Job Aid: Template Transactions – Action Reason Codes and Descriptions

For further guidance, visit the [Personnel Policies for Staff Members](#) page. Specific academic personnel policy questions may be directed to campus [Academic Personnel Offices](#).

Template / Description / Action	Action Reason	Description
Template: UC_FULL_HIRE_AC **Description:** Full Hire – Academic Use Only **Action:** HIR - Hire	CN1 - Academic Concurrent Hire	Use to add a concurrent job (either Dual or Non-Dual employment).
	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.
	AIL - Academic Inter BU Transfer	Use for an inter-business unit transfer of an academic employee. This is a transfer from one business unit to another unrelated business unit.
	HIR - Hire - No Prior UC Affiliation	Use to hire a new employee with no Empl ID that has never been on pay status with UC. Employee has no prior UC affiliation as a contingent worker or person of interest.
	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.

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Template / Description / Action	Action Reason	Description
	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.
	RSR - Rehire: Retirement Suspended	Use to return to pay status following a retirement with retirement suspended and employee becomes an active UCRP member again.
	TDE - Transfer-Inter BU, Demotion	Use for an inter-business unit transfer (from one business unit to another unrelated business unit) 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 (from one business unit to another unrelated business unit) 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 (from one business unit to another unrelated business unit) 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.
	WPR - With Prior UC Affiliation	Use to hire someone with prior UC affiliation as a contingent worker or person of interest and have never been on pay status 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 with no Empl ID that has never been on pay status with UC. Employee has no prior UC affiliation as a contingent worker or person of interest.

Template / Description / Action	Action Reason	Description
	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.
	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 to return to pay status following a retirement with retirement suspended and employee becomes an active UCRP member again.
	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 (from one business unit to another unrelated business unit) where there is no break in service and the transfer is a voluntary demotion for the employee.

Template / Description / Action	Action Reason	Description
	TLA - Transfer-Inter BU, Lateral	Use for an inter-business unit transfer (from one business unit to another unrelated business unit) 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 (from one business unit to another unrelated business unit) where there is no break in service and the transfer is a promotion for the employee.
	TUK - Transfer-Inter BU, Undefined	Use for an inter-business unit transfer (from one business unit to another unrelated business unit) when there is no way of knowing that it is a promotion, lateral, or demotion.
	WPR - With Prior UC Affiliation	Use to hire someone with prior UC affiliation as a contingent worker or person of interest and have never been on pay status 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.
	CN1 – Academic Concurrent Hire	Use when an employee has a concurrent job added and the location wants to use a terminated record instead of creating a new record.
	RSR - Rehire - Retirement Suspended	Use to return to pay status following a retirement with retirement suspended and employee becomes 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 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.
	TIL – Transfer – Intra Location	Use when an employee transfers from staff to an academic job (or vice versa) within the same business unit, and there is a terminated record to be rehired upon.
		Staff and academic jobs cannot be entered into the same employee record, a new employee record must be created when they do a transfer between the two employee types. Also used when an employee is transferring from one position to another, and the location wants to keep the records separate. This is sometimes used for locations that keep different records per department.
Template: **Description:** UC Rehire – All Employees **Action:** REH - Rehire	DUE – Concurrent Dual Employment	Use for an employee that is hired into another job that puts them into dual employment. The total FTE exceeds 1.0 across all active appointments. Dual employment appointments must be at the same or related business unit (it does not apply to multi-locations).
		A Dual Employment Request form is required and must be attached to the template transaction.
	NDE – Concurrent Non Dual Employment	Use for when an employee is hired into an additional job within the same business unit or multiple unrelated business units and does not exceed 1.0 FTE (they have another active job at the same or different business unit).
		A Multi-Location Agreement (MLA) is required and must be attached to the template transaction if the employee has concurrent jobs across multiple unrelated business units.
	RSR - Rehire-Retirement Suspended	Use to return to pay status following a retirement with retirement suspended and employee becomes 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 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.
	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.

Template / Description / Action	Action Reason	Description
	TIL – Transfer – Intra Location	Use when an employee transfers from staff to an academic job (or vice versa) within the same business unit, and there is a terminated record to be rehired upon. Staff and academic jobs cannot be entered into the same employee record, a new employee record must be created when they do a transfer between the two employee types. Also used when an employee is transferring from one position to another, and the location wants to keep the records separate. This is sometimes used for locations that keep different records per department.
	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.

