# Monitoring of Tasks Code Descriptions

| Code | Task Type | Comments | Reminder Date | Action to occur (outside SAP) |
|---|---|---|---|---|
| UD | **Drug Test F/U** | Reminder for follow-up on drug tests that have occurred depending on result | 7 days | Follow-up with bureau regarding drug test results & need to retest employee |
| U9 | **End Modify Duties** | Employee temporarily assigned modified duty work for a max of 90 consecutive days | 30 days | Notify appropriate Manager/Supervisor, HR Coordinator |
| DB | **End of Doublefill** | To be used by Organizational Management only | | |
| U3 | **End of Leave** | Use for reminding of any leave that is ending | 30 days | Notify Manager/Supervisor, HR Coordinator |
| U4 | **End of Lim Dur Appt** | Reminder 60 days prior to the end of the limited duration appointment | 60 days | Notify Manager/Supervisor, HR Coordinator |
| LT | **End of LT Position** | To be used by Organizational Management only | | |
| OF | **End of OF/UF/L Fill** | To be used by Organizational Management only | | |
| U2 | **End Probation** | 30 days before extension ends, change date if probation is ext | 30 days | Notify Manager/Supervisor, HR Coordinator |
| U5 | **End of WOC/Temp Assi** | Reminder 60 days prior to the end of the temporary or working out of class appointments | 60 days | Notify Manager/Supervisor, HR Coordinator |
| UE | **End Training Plan** | End of successful training plan completion | 30 days | Notify Manager/Supervisor, HR Coordinator |
| UB | **End Redeplymt Pgm** | Program ends after 90 days from Layoff date | 0 days | Notify Redeployment Coordinator of expiration of program participation |
| U8 | **Exp of I-9 Docs** | Reminder 30 days prior to the expiration of Employment Eligibility forms only, use for reverification of employment eligibility. Used for I-9 purposes. | 30 days | Notify Manager/Supervisor to follow-up with ee for documentation w/new exp date |
| U6 | **Max of Casual Hrs** | Use to monitor various max hours for casual employees stated in contract/rules, or funding hours. | 30 days | Notify Manager/Supervisor, HR Coordinator |

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|---|---|---|---|---|
| U7 | **Max of Wrk Ret Hrs** | Use to monitor various max hours for working retirees stated in contract/rules, or funding hours. Retiree (1039) | 30 days | Notify Manager/Supervisor, HR Coordinator |
| UF | **Med Stationary Date** | Date ee's doctor indicates ee is medically stationary, this should trigger Time to reject codes that allow for payment of time loss for medical appts, Risk needs | 1 day after | Notify Operating Bureau Personnel Administrator |
| UK | **Merit Increase (NR)** | For Non-Rep Employees, cnce Performance Evaluation is completed, use this as a reminder to perform Action to increase salary the appropriate percentage. | 7 days | Notify Operating Bureau Personnel Administrator |
| U0 | **Performance Review** | For Non-rep employee performance review must be completed for a Merit increase to occur | 30 days | Notify Manager/Supervisor to begin writing performance review |
| U1 | **Receipt of I-9 Docs** | Must be received within 3 days of employment | 1 day | Notify BHR Auditor and/or Manager/Supervisor, follow-up with ee for documentation |
| UC | **Unemployment Claim** | Use to remind of 10 calendar day deadline to respond to State of Oregon re: claim, Wayne will manually enter this to assist in tracking claims | 6 days | Notify BHR Auditor |
| UA | **Work Visa Expiration** | Reminder 30 days prior to the expiration of Work Visas. Used for I-9 purposes. | 30 days | Notify BHR Auditor and/or Manager/Supervisor, follow-up with ee for documentation |

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