Decision Tree #1 used for benefited employees

- **Benefited employee**
  - Giving additional assignment
    - Fiscal year base
    - Extra Compensation / Overload assignment
    - Summer Month
    - Academic year base
    - Giving additional assignment
  - Changing a job they already have
    - Ending the job assignment
    - Changing just labor account
    - Putting employee on LWOP
    - Putting employee on STD
    - New to USU (no record in PEAEMPL)
    - Re-hire to USU (record in PEAEMPL)
  - Giving a job

**Z ADDT**
- Used for moving expenses, leave settlement or awards

**Financials**
- **JC TRM**
- **JC STC**
- **JB SAL**
- **NH SAL**
- **JC LOA**
- **EC STD**
- **PO9xxx**
- **P01xxx**
- **Z_ADDT**
- **P_LABR**
- **P_LBR2**

*If only changing labor use **P_LABR**
Decision Tree #2 used for non-benefited employees

Non-benefited

Giving a job

Non-exempt hourly work

Exempt work set amount

Graduate Assistantship work

No pay assignment Used for volunteer, adjunct, visiting scholars, etc

Changing a job they already have

Non-exempt hourly work

Exempt work set amount

Graduate Assistantship work

No pay/volunteer assignment

Ending the job assignment

Changing amount, title

Changing FTE, Title, Salary, ETC

Changing salary

*If only changing labor use P_LABR except on workstudy. Then use WS_LBR

Don’t drop anything in PHATIME

Contact hrbanner@usu.edu

Adjust in PHATIME or contact hrbanner@usu.edu