

Instructions for Completing the Personnel Action Form

Overview for Completing a Personnel Action Form (Commonly referred to as a P.A. form)

Purpose: The primary purpose of the Personnel Action or **P.A** form is to request and approve payment of wages to employees which include faculty, staff and students. Once an employee is hired, this form is used to record changes that affect an employee's pay, benefits eligibility, or job assignment to name a few examples. *Since the information on this form can affect an employee's paycheck, benefits, and receipt of other information such as state retirement and W-2s, it is critical that it be completed by the department accurately and in a timely manner.*

Routing: A P.A. form is typically completed at the departmental level for which an employee works. It is then routed through the appropriate approval channels for that department and at times to the vice president's office of that department. Next it is routed to the Budget and/or Contract and Grant Accounting office (GTAs and GRAs are routed through the Graduate School). Finally, it goes to Payroll where the information on the P.A. form is input into our human resource/payroll system.

Deadlines: It is important that a P.A. form be received in the Budget office by the published deadline to ensure timely payment to employees. This schedule can be found on the Human Resources website at <http://www.hr.ua.edu/payroll/pay-sch.htm>.

Resources: Many answers to common questions on the P.A. form or the payroll process in general can be found on the Human Resources website at www.hr.ua.edu/payroll. Topics include Calendar and Deadlines; Forms; Frequently Asked Questions, Our Staff; Payroll Help Lines; Job Title Listing; and Instructions for Completing the P.A. form.

Helpful Tips: The following steps are necessary in order for an employee to be paid accurately and on time.

1. Complete the P.A. form accurately and timely
2. Give ample time for routing of the P.A. to Human Resources through all the approval channels and budget review.
3. Attach any required documents such as W-4, A-4, I-9s as well as any other document that provides needed approval or additional information i.e. Job Reclassification letter, or Approved Request for Supplemental Pay form.

Copies – All PA's should be submitted to payroll in triplicate with all copies legible. Departments using the web form should use NCR paper for all copies. Always make a copy for your files.

Note: Fields on the Personnel Action Form identified with an asterisk (*) have a list of valid values listed on the back of the preprinted form or have a "drop down" list of valid values on the web form.

A) Purpose of Personnel Action – Enter the appropriate code for the type action requested.

1. New Employee
2. Reappointment
 - a) Extension of Temporary Appointment
 - b) Reappointment to same position within 12 month period
 - c) Return from leave
3. Salary Change
4. Assignment Change
 - a) Promotion
 - b) Reclassification
 - c) Transfer
 - d) Demotion
 - e) Title Change
 - f) Other (Explain in Comments Section)
5. Salary Distribution Change
6. Status Change
7. Summer/Interim
 - a) Interim
 - b) 1st Term Summer
 - c) 2nd Term Summer
 - d) 1st & 2nd Term Summer
 - e) Summer Research
8. Supplemental Pay
9. Scholarship/Stipend
10. Leave (Employees going on leave must contact the Benefits Office)
 - a) Sabbatical
 - b) Leave of Absence (Explain in Comments Section)
 - c) Military Leave of Absence
 - d) Other Leave of Absence
11. Separation (See Section C & D)

Definitions of each Purpose of Personnel Action Type

1 - New Employee – A person who has never worked for the University. An I-9 Form (Employment Eligibility Verification) must be completed for all new employees within 3 business days from the date employment begins. The I-9 form can be found in the Forms section of the Human Resources web site: <http://www.hr.ua.edu/forms/I-9.pdf>

2 - Reappointment

- 2a - Extension of Temporary Appointment – This is used if no salary change or distribution change is involved. Use only for extension of appointment.
- 2b - Reappointment to same Position within 12 month period – This is used after any break in service that has not lasted longer than 12 months.
- 2c – Return from leave – Used after an employee returns from an approved leave.

3 – Salary Change - Use for a salary change that is not the result of an assignment change.

4 – Assignment Change

4a – Promotion – For staff members, the approval letter from Human Resources must be attached.

4b – Reclassification

4c – Transfer

4d – Demotion

4e – Title Change

4f – Other (explain in comments)

5 – Salary Distribution Change – Use to indicate changes to distribution account number.

6 – Status Change – Use to indicate full time/part time change or regular employee/temporary employee change.

7 – Summer/Interim – All type 7 actions are lump sum payments for interim term or summer school teaching and administrative duties. The assignments begin and end concurrently with the summer school schedule. This is not used for hourly paid assignments. Interim and Summer School assignments are paid on the last day of classes for the session appointed. Summer Research is paid on the last working day of the month for May, June, July and August.

