Bundles

Watch Where You Park Your Bundles

In the BUND menu, you'll find most bundles grouped specifically for Academic or Staff actions, with some bundles serving both. "A" is for Academic, "S" is for Staff. Like the "A" or "S" designation on our parking permits which determines where we can park (oooh, let's not even go there) the "A" or "S" part of a bundle code identifies the type of employee it's supposed to be for. An action bundle that is coded incorrectly won't get towed away, but it may not end up in the right place either.

Actions for Academics generally start with "A". AHIR = Academic New Hire, AREH = Academic Rehire, AAPT = Academic Appointment Change, AINC = Academic Pay Increase. Of course there's an exception - SABB, for Sabbatical Leave, is also specifically for Academics (it's the one "S" bundle where Staff actions can't park).

Bundles starting with "S" generally correspond with actions for Staff (with a couple exceptions, naturally). SHIR = Staff New Hire, SREH = Staff Rehire, SAPT = Staff Appointment Change, SINC = Staff Pay Increase.

There are bundles where BOTH Academic and Staff actions can park. LEAV = Leave and SEPR = Separation (and BENS = Benefits, though this bundle is handled only through the Benefits Office). If a leave action is not specifically a sabbatical, then LEAV is the bundle to use for all other types of leaves (personal, medical, furlough, etc.). SEPR is for when either an Academic or Staff terminates employment with the University. (Please don't use SEPR if an employee is transferring from one campus department to another without a break in service. This action would be an Appointment Change - either AAPT or SAPT).

Where's that list of choices? In the BUND menu online. Or that green (blue?) lettered white binder (Payroll/Personnel Online System Procedures) under "III. EDB Overview". Happy parking!