

Template User Guide

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University of California,
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UCI UCPath



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This document can be found on the UCPATH website. [<https://ucpath.uci.edu/user-type/transactional-users.html>]

Note: This Template Transaction User Guide is not found on the UPK website.

- This new user guide lists the templates by their function, regardless of the template type and reason codes.
- It also gives additional information and explains how and when to use a particular template for multiple uses, i.e. using a UC_FULL_HIRE template for a Transfer.
- The UPK Job Aid lists and defines the Templates' Reason Codes by the Template Name.

Templates, Actions, and Action Reason Codes are used together to create an entry which is used to create or add to an employee/CWR record.

- In some circumstances choosing the correct options may seem challenging, but when used correctly, UCPATH and the UCPATH Center captures the data for accurate entry.
- Comments are **extremely** important to advise UCPC on your intent. They need to be confident of your template and code selection.

FULL_HIRE Templates

New Hire

Use the UC_FULL_HIRE templates to process a New Hire transaction for an employee with **no prior UC affiliation [No previous UC pay status.]**

	Template	Reason
Academic Hire	UC_FULL_HIRE_AC	No prior UC affiliation Academic Hire w/Contract Pay
Staff Hire	UC_FULL_HIRE	No prior UC affiliation

Rehire

The UC_FULL_HIRE template has other uses, in addition to New Hires. It is used in rehiring former UC employees in two circumstances.

1. All rehires [former employee] from other UC locations. [Not UCI.]
2. All rehires from UCI who ended employment prior to 12/1/2019.

See the next section – Rehire_Templates



The Rehire Process

Considerations when rehiring any previous UC employee.

- Has there been a break in service? If so, how long?
- Is the employee coming from another UC location?
- Is the employee in UCPATH? Search in Person Organizational Summary for other UC employment.

UC_FULL_HIRE or UC_REHIRE Templates can each be used in the rehire process depending upon the circumstances.

Example 1: The Rehire Template allows you to use the person's previous UCPATH Empl ID. [Previous employment must exist in UCPATH at that time.]

Example 2: A returning former UCI employee who left the university six years ago, would not be in UCPATH since UCPATH started at UCI 12/2019. The correct template is UC_FULL_HIRE with a Reason of Rehire.

Rehire Reasons and Associated Templates

The charts below shows the common Templates and Reasons used when rehiring.

- There is a set of charts of Academic Rehires and a set for Staff. Be sure you're on the correct one. Notice that the Reasons can be the same for both Academic and Staff.
- Notice in the charts below, the Rehire Template is used only for a former UCI employee who was an employee on or after 12/1/2019 – in UCPATH.

For descriptions of Reasons, please see Appendix.

REHIRE ACADEMIC

Rehire < 120 days Break in Service				
Location	In UCPath		Not in UCPath	
	Template	Reason	Template	Reason
UCI to UCI	UC_REHIRE_AC	Rehire, < 120 days break	UC_FULL_HIRE_AC	Rehire, < 120 days break
Non-UCI to UCI	UC_FULL_HIRE_AC	Rehire, < 120 days break	UC_FULL_HIRE_AC	Rehire, < 120 days break

Rehire >=120 days Break in Service				
Location	In UCPath		Not in UCPath	
	Template	Reason	Template	Reason
UCI to UCI	UC_REHIRE_AC	Rehire, >=120 days break	UC_FULL_HIRE_AC	Rehire, >=120 days break
Non-UCI to UCI	UC_FULL_HIRE_AC	Rehire, >=120 days break [replace EmpID - NEW w/existing ID]	UC_FULL_HIRE_AC	Rehire, >=120 days break

Rehire Academic Other Reasons		
	Template	Reason
Academic	UC_FULL_HIRE_AC	Rehire, fr layoff-no pref, <120days
See page #2		Rehire, fr layoff-pref, <120days
		Rehire, fr layoff-no pref, =>120days
		Rehire, fr layoff-pref, =>120days
		Rehire: Academic Recall
		Rehire: Emeritus Faculty
		Rehire: Retired Retiree
		Rehire: Retirement Suspended

Rehire Academic Other Reasons		
	Template	Reason
Academic	UC_REHIRE_AC	Rehire, fr layoff-no pref, <120days
See page #2		Rehire, fr layoff-pref, <120days
		Rehire, fr layoff-no pref, =>120days
		Rehire, fr layoff-pref, =>120days
		Rehire: Academic Recall
		Rehire: Emeritus Faculty
		Rehire: Retired Retiree
		Rehire: Retirement Suspended