7a – Interim

7b – 1st Term Summer School

7c – 2nd Term Summer School

7d – 1st & 2nd Terms Summer School

7e – Summer Research

8 – Supplemental Pay – This is extra pay for existing employees for a job assignment or work that is outside the scope of their regular job. This does not include payment of overtime for employees in their current job. Supplemental pay must be fully explained in the Comments Section. ***A Request for Approval to Pay Supplemental Compensation*** must be attached to the PA. The form can

be found in the forms section of the Human Resources web site:

http://www.hr.ua.edu/forms/supplemental_pay_request.doc

9 – Scholarship/Stipend – This action is used for scholarship (gifts) only. This action is to be used only if no services are required. Be sure to use the correct account sub-code for the scholarship. (Valid sub-codes are 4720 and 4740.)

10 – Leave – All employees going on leave should contact the Benefits Office.

10a – Sabbatical – This mainly involves faculty. In some few cases staff employees have been given sabbatical leave if individual credentials warrant such a leave and proper administrative approval had been given.

10b – Medical Leave of Absence – Use for any unpaid medical leave of absence requested by an employee. This could include unpaid sick leave or Family Medical Leave. The Unpaid Medical Leave policy can be found on the web at:

http://hr.ua.edu/empl_rel/policy-manual/fmla-2-1-06.htm

10c – Military Leave – Use for any employee going on unpaid military leave. The Military Leave policy can be found on the web at:

http://hr.ua.edu/empl_rel/policy-manual/military-leave.html

10d – Other Leave of Absence – Use for any other unpaid Leave of Absence.

11 – Separation – Sections C & D should be completed for all employees who resign, retire, or are terminated and will be removed from pay status.

B) Employee Information – Enter employee demographic information. This section must be completed in full for a new employee. For address changes for current employees an *Address and Personal Information Change Form* must be completed and sent to the Human Resource Service Center. This form can be found in the Forms section of the Human Resources web site:

http://www.hr.ua.edu/forms/Address_Change_Form.doc

SSN – Social Security Number – Each PA must have a Social Security Number and it must agree with the number on the employees Social Security card.

CWID - Enter the CWID for the employee.

Type of Employee – Indicate if the employee is a Faculty, Staff, or Student employee.

Name – Enter the employee’s full name as shown on his/her Social Security card.

Suffix – Sr., Jr., III, PhD., Md., etc.

Title – Indicate how the employee is to be addressed. Ex: Mr., Mrs., Ms., Miss, Dr., Prof., etc.

Mailing List – Indicate if the employee should be included on the Deans, Directors, and Department Heads mailing list.

New Employees Only – Complete this section for all new employees. If changes need to be made to this information for an existing employee, please use the *Address / Personal Information Change Form* available on the Human Resources web site.

http://www.hr.ua.edu/forms/Address_Change_Form.doc

Date of Birth – Enter the new employee’s date of birth.

Sex – Enter the gender of the new employee

Ethnic Code – Enter the ethnic code for the new employee. Valid values are:

Blank – Unspecified

W – White – Non-Hispanic

B – Black – Non-Hispanic

H – Hispanic

A – Asian or Pacific Islander

I – American Indian or Alaskan Native

Citizenship – Indicate if the new employee is a United States citizen, Resident Alien or a Non-Resident Alien. Valid Values are:

Blank – Non-specified
US – United States Citizen
RA – Resident Alien
NR – Non-Resident Alien

Veteran Status (optional) – If the new employee wishes to be identified as a veteran of the Armed Forces of The United States indicate that here. Valid values are:

Blank – Non-veteran
1 – Vietnam Era Veteran
2 – Disabled Vietnam Era Veteran
3 – Veteran – Other
4 – Disabled Veteran – Other

E-mail – Enter the new employee’s campus e-mail address if known.

Home Address – Enter the new employee’s home address. This is the address to which all correspondence to the employee will be mailed including year end W2 form.

Home Phone - (optional) Enter the employee’s home phone number if known.

Emergency Contact Information – Enter the name and phone number of the person the new employee would like to be contacted in case of an emergency.

Retirement System Question – If the new employee is currently enrolled in the Teachers Retirement System or the State Employees Retirement System of Alabama, indicate in the appropriate box. If the new employee is currently receiving retirement benefits from the Retirement Systems of Alabama, the number of hours worked and the amount he/she is allowed to earn are limited.

