x
Account Changes		X
Separation	x	
LWOP - Go/ Return	x	
Update Vacant Position Description	x	
Update Filled Position Description with no PeopleSoft Impact	x	

Post a Position	x	
Hires from 4/1/19 and Forward	x	
Update Dependents Beneficiaries	x	
Enroll in Benefits (Insurance) - ESS	x	
Enroll in Benefits - Special Eligibility Situations	x	
COBRA Initial Notices, COBR Election Notices	x	
Enroll in Benefits Retirement Interface	x	
Tuition Assistance	x	

