Online ASF Action/Reasons Recommended Use Guide

Action	Reason	Recommended Use	Documentation
Data Change	Correction-Department	Action must be processed via MSS	

Online Appointment Status Change Form

Action	Reason	Recommended Use	Documentation
Return from Leave	Begin 9-Month Academic Year	Central/Branch HR use only	Central/Branch HR use only
Return from Leave	Furlough Return	Use when an employee has returned from a Furlough	Please consult with your Central or Branch HR before using this action/reason.
Return from Leave	Return From Leave	Use when an employee has returned from a leave of absence	None
Returning from Sabbatical	Sabbatical 100%	Use when a faculty employee has returned from a sabbitical	None
Returning from Sabbatical	Sabbatical 50%	Use when a faculty employee has returned from a sabbitical	None
Returning from Sabbatical	Sabbatical 67%	Use when a faculty employee has returned from a sabbitical	None
Status Change	FTE Change Decrease	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Status Change	FTE Change Increase	Action must be processed via MSS	Review MSS Action/Reasons Recommended Use Guide
Termination	Abandonment	Only use if Manager is a non-USF employee or Courtesy employee. others the action must be processed via MSS Used for terminations due to job abandonment.	*Faculty, Staff, Administration* Notice of termination
Termination	Death	Only use if Manager is a non-USF employee or Courtesy employee. others the action must be processed via MSS Used for terminations due to employee's death.	Death certificate or notification of death, if available
Termination	Death in Line of Duty	Only use if Manager is a non-USF employee or Courtesy employee. others the action must be processed via MSS Used for terminations due to employee's death while on duty.	Death certificate or notification of death, if available
Termination	End Non Citizen Employ Authztn	Central/Branch HR use only	Central/Branch HR use only
Termination	End Of Appointment		

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