Direct Deposit Question – All employees *except work-study students* are required to direct deposit their pay. If this is a new employee attach a **Payroll Direct Deposit Form** along with a voided check. If the direct deposit is to a savings account a statement from the employee’s financial institution is required. If the employee has had a previous assignment with the University he may use the direct deposit information already on file. **Employee signature is required on the Payroll Direct Deposit form. Note: New employees will need to pick up their first check(s) at the HR Service Center as follows: Bi-weekly paid – 1st pay checks. Monthly paid – 1st pay check.**

The Payroll Direct Deposit Form can be found in the Forms section of the HR web site at:

http://www.hr.ua.edu/forms/PAYROLL_DIRECT_DEPOSIT_Form.dot

C) Assignment Information

From – Use this section for any change in assignment information for existing

employees.

Position Nbr. – Enter the Position Number that is being changed or terminated.

Official Title/Rank – Indicates the position title or rank of present assignment (Professor, Electrician I, Accountant, Groundskeeper, etc). Note: The Official Title Rank will be displayed when the Position Class is entered. If “#N/A” is displayed, check the “Posn Class” tab to verify that the correct Position Class has been entered. If the Position Class is not found, download the latest PA form from the HR web site. If the Position Class is not in the current version of the PA, complete and print the PA and notify your HR Partner.

Organization Name – The Organization Name of present assignment.
Note: The Organization Name will be displayed when the Organization No. is entered. If “#N/A” is displayed, check the “Orgn” tab to verify that the correct Organization Number has been entered. If the Organization Number is not found, download the latest PA form from the HR web site. If the Organization Number is not in the current version of the PA, complete and print the PA and notify your HR Partner.

Organization No. – Enter the Organization No. of the current assignment.
Note: The Organization Name will be displayed when the Organization No. is entered.

Job Code - Enter the job code of the current job. Valid values are:

- A – Bi-weekly (hourly) Staff (8.00 hours per day)
- B – Bi-weekly (hourly) Staff (7.75 hours per day)
- C – Bi-weekly (hourly) Graduate Students
- D – Bi-weekly Students
- E – Work Study Students
- F – Bi-weekly (hourly) Staff Temporary (less than 12 months)
- G – Monthly (salaried) Staff (8.00 hours per day)
- H – Monthly (salaried) Staff (7.75 hours per day)
- I – Monthly Faculty 9 Months
- J – Monthly Faculty 12 Months
- K – Monthly Student
- L – Monthly (salaried) Staff Temporary
- M – Monthly Scholarships
- N – Faculty Temporary Part time
- O – Faculty Supplemental Payments
- P – Monthly Staff 9 Months
- Q – Monthly Staff 10 Months
- R – Monthly Resident Physicians
- S – Summer School
- T – Bi-weekly Staff 9 Months
- U – Bi-weekly Staff 10 Months
- V – Monthly Staff 11 Months

Position Class – Enter the 5 character Position Class that corresponds to the Official rank/title for the position. A complete list of Position Class codes and job titles can be found on the Human Resources web site at www.hr.ua.edu Select Classification and Compensation. Select Job Title Listing.

<http://www.hr.ua.edu/compensation/job-titles.html>

Note: The Official Title Rank will be displayed when the Position Class is entered. If “#N/A” is displayed, check the “Posn Class” tab to verify that the correct Position Class has been entered. If the Position Class is not found, download the latest PA form from the HR web site. If the Position Class is not in the current version of the PA, complete and print the PA and notify your HR Partner.

Total Salary – Total salary before the change.

- Regular Employees –
- Temporary Employees – Annual salary to be paid for that appointment.

Monthly or Hourly Rate – Enter monthly or hourly rate of pay before change.

Partial Month pay for Monthly Employees - For monthly staff, including faculty members, pay for part of a month is calculated by dividing the number of work days (Monday through Friday) an employee was in paid status in that month by the total number of work days in that month. This fraction, consisting of “work days in paid status” divided by “total work days in that month,” is multiplied by the employee’s normal pay for a full month. The result will be the employee’s pay for the partial month.

There is one important exception to the explanation above. Faculty pay for August and May of the regular academic year is calculated differently. Faculty members are paid exactly half of a month’s salary for August 16-31 and another half of a month’s salary for May 1-15.

Distribution FTE – Enter the percent each existing distribution amount is in relation to the entire amount.

FOAPAL – Enter the Fund, Organization, Account and Program numbers for the existing appointment before change is made. The list of FOAPALs can be found on the Financial Affairs web site: <http://financialaccounting.ua.edu/>

Appoint, Reappoint, or Change To – Use this section for new employees or changes to existing employees.

