Job Aid: Template Transactions – Action Reason Codes and Descriptions

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.
	EMR - Rehire: Emeritus Faculty	Use to add an emeritus job to retired faculty.
	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.

Template / Description / Action	Action Reason	Description
	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 non-UCPath 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 or person of interest) 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 non-UCPath 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 or person of interest) 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.
	EMR - Emeritus Faculty	Use to add an emeritus job to retired faculty.
	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.

Template / Description / Action	Action Reason	Description
	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.
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.
	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.

Template / Description / Action	Action Reason	Description
	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.
	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: 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	DEE - Concurrent Hire - Dual Empl	Use to add a concurrent dual-employment job.

Template / Description / Action	Action Reason	Description
Description: Staff Concurrent Hire/Inter Location Transfer **Action:** Hire	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 700-30.
	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.
	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.

Template / Description / Action	Action Reason	Description
	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.
	DWJ - Resign - Dissatisfied w/ Job	Use for termination due to employee being 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.

Template / Description / Action	Action Reason	Description
	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 PPS 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 being 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.

Template / Description / Action	Action Reason	Description
	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 being 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.
	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_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 / Description / Action	Action Reason	Description
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.