ALWAYS CODE PCN																						
●	FIELD MUST BE CODED																					
O	CODING IS OPTIONAL																					
	BLANK SPACE DO NOT CODE																					
CHANGE REASON	TRANSACTION 970	CLASS CODE	F T E	PAY PERIOD HOURS	PAY LOCATION	POSITION TYPE				TRANSACTION 972 or 973	INDEX	P C A	GRANT / PROJECT	DISTRIBUTION %				TRANSACTION 974 or 975	BUDGETED SALARY	BUDGETED BENEFITS	BUDGETED HOURS
10	SET UP	●	●	●	O	●		TRAN	972	SET-UP	●	●		●		TRAN	974	SET-UP	●	●	●
20	UPDATE		O	O	O	O		TRAN	973	DISTRIBUTION UPDATE						TRAN	975	BUDGET UPDATE			
22	DISTRIBUTION UPDATE							TRAN	973	DISTRIBUTION UPDATE	O	O	O	O		TRAN	975	BUDGET UPDATE			
25	RECLASS	●	O	O	O	O		TRAN	973	DISTRIBUTION UPDATE	O	O	O	O		TRAN	975	BUDGET UPDATE			
90	DELETE							TRAN	973	DISTRIBUTION UPDATE						TRAN	975	BUDGET UPDATE			
91	REACTIVATE							TRAN	973	DISTRIBUTION UPDATE	O	O	O	O		TRAN	975	BUDGET UPDATE	●	●	●
25	SYSTEM GENERATED							TRAN	400	Change Reason (RD, RL, & RU) Reclassification											
26	SYSTEM GENERATED							TRAN	975	Fiscal Year End Projections.											
80	SYSTEM GENERATED							TRAN	400	Filled – Indicated Position is filled											
81	SYSTEM GENERATED							TRAN	400	Vacant– Indicates Position is vacant											