Position Number – Enter the Position Number that is being changed or added for the employee.

Official Title/Rank - Position title or rank of new assignment (Professor, Electrician I, Accountant, Groundskeeper, etc).

Note: The Official Title Rank will be displayed when the Position Class is

entered. If “#N/A” is displayed, check the “Posn Class” tab to verify that the correct Position Class has been entered. If the Position Class is not found, download the latest PA form from the HR web site. If the Position Class is not in the current version of the PA, print the PA and notify your HR Partner.

Organization Name – The Organization Name of the employee.

Note: The Organization Name will be displayed when the Organization No. is entered. If “#N/A” is displayed, check the “Orgn” tab to verify that the correct Organization No. has been entered. If the Organization No. is not found, download the latest PA form from the HR web site. If the Organization No. is not in the current version of the PA, complete and print the PA and notify your HR Partner.

Organization No. – Enter Organization No. of the assignment being added or changed.

Note: The Organization Name will be displayed when the Organization No. is entered.

Assignment / Leave Dates – Begin: Enter the beginning date this appointment or change becomes effective (Effective at the beginning of work day of stated day unless otherwise noted.)

End: Enter ending date of appointment or funds. (If ending date for funds is used a new Personnel Action form will be required in order to continue appointment.)

Employment Status – Indicate the employment status of the employee. The valid options are:

Regular Full Time. These are positions with a FTE of 1.0, which requires the employee to regularly work 38.75 or 40.00 hours per week. Based on the business necessities of the University and based on available monies – there is a reasonable expectation for continued funding for these positions. These employees are eligible for benefits.

Regular Part Time. These are positions of at least .5 FTE but less than 1.0 FTE which require employees to regularly work a minimum of approximately 20 hours per week. Based on the business necessities of the University and based on available monies – there is a reasonable expectation of continued funding for these positions. These employees are eligible for benefits.

Temporary Full Time. These are positions of 1.0 FTE which require employees to work 38.75 or 40.00 hours per week. Appointments to these positions have an expected termination date of less than one year from the initial date of employment. These employees are **not** eligible for benefits.

Temporary Part Time. These are positions of at least .5 FTE but less than 1.0 FTE, which require employees to regularly work a minimum of approximately 20 hours per week. Appointments to these positions have an expected termination date of less than one year from the initial date of employment. These employees are **not** eligible for benefits. *Note: All students, regardless of work schedule, are considered Temporary Part-Time employees.*

Contingent / On Call – These are positions that require less than .5 FTE and work schedules of no particular hours or duration. Employees who fill these positions may also be expected to work an on-going but irregular schedule OR work short-term temporary schedules OR work on call. These employees may work any other schedule not meeting the requirements established above for regular or temporary employment categories.

Composite FTE – Indicate employee’s appointment in relation to full time employment for a particular position.

1.00000 – Full Time

0.75000 – Three quarter time

0.50000 – One half time

0.25000 – One quarter time

or any percentage that accurately indicates the employee’s expected participation in a job.

Please note: Composite FTE is based on the regular number of hours a full-time employee is normally scheduled to work in your department (40.00 hours or 38.75 hours).

Hours in Work Week – Enter the number of hours the employee is expected to work in a normal work week.

Total Salary – Enter the total salary the employee is to be paid.

- Regular Employees –

- Temporary Employees – Annual salary to be paid for that appointment.

Monthly or Hourly Rate - Enter the monthly rate of pay or hourly rate of pay depending on the employee’s job code. *Note: Monthly or Hourly Rate, Distribution FTE, and the Monthly Rate Distribution are entered in the Labor Distribution tab of the Request for Personnel Action.*

Partial Month pay for Monthly Employees - For monthly staff, including faculty members, pay for part of a month is calculated by dividing the number of work days (Monday through Friday) an employee was in paid status in that month by the total number of work days in that month. This fraction, consisting of “work days in paid status” divided by “total work days in that month,” is multiplied by the employee’s normal pay for a full month. The result will be the employee’s pay for the partial month.

There is one important exception to the explanation above. Faculty pay for August and May of the regular academic year is calculated differently. Faculty members are paid exactly half of a month’s salary for August 16-31 and another half of a month’s salary for May 1-15.

Position Class – Enter the 5 character Position Class that corresponds to the Official Rank/Title for this position. A complete list of Position Class codes

can be found on the Human Resources web site at www.hr.ua.edu Select Payroll. Select Job Title Listing.

