**Transaction Comments**

**General**

Be sure to describe the action you are taking in available comment fields! We recommend adding comments to all available comment fields. A reminder that Initiator Comments are for your local approver only. Job Data Comments in the Job Data tab are saved with your transaction.

- Effective XX/XX/XX, (transaction type), (changes made).
- Ex. Effective 06/01/20, Job Data update to change Reports To field.

**Smart HR Template Transactions**

Effective 07/01/20 Concurrent Hire; Step 1 GSR, 25.00%; Expected End Date 06/30/20.

**PayPath Transactions**

Effective 06/01/20, update Position Data to (check/uncheck) Auto-Terminate check box.

Effective 07/01/20, update Position Data to transfer Position to new Department. New department, 000XXX, (Dept Name).

**Extend**

Effective 06/01/20, update Job Data to extend end date to 09/30/2020.

**Reduce**

Effective 06/01/20, update Job Data to change end date to 08/31/2020.

**Correction**

Effective 06/01/20, update Job Data to correct pay rate. New pay rate, $XXX.

**Promotion**

Effective 07/01/20, update Job Data to increase pay rate. New pay rate, $XXX.

**Increase**

Effective 07/01/20, update Position Data to increase FTE to 50.00%.

**Decrease**

Effective 07/01/20, update Position Data to decrease FTE to 0.01%.

Effective 07/01/20, update Job Data to change Reports To field. New Position Number, 4XXXXXXX.

**Additional Pay**


**Note:** If you are entering multiple payments at one time (ex. Winter and Spring for $2200), please indicate that you are doing so in the comments. This will help Graduate Division auditors to ensure that student reimbursements correspond with their eligible academic appointments.