REHIRE STAFF

Staff Rehire with < 120 days Break in Service				
Location	In UCPath		Not in UCPath	
	Template	Reason	Template	Reason
UCI to UCI	UC_REHIRE	Rehire, < 120 days break	UC_FULL_HIRE	Rehire, < 120 days break
Non-UCI to UCI	UC_FULL_HIRE	Rehire, < 120 days break	UC_FULL_HIRE	Rehire, < 120 days break

Staff Rehire with >=120 days Break in Service				
Location	In UCPath		Not in UCPath	
	Template	Reason	Template	Reason
UCI to UCI	UC_REHIRE	Rehire, >= 120 days break	UC_FULL_HIRE	Rehire, >= 120 days break
Non-UCI to UCI	UC_FULL_HIRE	Rehire, >= 120 days break [replace EmpID - NEW w/existing ID]	UC_FULL_HIRE	Rehire, >= 120 days break

Staff Rehires – UC_FULL_HIRE Other Reasons		
	Template	Reason
Staff	UC_FULL_HIRE	Rehire, fr layoff-no pref, <120days
See page #2		Rehire, fr layoff-pref, <120days
		Rehire, fr layoff-no pref, >=120days
		Rehire, fr layoff-pref, >=120days
		Rehire: Staff Recall <120 days
		Rehire: Staff Recall >=120 days
		Rehire: Retired Retiree
		Rehire: Retirement Suspended

Staff Rehires – UC_REHIRE Other Reasons		
	Template	Reason
Staff	UC_REHIRE	Rehire, fr layoff-no pref, <120days
See page #2		Rehire, fr layoff-pref, <120days
		Rehire, fr layoff-no pref, >=120days
		Rehire, fr layoff-pref, >=120days
		Rehire: Staff Recall <120 days
		Rehire: Staff Recall >=120 days
		Rehire: Retired Retiree
		Rehire: Retirement Suspended

Rehires vs. Reinstatements

For **rehires**, use the UC_REHIRE & UC_NEW_HIRE templates according to the Academic and Staff charts above.

For **reinstatements**, use the UC_REHIRE_REIN_AC for academic reinstatement and UC_REHIRE_REIN for staff reinstatement ONLY in the event that the employee was automatically terminated in error.

Appointment End Date:	06/30/2020	31	End Job Automatically:	<input checked="" type="checkbox"/>
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Concurrent Hires in UCPATH

Templates and Reason Code combinations differ depending upon the employee type and the situation.

- There are three types of concurrent hires, **non-dual**, **dual** and **multi-location**. Dual, multi-location concurrent jobs are not allowed.
- In addition to using concurrent hire template for multiple jobs, they can also be used as part of a transfer process which will be covered later.

Definitions for use with UC_CONC_HIRE_AC & UC_CONC_HIRE templates		
CONCURRENT, NON-DUAL	FTE <= 1.0	Employee has multiple positions at the same time, different departments and/or different job codes
CONCURRENT, DUAL	FTE > 1.0	
CONCURRENT, MULTI-LOCATION	<div>Employee has multiple positions at the same time, different UC Locations and/or different job codes</div> <div>A multiple location, concurrent hire requires an approved form [below] from both the home and host locations.</div> <div><div><div>TEMPORARY INTER-LOCATION OR MULTI-LOCATION APPOINTMENT FORM</div><div>UPAY 560-T (R8/11)</div><div><input type="checkbox"/> Inter-location Transfer</div><div><input type="checkbox"/> Multi-location Transfer</div></div></div>	

CONCURRENT HIRES, (con't)

Templates for UC_CONC_HIRE_AC, Academic and UC_CONC_HIRE, Staff:

Use these Templates and Reason Codes when creating (adding) a secondary job(s) for an employee with a Primary Job.

Employee Type	Concurrent Hire Type	Template	Reason
Academic	Dual and Non-Dual	UC_CONC_HIRE_AC	Academic Concurrent hire
Staff	Non-Dual	UC_CONC_HIRE	Concurrent Hire – Non Dual Employment
	Dual	UC_CONC_HIRE	Concurrent Hire - Dual Employment

Unique circumstances occur for which a unique combination of Template and Reason Code are used. Use these combinations as indicated below in the chart.

Templates for Unique UC_FULL_HIRE_AC, (Academic) and UC_FULL_HIRE, (Staff)

Employee Type	Concurrent Hire Type	Template	Reason	Circumstances
Academic	Dual and Non-Dual	UC_FULL_HIRE_AC	Academic Concurrent hire	Primary job is in another UC location, not on UCPath
Staff	Non-Dual	UC_FULL_HIRE	Concurrent Hire – Non Dual Employment	
	Dual	UC_FULL_HIRE	Concurrent Hire - Dual Employment	

Transfers (hiring side)

There are two types of transfers: [see Job Aid - **Transfers & Promotions at UCI** for details regarding Intra-Business Unit Transfers]

- Inter-location transfers happen **between** UC universities.
- Intra-business unit transfers happen **within** UCI. [The existing job auto-terminates.]