<http://www.hr.ua.edu/compensation/job-titles.html>

Note: The Official Title Rank and EEO Code will be displayed when the Position Class is entered. If “#N/A” is displayed, check the “Posn Class” tab to verify that the correct Position Class has been entered. If the Position Class is not found, download the latest PA form from the HR web site. If the Position Class is not in the current version of the PA, complete and print the PA and notify your HR Partner.

EEO Code – Displays the 1 character EEO code that corresponds to the Official Title/Rank for the position. A complete list of EEO codes and their job titles can be found on the Human Resources web site at www.hr.ua.edu. Select Payroll. Select Job Title Listing.

<http://www.hr.ua.edu/compensation/job-titles.html>

Note: The EEO Code will be displayed when the Position Class field is entered.

Job Code - Enter the job code of the new job. Valid values are:

- A – Bi-weekly (hourly) Staff (8.00 hours per day)
- B – Bi-weekly (hourly) Staff (7.75 hours per day)
- D – Bi-weekly Students
 - F – Bi-weekly (hourly) Staff Temporary (less than 12 months)
 - G – Monthly (salaried) Staff (8.00 hours per day)
 - H – Monthly (salaried) Staff (7.75 hours per day)
 - I – Monthly Faculty 9 Months
 - J – Monthly Faculty 12 Months
- K – Monthly Student
- L – Monthly (salaried) Staff Temporary
 - M – Monthly Scholarships
- N – Faculty Temporary Part time
 - O – Faculty Supplemental Payments
 - P – Monthly Staff 9 Months
 - Q – Monthly Staff 10 Months
 - R – Monthly Summer Research
 - S – Summer School

Funding Source (Perm. Funds or Temp. Funds)

Permanent Funds – check Perm. Funds for employees who are RFT or RPT **IF** they are funded *completely* by permanent budget.

Temporary Funds – check Temp Funds for:

1. Employees who are TFT, TPT, or Contingent/On
2. Employees who are RFT or RPT **IF** they are funded *completely* by temporary budget.

Any employee who is funded to any degree with temporary budget must have the “Temporary Funds” box checked.

The “Permanent Funds” box should be checked only if the employee’s salary is

funded 100% by permanent budget

Note: If a RFT or RPT employee (who is funded with permanent budget) is transferred **temporarily** to an account that is funded with temporary budget (and given an end date) but the permanent source of funding stays in place, check “Permanent Funds”. The reason for this is that the base funding for that employee remains permanent and will be in place when the employee returns to their regular salary line.

Distribution FTE – Indicates what percent each distribution amount is in relation to the entire amount. The total of all distributions must equal 1.00000. *Note: Monthly or Hourly Rate, Distribution FTE, and the Monthly Rate Distribution are entered in the Labor Distribution tab of the Request for Personnel Action.*

FOAPAL – Enter the Fund, Organization, Account and Program numbers for the new appointment. If an invalid Organization, Account or Program is entered the message “Invalid FOAPAL” will be displayed below the labor distribution section. The list of FOAPALs can be found on the Financial Affairs web site:
<http://financialaccounting.ua.edu/>

Monthly or Hourly Rate – The monthly distribution amount for each distribution.
Note: Monthly or Hourly Rate, Distribution FTE, and the Monthly Rate Distribution are entered in the Labor Distribution tab of the Request for Personnel Action.

SS – Summer School only – This column is to be used only for summer school PA’s. Enter the code for the summer school term next to the appropriate account distribution. You may also use a separate PA for each term of summer school.

Other Amount – Indicate Supplemental Pay amount for one time payment including summer school payments. This should not be completed for regular appointments. A Request for Approval to Pay Supplemental Compensation must be attached to the PA. The form can be found in the forms section of the Human Resources web site:
http://www.hr.ua.edu/forms/supplemental_pay_request.doc

D) For Separation Use Only – Complete this section when an employee resigns, is terminated or goes on leave of absence.

Termination Date – Enter the last date through which the employee is to be paid. The payroll department will calculate amounts due the employee and issue appropriate checks. If the employee is retiring, you may extend the termination to include annual leave days and keep the employee on the payroll during that time. (This is an employee option.)

Type Termination – Enter the reason for the termination. The valid reasons are:

- 100 – Voluntary Separation
- 200 – Involuntary Separation
- 300 – End of Temporary or Funded Work Assignment
- 400 – Retirement
- 500 – Death
- 600 – Leaves of Absence
- 670 – Military Leave of Absence
- 671 – Personal Leave of Absence
- 672 – Medical Leave of Absence
- 900 – Other

Annual Leave Balance – Enter the amount of annual leave the employee to which the employee is entitled.

