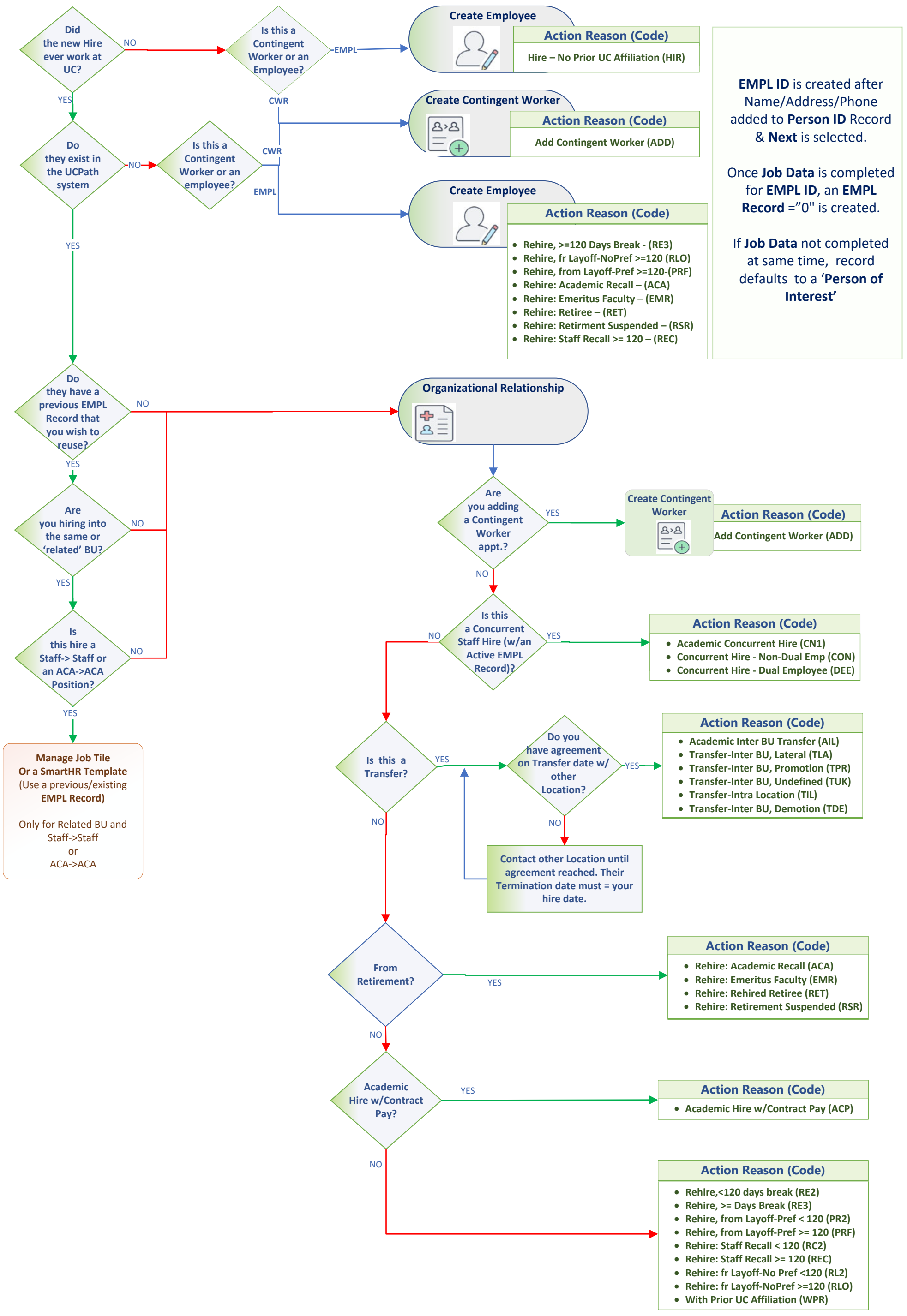


# Job Aid: Decision Tree Hire Action Reason Codes



**EMPL ID** is created after Name/Address/Phone added to **Person ID** Record & **Next** is selected.

Once **Job Data** is completed for **EMPL ID**, an **EMPL Record = "0"** is created.

If **Job Data** not completed at same time, record defaults to a **'Person of Interest'**

**Create Employee**

**Action Reason (Code)**

- Hire – No Prior UC Affiliation (HIR)

**Create Contingent Worker**

**Action Reason (Code)**

- Add Contingent Worker (ADD)

**Create Employee**

**Action Reason (Code)**

- Rehire, >=120 Days Break - (RE3)
- Rehire, fr Layoff-NoPref >=120 (RLO)
- Rehire, from Layoff-Pref >=120-(PRF)
- Rehire: Academic Recall – (ACA)
- Rehire: Emeritus Faculty – (EMR)
- Rehire: Retiree – (RET)
- Rehire: Retirement Suspended – (RSR)
- Rehire: Staff Recall >= 120 – (REC)

**Organizational Relationship**

**Create Contingent Worker**

**Action Reason (Code)**

- Add Contingent Worker (ADD)

**Action Reason (Code)**

- Academic Concurrent Hire (CN1)
- Concurrent Hire - Non-Dual Emp (CON)
- Concurrent Hire - Dual Employee (DEE)

**Action Reason (Code)**

- Academic Inter BU Transfer (AIL)
- Transfer-Inter BU, Lateral (TLA)
- Transfer-Inter BU, Promotion (TPR)
- Transfer-Inter BU, Undefined (TUK)
- Transfer-Intra Location (TIL)
- Transfer-Inter BU, Demotion (TDE)

Contact other Location until agreement reached. Their Termination date must = your hire date.

**Action Reason (Code)**

- Rehire: Academic Recall (ACA)
- Rehire: Emeritus Faculty (EMR)
- Rehire: Rehired Retiree (RET)
- Rehire: Retirement Suspended (RSR)

**Action Reason (Code)**

- Academic Hire w/Contract Pay (ACP)

**Action Reason (Code)**

- Rehire, <120 days break (RE2)
- Rehire, >= Days Break (RE3)
- Rehire, from Layoff-Pref < 120 (PR2)
- Rehire, from Layoff-Pref >= 120 (PRF)
- Rehire: Staff Recall < 120 (RC2)
- Rehire: Staff Recall >= 120 (REC)
- Rehire: fr Layoff-No Pref <120 (RL2)
- Rehire: fr Layoff-NoPref >=120 (RLO)
- With Prior UC Affiliation (WPR)

**Manage Job Tile Or a SmartHR Template**  
(Use a previous/existing EMPL Record)

Only for Related BU and Staff->Staff or ACA->ACA