Note: In the event of inter-location transfer, the UC_CONC_HIRE templates are used.

Employee Type	Transfer Type	In UCPath		Not in UCPath	
		Template	Reason	Template	Reason
Academic	Inter-location transfer	UC_CONC_HIRE_AC	Academic Inter BU transfer	UC_FULL_HIRE_AC	Academic Inter BU transfer Transfer-Inter BU, Demotion Transfer-Inter BU, Lateral Transfer-Inter BU, Promotion Transfer-Inter BU, Undefined
	Intra-business transfer	UC_TRANSFER_AC	Academic, Intra-business transfer Involuntary Demotion Lateral Transfer Per Diem to Career Promotion Temp Out of Class Assignment Transfer - Dual Employment Voluntary Demotion	Not applicable	
Staff	Inter-location transfer	UC_CONC_HIRE	Transfer-Inter BU, Demotion Transfer-Inter BU, Lateral Transfer-Inter BU, Promotion Transfer-Inter BU, Undefined	UC_FULL_HIRE	Transfer-Inter BU, Demotion Transfer-Inter BU, Lateral Transfer-Inter BU, Promotion Transfer-Inter BU, Undefined
	Intra-business transfer	UC_TRANSFER	Involuntary Demotion Lateral Transfer Per Diem to Career Promotion Temp Out of Class Assignment Transfer - Dual Employment Voluntary Demotion	Not Applicable	

Transfers – Intra Business Unit– Academic Job to Staff Job & Staff Job to Academic Job

These types of transfers require a new Empl_Rec.

Step 1 is to hire the employee into the new department using a concurrent hire template. This creates a new Empl_Record.

Step 2 is to terminate the employee from the original job. This terminates the employee from the original job so the employee should have only one job

NOTE: The Effective Date of both templates has to be the same. In the comments sections specify that this transaction is an intra-business transfer and include the new position number the employee is transferring into.

STEP	ACADEMIC Employee becomes a STAFF Employee	Template	Reason
1	Receiving Staff Department	UC_CONC_HIRE	Concurrent Hire – Non Dual Emp
2	Original Academic Department	UC_VOL_TERM	Resign - Accept Another Job

Step	Staff Employee becomes an Academic Employee	Template	Reason
1	Receiving Academic Department	UC_CONC_HIRE_AC	Academic Concurrent Hire
2	Original Staff Department	UC-VOL_TERM	Resign - Accept Another Job

Terminations in UCPATH

Severing Employment

Terminations are usually considered as severing employment from UCI, either initiated by the employee (voluntary) or by the university (involuntary). For these types of terminations, several Reason Codes are available to select, depending upon the circumstances. Select the one which most fits the situation.

Template	Reason
UC_VOL_TERM [Voluntary Terminations]	Career to Per Diem
	Release fr Trial Emplmnt-Vol
	Resign – Accept Another Job
	Resign – Attend School
	Resign – Dissatisfied w/ Job
	Resign – Job Abandonment
	Resign – Look for Another Job
	Resign - Military Service
	Resign – Moved out of Area
	Resign – No Reason Given
	Resign – Personal Reasons
	Resign – Quit Without Notice
	Resign – Self Employment
	Resign – Failed to Ret fr Leave

Template	Reason	
UC_INVOL_TERM [Involuntary Terminations]	Acad- Incompetent Performance	Involuntary Termination – Other
	Acad- Presumptive Resignation	Layoff – Accept Health Care
	Acad- Terminal Appointment	Layoff - Rehire/Recall Rights
	Appointment Terminated	Layoff – Severance
	Death	Layoff – Reduced Sev. Reh/Rec
	Dismissal – Attendance	Medical Separation
	Dismissal – Falsified App	Never Started Employment
	Dismissal – Misconduct	No Longer Student
	Dismissal – No Longer Cert/Lic	Per Diem Release
	Dismissal – Lack of Performance	Release fr Trial Emplmnt-Invol
	Do Not Protest (Settlement)	Released during Probation
	Do Not Rehire (Settlement)	Visa/Work Permit Expired
	Elimination of Position	
	Grant/Contract Expired	



Transfer Terminations

There are two types of transfers: [see Job Aid - **Transfers & Promotions at UCI** for details regarding Intra-Business Unit Transfers]

- Inter-location transfers happen **between** UC universities.
- Intra-business unit transfers happen **within** UCI.