Job Aid: Template Transactions – Action Reason Codes and Descriptions

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.
	TIL - Transfer – Intra Location	Use to transfer an employee from one position (existing **Empl Record**) to another position within the same or related business unit (creating a new **Empl Record**). When using the **UC_CONC_HIRE_AC** template with the **Transfer - Intra Location Reason Code**, the employee must be hired into the academic position (Academic Concurrent Hire Template) and terminated from the existing position (Voluntary Termination Template). The submitter must coordinate with the terminating department to align the submission of templates.
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 (from one business unit to another unrelated business unit) 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 (from one business unit to another unrelated business unit) 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 (from one business unit to another unrelated business unit) where there is no break in service and the transfer is a promotion for the employee.

Template / Description / Action	Action Reason	Description
	TIL - Transfer – Intra Location	Use to transfer an employee from one position (existing **Empl Record**) to another position within the same or related business unit (creating a new **Empl Record**).
		When using the **UC_CONC_HIRE** template with the **Transfer - Intra Location Reason Code**, the employee must be hired into the staff position (Staff Concurrent Hire Template) and terminated from the existing position (Voluntary Termination Template). The submitter must coordinate with the terminating department to align the submission of templates.
	TUK - Transfer-Inter BU, Undefined	Use for inter-business unit transfer (from one business unit to another unrelated business unit) where there is no way of knowing that it is a promotion, lateral or demotion. Also 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.

Job Aid: Template Transactions – Action Reason Codes and Descriptions

Template / Description / Action	Action Reason	Description
	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.

Template / Description / Action	Action Reason	Description
	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 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 an 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 the area.
	NRG - Resign - No Reason Given	Use for termination - employee did not provide a 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.
	TIL - Transfer – Intra Location	Use for intralocation transfer (within the same or related business unit) when an employee is: • Transferring to an academic position and the staff position needs to be terminated • Transferring to a staff position and the academic position needs to be terminated • Transferring an employee from one position to another where a new **Empl Record** is being created **Note:** Hire and Termination transactions need to be submitted with the "Transfer - Intra Location" reason code. Submitters must coordinate effective dates of both transactions to ensure there is no break in service.

Template / Description / Action	Action Reason	Description
	VSP - Voluntary Separation Program	Used to voluntarily terminate an employee as part of a location's Voluntary Separation Program.
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.
	CVD - COVID-19, Re-Deployment	Use to temporarily transfer employee due to re-classification/deployment needed as a result of COVID-19 impacts on location resources.
	CVR - COVID-19, Return from Re-Deplmt	Use to return employee from temporary COVID-19, Re-deployment.
	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.
	MHP – Move to Multi-Headcount Posn	Use to move a job record to a multi-headcount position. This requires a change in position number.
	SHP – Move to Single-Headcount Posn	Use to move a job record to a single-headcount position. This requires a change in position number.
	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
	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	CVD - COVID-19, Re-Deployment	Use to temporarily transfer employee due to re-classification/deployment needed as a result of COVID-19 impacts on location resources.
	CVR - COVID-19, Return from Re-Deplmt	Use to return employee from temporary COVID-19, Re-deployment.
	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.
	MHP – Move to Multi-Headcount Posn	Use to move a job record to a multi-headcount position. This requires a change in position number.
	SHP – Move to Single-Headcount Posn	Use to move a job record to a single-headcount position. This requires a change in position number.
	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.
	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.

Job Aid: Template Transactions – Action Reason Codes and Descriptions

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 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.
	DNR - Do Not Rehire (Settlement)	Agreement/Settlement – Individual agrees not to return.
Template: UC_EXT_CWR **Description:** Update/Extend CWR Appointment **Action:** CWE - Contingent Worker	CWE - Contingent Worker Extension	Use to extend a Contingent Worker appointment.
	CDU - CWR Data Change	Use to update general data for a Contingent Worker appointment without position.
	CDP - CWR Department Change/Transfer	Use to update the Department for a Contingent Worker appointment without position.
	CJC - CWR Jobcode Change	Use to update the Job Code for a Contingent Worker appointment without position.

Template / Description / Action	Action Reason	Description
Extension; CWU - CWR Job Update	CRT - CWR Reports To Change	Use to update the Reports To Position Number for a Contingent Worker appointment without position.
	LOC - CWR Location Code Change	Use to update the Location Code for a Contingent Worker appointment without position.
Template: UC_EXT_CWR_POSN **Description:** Extend CWR (with Position) Appointment **Action:** CWE - Contingent Worker Extension	CWE - 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.