

Approval Category Code	Self-Service Description
ALLWNC	Add Allowance to an Employee
ADJFAS	Add F9/P9 Job (Semi-Monthly)
ADJBFT	Add FB Job (Full-Time Biweekly)
ADJMON	Add FF/FM Job (Full-Time Monthly)
ADJGA	Add GA/GRA/GTA Job (Grad Student Assistantship Monthly)
ADJGB	Add GB Job (Grad Student NO Assistantship Biweekly)
OVLJOB	Add Overload Job (Faculty)
ADJBPT	Add PB Job (Part-Time Biweekly)
ADJMPT	Add PF/PM Job (Part-Time Monthly)
ADJSUM	Add SF Job (Summer Faculty 9 Month)
ADJWA	Add WA Job (Workstudy Student Biweekly)
ADJZJ	Add Z Job (Additional Job Full-Time Employee)
SUPVR	Add/Chg Job Supervisor
OSPECP	Add/Chg Special Pay (OOC/END/PROF/SUP)
LEADPA	Add/Stop Lead Pay (Biweekly Paid Employee)
VEHCL	Add/Stop Vehicle Allowance
RTCHSG	Change F9 Job (Rate/Timesheet Org 9 Month Paid)
RTCHGB	Change FB Job (Rate/Timesheet Org Biweekly Paid)
RTCHGM	Change FM Job (Rate/Timesheet Org Monthly Paid)
RTCHGA	Change GA/GRA/GTA Job (Rate/Timesheet Org/FTE Monthly Paid)
RTCGBS	Change GB Job (Rate/Timesheet Org/FTE Biweekly Paid)
RTFPTS	Change P9 Job (Rate/Timesheet Org/FTE 9 Month Paid)
RTFPTB	Change PB/TES Job (Rate/Timesheet Org/FTE Biweekly Paid)
RTFPTM	Change PF/PM Job (Rate/Timesheet Org/FTE Monthly Paid)
RTCSTU	Change ST Job (Rate/Timesheet Org/FTE Biweekly Paid)
LDCHG	Labor Distribution Change
LVBGN	Leave of Absence (Begin Any Leave Type Excluding SCP)
LVABS	Leave of Absence (Return Any Leave Type)
NJGA	New GA/GRA/GTA Job (Grad Student Assistantship Monthly)
NJGB	New GB Job (Grad Student Biweekly)
NJXX	New Job (AAMU-Affiliated NO PAY Extension Only)
NJTES	New Job (TES Biweekly)
NJST	New ST Job (Undergrad/Grad Student Biweekly)
NJWA	New WA Job (Workstudy Student Biweekly)
NONCSH	Non-Cash Taxable Vehicle
TERMEE	Termination (Employee AND Job)
TERMJB	Termination (Job ONLY)
TERMRT	Termination (Retirement)