There are however, other terminations that are used as part of the transfer process between UC universities and within UCI. See the chart below.

Template	Reason	Using these templates
UC_TRANSFER	Intra-Business Unit Transfer –Staff	Transfer to another position or department within UCI. The original job is auto-terminated .
UC_VOL_TERM	Inter-location (BU) transfer (both in UCPath)	The department/university from where the employee is leaving initiates the Voluntary Termination.

A Confirmation page displays after successfully submitting the Termination Template.

- Beneath the confirmation text, there is a link to Payroll Request.
- Click this link then select and complete the employee's **Final Pay**.
- Refer to the **Final Pay** Job Aid.

Contingent Workers

Only Contingent Workers who **supervise** others are required to have a position. Otherwise they are not assigned a position, only a Job Code. Please refer to the **Contingent Worker User Guide** for more information.

- Have a relationship with the University.
- Do not receive pay from the University.

Contingent Worker Templates						
Complete	Add		Renewal		Extension	
With & w/o Posn	With Position	w/o Position	With Position	w/o Position	With Position	w/o Position
UC_COMP_CWR	UC_ADD_CWR_POSN	UC_ADD_CWR	UC_RENW_CWR_POSN	UC_RENW_CWR	UC_EXT_CWR_POSN	UC_EXT_CWR

Person Data

The UC_PERSON_DATA template does not require a Reason. Available fields are open for changing as needed.

Retirement

The UC_RETIREMENT template does not require a Reason. Available fields are open for changing as needed.

APPENDIX Template Transaction Codes

Template / Description / Action	Action Reason	Description
Template: UC_FULL_HIRE_AC Description: Full Hire – Academic Use Only Action: HIR - Hire	ACP - Academic Hire w/ Contract Pay	Use to hire an academic year employee with Contract Pay. This also can be used for a concurrent hire.
	HIR - Hire - No Prior UC Affiliation	Use to hire a new employee. Employee has never been on pay status with UC.
	AIL - Academic Inter BU Transfer	Use for an inter-business unit transfer of an academic employee. This is a transfer from a non-UCPath location to a UCPath location.
	CN1 - Academic Concurrent Hire	Use to add a concurrent job (either Dual or Non-Dual employment).
	RE2 - Rehire, < 120 days break	Use for rehires from a different business unit. Use for a regular rehire to return to pay status following less than 120 days of break in service.
	RE3 - Rehire, >= 120 days break	Use for rehires from a different business unit. Use to hire a prior UC employee with a break in service. The employee does not already have a PeopleSoft record. The receiving campus must treat this as a rehire.
	RL2 - Rehire, fr Layoff-No Pref <120	Use for rehires from a different business unit. Use to rehire following a layoff and not secured through the preferential rehire process within 120 days of separation.
	RLO - Rehire, fr Layoff-No Pref >=120	Use for rehires from a different business unit. Use to rehire following a layoff and not secured through the preferential rehire process where there is greater than or equal to 120 days of separation.
	PR2 - Rehire, from Layoff-Pref <120	Use for rehires from a different business unit. Use to rehire following a layoff and secured through the preferential rehire process within 120 days of separation.
	PRF - Rehire, from Layoff-Pref >=120	Use for rehires from a different business unit. Use to rehire following a layoff and secured through the preferential rehire process where there is greater than or equal to 120 days of separation.
	ACA - Rehire: Academic Recall	Use for rehires from a different business unit. Use for recall of retired academic. For Job Codes that are without salary (WOS), be sure to also enter the Comp Rate as UCWOS.
	EMR - Rehire: Emeritus Faculty	Use to add an emeritus job to retired faculty. For Job Codes that are without salary (WOS), be sure to also enter the Comp Rate as UCWOS.
	RET - Rehire: Rehired Retiree	Use for rehires from a different business unit. Use to return to pay status, in accordance with the Policy on Reemployment of UC Retired Employees, following a retirement, and the employee continues to draw retirement benefits.