Sick Leave Balance – Enter the amount of sick leave the employee to which the employee is entitled.

Comp. Time Balance – For hourly employees only, enter the amount of compensatory time to which the employee is entitled. See Staff Handbook for limits on Comp. Time accrual.

Forwarding Address – Enter the address to mail the employee’s last pay check all subsequent correspondence including the employee’s W2 and all benefit eligibility information.

Recommended for Rehire – Indicate if the employee is eligible for and if he would be recommended for rehire with the University.

Degree Information

The Degree Information section of the Personnel Action form is to be completed for all **NEW FACULTY** (regular and temporary, full-time and part-time) and for any current **FACULTY** member who completes another degree. This data will be used by the University for reporting purposes. At this time it is not necessary to complete this section for any staff employees.

The fields to be completed to report Highest Earned Degree information are:

Highest Earned Degree – When this field is selected click the down arrow ▼ to display the list of valid degrees that will be accepted. Select the highest earned degree from this list. The degrees listed in this drop down box are the only valid degrees that will be accepted.

Year Received – Enter the year in CCYY format that the faculty member earned the degree.

Terminal Degree – If the highest earned degree for this faculty member is a terminal degree check “Yes”. Note: The general rule is that doctorates and professional degrees (J.D. and M.D). are considered terminal degrees. For all other degrees, consult with the respective Dean’s office.

If you do not use the on-line Excel version of the Personnel Action form, the entry in Highest Earned Degree must be selected from the table below at the end of this manual.

E) Comments – Enter any comments or instructions that will clarify the intent of the Request for Personnel Action. A full explanation is required in this section for all supplemental pay. Summer school appointments require course listings and/or administrative FTE in this section.

F) Approvals – All Requests for Personnel Action must be signed and dated by any department management responsible for authorizing payroll changes.

The new Request for Personnel Action can be accessed on the Human Resources web site at:

<http://hr.ua.edu/forms/payrollforms.htm>

Highest Earned Degree Table

A5 - High School Diploma / GED
B1 - Trade School Work
B2 - Trade School Certificate
B3 - Business School Work
B4 - Business School Certificate
C1 - 1 Year Of College Work
C2 - 2 Years Of College Work
C3 - Associate Degree
C4 - 3 Years Of College Work
C5 - 4 Years Of College Work
E1 - Medical Specialty Work
C6 - Bachelors Degree - Unspecified
52 - Bachelor CBA - BCB
33 - Bachelor of Arts - BA
34 - Bachelor of Fine Arts - BFA
12 - Bachelor of Laws - LLB
35 - Bachelor of Music - BM
36 - Bachelor of Music Education - BME
37 - Bachelor of Science - BS
38 - Bachelor of Science in Education - BSE
39 - Bachelor of Science in Nursing - BSN
D1 - Teaching Certificate
46 - Certificate, Diploma, Other - CER
54 - Master of Accountancy - MMA
18 - Master of Arts - MA
19 - Master of Business Administration - MBA
59 - Master of Criminal Justice - MCR
20 - Master of Divinity - MDI
21 - Master of Education - MED
61 - Master of Family and Consumer Science - MFC
22 - Master of Fine Arts - MFA
51 - Master of Home Economics - MHE
13 - Master of Laws - LLM
53 - Master of Laws in Taxation - MLT
23 - Master of Library Science - MLS
24 - Master of Music - MM
25 - Master of Music Education - MME
26 - Master of Public Administration - MPA
27 - Master of Public Health - MPH
57 - Master of Public Policy - MPP
41 - Master of Regional Planning - MRP
28 - Master of Science - MS
29 - Master of Science in Engineering - MSE
30 - Master of Science in Nursing - MSN
31 - Master of Social Service - MSS
32 - Master of Social Work/Social Welfare - MSW
44 - Master of Tax Accounting - MTA
D2 - Master Program Work
D3 - Masters Degree - Unspecified
42 - Doctor of Arts - DA
3 - Doctor of Business Administration - DBA
45 - Doctor of Clinical Psychology - PYD
55 - Doctor of Dentistry - DMD
2 - Doctor of Education - EDD
47 - Doctor of Engineering - DE
58 - Doctor of Hebrew Letters - DHL
14 - Doctor of Juridical Science - SJD