Template / Description / Action	Action Reason	Description
	RSR - Rehire: Retirement Suspended	Use for rehires from a different business unit. Use to rehire following a layoff and secured through the preferential rehire process within 120 days of separation.
	TDE - Transfer-Inter BU, Demotion	Use for an inter-business unit transfer where there is no break in service and the transfer is a voluntary demotion for the employee. This is a transfer from a nonUCPath location to a UCPath location.
	TLA - Transfer-Inter BU, Lateral	Use for an inter-business unit transfer where there is no break in service and the transfer is a lateral move for the employee. This is a transfer from a non-UCPath location to a UCPath location.
	TPR - Transfer-Inter BU, Promotion	Use for an inter-business unit transfer where there is no break in service and the transfer is a promotion for the employee. This is a transfer from a non-UCPath location to a UCPath location.
	TUK - Transfer-Inter BU, Undefined	Use for intercampus transfers when there is no way of knowing that it is a Promotion, Lateral or Demotion.
	WPR - With Prior UC Affiliation	Use to hire someone who has a prior affiliation (contingent worker) with UC.
Template: UC_FULL_HIRE Description: Full Hire – Staff Only Action: HIR - Hire	DEE - Concurrent Hire – Dual Empl	Use to add a concurrent dual-employment job.
	CON - Concurrent Hire – Non Dual Emp	Use to add a concurrent employee record (appointment). This means that an employee is working in two or more jobs at the same time in different departments and/or job codes.
	HIR - Hire - No Prior UC Affiliation	Use to hire a new employee. Employee has never been on pay status with UC.
	RE2 - Rehire, < 120 days break	Use for rehires from a different business unit. Use for a regular rehire to return to pay status following less than 120 days of break in service.
	RE3 - Rehire, >= 120 days break	Use for rehires from a different business unit. Use to hire a prior UC employee with a break in service. The employee does not already have a PeopleSoft record. The receiving campus must treat this as a rehire.
	RL2 - Rehire, fr Layoff-No Pref <120	Use for rehires from a different business unit. Use to rehire following a layoff and not secured through the preferential rehire process within 120 days of separation.
	RLO - Rehire, fr Layoff-No Pref >=120	Use for rehires from a different business unit. Use to rehire following a layoff and not secured through the preferential rehire process where there is greater than or equal to 120 days of separation.
	PR2 - Rehire, from Layoff-Pref <120	Use for rehires from a different business unit. Use to rehire following a layoff and secured through the preferential rehire process within 120 days of separation.

Template / Description / Action	Action Reason	Description
	PRF - Rehire, from Layoff-Pref >=120	Use for rehires from a different business unit. Use to rehire following a layoff and secured through the preferential rehire process where there is greater than or equal to 120 days of separation.
	RET - Rehire: Rehired Retiree	Use for rehires from a different business unit. Use to return to pay status, in accordance with the Policy on Reemployment of UC Retired Employees, following a retirement, and the employee continues to draw retirement benefits.
	RSR - Rehire: Retirement Suspended	Use for rehires from a different business unit. Use to rehire following a layoff and secured through the preferential rehire process within 120 days of separation.
	RC2 - Rehire: Staff Recall < 120	Use for rehires from a different business unit. Use to rehire a former UC employee eligible under layoff recall policies within 120 days of separation.
	REC - Rehire: Staff Recall >= 120	Use for rehires from a different business unit. Use to rehire a former UC employee eligible under layoff recall policies greater than or equal to 120 days of separation.
	TDE - Transfer-Inter BU, Demotion	Use for an inter-business unit transfer where there is no break in service and the transfer is a voluntary demotion for the employee. This is a transfer from a nonUCPath location to a UCPath location.
	TLA - Transfer-Inter BU, Lateral	Use for an inter-business unit transfer where there is no break in service and the transfer is a lateral move for the employee. This is a transfer from a non-UCPath location to a UCPath location.
	TPR - Transfer-Inter BU, Promotion	Use for an inter-business unit transfer where there is no break in service and the transfer is a promotion for the employee. This is a transfer from a non-UCPath location to a UCPath location.
	TUK - Transfer-Inter BU, Undefined	Use for intercampus transfers when there is no way of knowing that it is a Promotion, Lateral or Demotion.
	WPR - With Prior UC Affiliation	Use to hire someone who has a prior affiliation (contingent worker) with UC.
Template: UC_REHIRE_AC Description: Rehire - Academic Action: REH - Rehire	ACA - Academic Recall	Use for rehires from the same business unit. Use for recall of retired academic. For Job Codes that are without salary (WOS), be sure to also enter the Comp Rate as UCWOS.
	EMR - Emeritus Faculty	Use to add an emeritus job to retired faculty. For Job Codes that are without salary (WOS), be sure to also enter the Comp Rate as UCWOS.
	RSR - Rehire - Retirement Suspended	Use for rehires from the same business unit. Use to return to pay status following a retirement with retirement suspended and employee become an active UCRP member again.

Template / Description / Action	Action Reason	Description
	RL2 - Rehire fr Layoff-No Pref, <120	Use for rehires from the same business unit. Use to rehire following a layoff and not secured through the preferential rehire process within 120 days of separation.
	RLO - Rehire fr Layoff-No Pref, >=120	Use for rehires from the same business unit. Use to rehire following a layoff and not secured through the preferential rehire process where there is greater or equal to 120 days of separation.
	PR2 - Rehire fr Layoff-Pref, <120	Use for rehires from the same business unit. Use to rehire following a layoff and secured through the preferential rehire process within 120 days of separation.
	PRF - Rehire fr Layoff-Pref, >=120	Use for rehires from the same business unit. Use to rehire following a layoff and secured through the preferential rehire process where there is greater than or equal to 120 days of separation.
	RE2 - Rehire, <120 days break	Use for rehires from the same business unit. Use for a regular rehire to return to pay status following less than 120 days of break in service.
	REH - Rehire, > or = 120 days break	Use for rehires from the same business unit. Use for a regular rehire to return to pay status following a greater than or equal to 120 days of break in service.
	RET - Rehired Retiree	Use for rehires from the same business unit. Use to return to pay status, in accordance with the Policy on Reemployment of UC Retired Employees, following a retirement, and the employee continues to draw retirement benefits. Rehire-Retirees require the completed UBEN1039 form to be attached to the template transaction.
Template: UC_REHIRE Description: UC Rehire – All Employees Action: REH - Rehire	RSR - Rehire-Retirement Suspended	Use for rehires from the same business unit. Use to return to pay status following a retirement with retirement suspended and employee become an active UCRP member again.
	RL2 - Rehire fr Layoff-No Pref, <120	Use for rehires from the same business unit. Use to rehire following a layoff and not secured through the preferential rehire process within 120 days of separation.
	RLO - Rehire fr Layoff-No Pref, >=120	Use for rehires from the same business unit. Use to rehire following a layoff and not secured through the preferential rehire process where there is greater than or equal to 120 days of separation.
	PR2 - Rehire fr Layoff-Pref, <120	Use for rehires from the same business unit. Use to rehire following a layoff and secured through the preferential rehire process within 120 days of separation.
	PRF - Rehire fr Layoff-Pref, >=120	Use for rehires from the same business unit. Use to rehire following a layoff and secured through the preferential rehire process where there is greater than or equal to 120 days of separation.

Template / Description / Action	Action Reason	Description
	RE2 - Rehire, <120 days break	Use for rehires from the same business unit. Use for a regular rehire to return to pay status following less than 120 days of break in service.
	REH - Rehire, > or = 120 days break	Use for rehires from the same business unit. Use for a regular rehire to return to pay status following a greater than or equal to 120 days of break in service.
	RET - Rehired Retiree	Use for rehires from the same business unit. Use to return to pay status, in accordance with the Policy on Reemployment of UC Retired Employees, following a retirement, and the employee continues to draw retirement benefits. Rehire-Retirees require the completed UBEN1039 form to be attached to the template transaction.
	RC2 - Staff Recall, <120	Use for rehires from the same business unit. Use to rehire a former UC employee eligible under layoff recall policies within 120 days of separation.
	REC - Staff Recall, >=120	Use for rehires from the same business unit. Use to rehire a former UC employee eligible under layoff recall policies greater than or equal to 120 days of separation.
	XF3 - Transfer - Inter BU, Demotion	Use for an inter-business unit transfer where there is no break in service and the transfer is a voluntary demotion for the employee.
	XF2 - Transfer - Inter BU, Lateral	Use for an inter-business unit transfer where there is no break in service and the transfer is a lateral move for the employee.
	XFR - Transfer - Inter BU, Promotion	Use for an inter-business unit transfer where there is no break in service and the transfer is a promotion for the employee.
	XF4 - Transfer - Inter BU, Undefined	Use for intercampus transfers when there is no way of knowing that it is a Promotion, Lateral or Demotion. It will also be used for academic personnel.
Template: UC_REHIRE_REI Description: UC Rehire Reinstatement - For Staff Appointments Action: REH - Rehire	REI - Reinstatement	Use to reinstate an employee (staff) that was automatically terminated.
Template: UC_REHIRE_REI_AC Description: UC Rehire Reinstatement - For Academic Appointments Action: REH - Rehire	REI - Reinstatement	Use to reinstate an employee (academic) that was automatically terminated.

Template / Description / Action	Action Reason	Description
Template UC_CONC_HIRE_AC Description: Academic Concurrent Hire/Inter Location Transfer Action: Hire	CN1 - Academic Concurrent Hire	Use to add a concurrent job (either Dual or Non-Dual employment).
	AIL - Academic Inter BU Transfer	Use for an inter-business unit transfer of an academic employee.
Template: UC_CONC_HIRE Description: Staff Concurrent Hire/Inter Location Transfer Action: Hire	DEE - Concurrent Hire - Dual Empl	Use to add a concurrent dual-employment job.
	CON - Concurrent Hire - Non Dual Emp	Use to add a concurrent employee record (appointment). This means that an employee is working in two or more jobs at the same time in different departments and/or job codes.
	TDE - Transfer-Inter BU, Demotion	Use for an inter-business unit transfer where there is no break in service and the transfer is a voluntary demotion for the employee.
	TLA - Transfer-Inter BU, Lateral	Use for an inter-business unit transfer where there is no break in service and the transfer is a lateral move for the employee.
	TPR - Transfer-Inter BU, Promotion	Use for an inter-business unit transfer where there is no break in service and the transfer is a promotion for the employee.
	TUK - Transfer-Inter BU, Undefined	Use for intercampus transfers when there is no way of knowing that it is a Promotion, Lateral or Demotion. It will also be used for academic personnel.
Template: UC_INVOL_TERM Description: Involuntary Termination Action: TER - Termination	AIP - Acad- Incompetent Performance	Academic Personnel Use. Termination based on APM 075.
	APR - Acad- Presumptive Resignation	Academic Personnel Use. Used to terminate an academic appointee per APM 70030.
	ATA - Acad- Terminal Appointment	Academic Personnel Use. Used to terminate an academic appointee who did not receive tenure.
	ACE - Appointment Expired	Use for the termination of an appointment with a fixed end date or expiration of contract in accordance with the terms of the contract or appointment.
	DEA - Death	Use for termination due to death.
	ATT - Dismissal - Attendance	Use for termination due to attendance.
	FLS - Dismissal - Falsified App	Use for termination due to falsification on application.
	MIS - Dismissal - Misconduct	Use for termination due to misconduct.
	NLC - Dismissal - No Longer Cert/Lic	Use for termination due to lack of certification or license.
	PRF - Dismissal - Lack of Performance	Use for termination due to performance.
	DNP - Do Not Protest (Settlement)	Used to terminate someone who has a settlement with the university. UCPath Center will not protest any UI claims if the employee has this action/reason code.

Template / Description / Action	Action Reason	Description
	DNR - Do Not Rehire (Settlement)	Agreement/Settlement - Employee agrees not to return.
	NSV - Elimination of Position	Use for termination due to an elimination of a MSP position or a layoff of an Academic position where no severance or rehire rights are provided.
	GCE - Grant/Contract Expired	Use for termination due to the expiration of a grant or contract.
	INV - Involuntary Termination -Other	Use for termination for other reasons not stated.
	LHC - Layoff - Accept Health Care	Use to track employee who are laid off and accept job at new Healthcare Corporation. Note: Used for Conversion purposes only.
	RRR - Layoff - Rehire/Recall Rights	Use for indefinite Layoff - Rehire/Recall Rights.
	SEV - Layoff - Severance	Use for indefinite Layoff - Severance.
	RDS - Layoff-Reduced Sev. Reh/Recall	Use for indefinite Layoff - Reduced Severance and Preferential Rehire/Recall Rights.
	MED - Medical Separation	Use for termination due to an employee who became unable to perform essential functions of his or position due to a disability.
	NSE - Never Started Employment	Use for termination of appointment due to prospective employee never starting work. This is used to void the employment record rather than deleting it.
	GRD - No Longer Student	Use for termination due to employee graduating or no longer student status.
	PDR - Per Diem Release	Use for termination due to the end of a per diem appointment.
	TR2 - Release fr Trial Emplmnt-Invol	Use for release from trial employment initiated by the University.
	PRO - Released During Probation	Use for termination due to employee not passing probation.
	VIS - Visa/Work Permit Expired	Use for termination due to expiration of visa and/or work permit.
Template: UC_VOL_TERM Description: Voluntary Termination Action: TER - Termination	CAR - Career to Per Diem	Use for termination of career appointment. Employee will be rehired into a Per Diem position. Must have a one-day break in service. These individuals will be required to sign a waiver form as part of the rehire process.
	XFR - Interlocation (BU) Transfer	Use when an employee is transferring from one business unit to another and both Business Units are on PeopleSoft (the existing Empl Record will be terminated and a new Empl Record is created in the receiving business unit).
	TR1 - Release fr Trial Emplmnt-Vol	Use for release from trial employment initiated by the employee.
	AAJ - Resign - Accept Another Job	Use for termination due to employee accepting another job.
	SCH - Resign - Attend School	Use for termination due to employee planning to attend school.

Template / Description / Action	Action Reason	Description
	DWJ - Resign - Dissatisfied w/ Job	Use for termination due to employee dissatisfied with job.
	JAB - Resign - Job Abandonment	Use for termination due to job abandonment.
	LAJ - Resign - Look for Another Job	Use for termination due to employee looking for another job.
	MIL - Resign - Military Service	Use for termination due to employee planning to enter military service.
	MOA - Resign - Moved out of Area	Use for termination due to employee moving out of area.
	NRG - Resign - No Reason Given	Use for termination - employee did not provide reason.
	PER - Resign - Personal Reasons	Use for termination due to personal reasons.
	QWN - Resign - Quit Without Notice	Use for termination due to employee quitting without notice.
	SLF - Resign - Self Employment	Use for termination due to employee planning to work for him or herself.
	FRL - Resign - Failed to Ret fr Leave	Use for termination due to employee's failure to return from an approved leave of absence.
	TAF - Transfer from UCPath PS	Use for employee transfers from a UCPath location to a Non-UCPath location. Used during conversion period only. Inactivate after all campuses are live on UCPath.
Template: UC_RETIREMENT Description: Retirement Action: RET - Retirement	RET - Retirement	Use for retirement.
Template: UC_PERSON_DATA Description: UC Personal Data Action: PER - Personal Data Change	PER - Personal Data Change	Use to update the employee's personal data.
Template: UC_TRANSFER_AC Description: Intra-Business Unit Transfer - Academic Only Action: XFR - Transfer	AXF - Academic Intra-Campus Transfer	Use when a person moves to a new department and position.
	INV - Involuntary Demotion	Use for involuntary transfer to lower salary range maximum for disciplinary reasons in a different department.
	LAT - Lateral Transfer	Use for the transfer of an employee from one position to another position in a new department.
	PDC - Per Diem to Career	Use for the transfer of an appointment of a per diem employee into a career position. This is tracked so that employees who receive less (in the career position) are not flagged as a demotion.

Template / Description / Action	Action Reason	Description
	PRO - Promotion	Use to change an employee from one position to another position which has a higher salary range maximum. Promotions are normally obtained through a competitive recruitment process.
	TMP - Temp Out of Class Assignment	Use to temporarily transfer a represented employee, according to the employee's bargaining contract, to a full perform the functions of a position in a different classification. The University shall determine the duration and end date of such assignment. The temporary assignment shall not result in the permanent reclassification of the employee. This moves employee into a new department.
	DEE - Transfer – Dual Employment	Use to transfer to a concurrent dual-employment job.
	DEM - Voluntary Demotion	Use for voluntary transfer to a position with a lower salary range maximum in a different department.
Template: UC_TRANSFER Description: Intra-Business Unit Transfer – Staff Only Action: XFR - Transfer	AXF - Academic Intra-Campus Transfer	Use when a person moves to a new department and position.
	INV - Involuntary Demotion	Use for involuntary transfer to lower salary range maximum for disciplinary reasons in a different department.
	LAT - Lateral Transfer	Use to transfer an employee from one position to another position in a new department.
	PDC - Per Diem to Career	Use to transfer an appointment of a per diem employee into a career position. This is tracked so that employees who receive less (in the career position) are not flagged as a demotion.
	PRO - Promotion	Use to change an employee from one position to another position which has a higher salary range maximum. Promotions are normally obtained through a competitive recruitment process.
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	DEE - Transfer - Dual Employment	Use to transfer to a concurrent dual-employment job.
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Template / Description / Action	Action Reason	Description
Template: UC_ADD_CWR Description: Add Contingent Worker – No Position Data Action: ADD - Add Contingent Worker	ADD - Add Contingent Worker	Use to add a Contingent Worker (CWR) without position.
Template: UC_ADD_CWR_POSN Description: Add Contingent Worker With Position Action: ADD - Add Contingent Worker	ADD - Add Contingent Worker	Use to add a Contingent Worker with position.
Template: UC_COM_CWR Description: Complete Contingent Worker Instance Action: COM - Completion - Contingent Worker	COM - Completion - Contingent Worker	Use to complete academic or staff Contingent Worker instance.
Template: UC_EXT_CWR Description: Extend CWR Appointment Action: CWE - Contingent Worker Extension	CWE - Contingent Worker Extension	Use to extend a Contingent Worker appointment.
Template: UC_EXT_CWR_POSN Description: Extend CWR (with Position) Appointment Action: CWE - Contingent Worker Extension	CEW - Contingent Worker Extension	Use to extend a Contingent Worker appointment.
Template: UC_RENW_CWR Description: Renew Contingent Worker - Without Position Action: RNW - Renewal	RNW - Contingent Worker Renewal	Use to renew a Contingent Worker without position.
Template: UC_RENW_CWR_POS Description: Renew CWR - With Position Action: RNW - Renewal	RNW - Contingent Worker Renewal	Use to renew a Contingent Worker with position.

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