

This document provides a quick reference to action reason codes utilized in Manage Human Resources (HR) for hire types of [Academic Contract Pay](#), [Concurrent Hire](#), [Contingent Worker](#), [No Prior UC Experience](#), [Rehire](#), [Rehired Retiree](#), and [Transfer](#).

- ⚠ Use **Manage HR** when creating a *new* employee, entering a *new* contingent worker or creating a *new* EMPL Record for individuals who already have an EMPL ID.
- ⚠ If you are using **Manage Job**, refer to [Job Aid: Manage Job – Action Codes, Reason Codes, and Descriptions](#) for a list of available action reason codes within that functionality.

Academic Contract Pay

Action: HIR - Hire

		Manage HR Tiles			
Action Reason	Description	Create Employee	Contingent Worker	Organizational Relationship	UCPath Approval
ACP - Academic Hire w/ Contract Pay	Hire an Academic year employee with Contract Pay. This also can be used for a concurrent hire.			✓	✓

Concurrent Hire

Action: HIR - Hire

		Manage HR Tiles			
Action Reason	Description	Create Employee	Contingent Worker	Organizational Relationship	UCPath Approval
CN1 - Academic Concurrent Hire	Add a concurrent job (either Dual or Non-Dual employment).			✓	
CON - Concurrent Hire - Non-Dual Emp	Add a concurrent non-dual employment job where the total FTE does not exceed 1.0 across all active appointments.			✓	✓

Manage HR Tiles

Action Reason	Description	Create Employee	Contingent Worker	Organizational Relationship	UCPath Approval
DEE - Concurrent Hire - Dual Empl	Add a concurrent dual-employment job where the total FTE exceeds 1.0 but less than 1.2 across all active appointments.			✓	✓

Contingent Worker

Action: Add - CWR

Manage HR Tiles

Action Reason	Description	Create Employee	Contingent Worker	Organizational Relationship	UCPath Approval
ADD - Add Contingent Worker	Add a Contingent Worker with or without a position.		✓		

No Prior UC Experience nor a Contingent Worker

Action: HIR - Hire

Manage HR Tiles

Action Reason	Description	Create Employee	Contingent Worker	Organizational Relationship	UCPath Approval
HIR - Hire - No Prior UC Affiliation	Hire a new employee (Academic or staff) with no EMPL ID and no prior UC affiliation as an employee, contingent worker or person of interest.	✓			

Rehire

Action: HIR - Hire

Manage HR Tiles					
Action Reason	Description	Create Employee	Contingent Worker	Organizational Relationship	UCPath Approval
PR2 - Rehire, from Layoff-Pref <120	Rehire someone with preferential rehire rights after a layoff and within 120 days of separation from the UC.			✓	
PRF - Rehire, from Layoff-Pref >=120	Rehire someone with preferential rehire rights after a layoff, if they've been separated 120 days or more from the UC.	✓		✓	
RL2 - Rehire, fr Layoff-No Pref <120	Rehire someone without preferential rehire rights after a layoff, if they've been separated within 120 days from the UC.			✓	
RLO - Rehire, fr Layoff-No Pref >=120	Rehire someone without preferential rehire rights after a layoff, if they've been separated 120 days or more from the UC.	✓		✓	
RE2 - Rehire, <120 days break	Return a regular rehire to pay status following less than 120 days of break in service.			✓	
RE3 - Rehire, >= 120 days break	Rehire someone with prior UC experience who does not have a PeopleSoft record and has had a service break of 120 days or more. As part of the rehire procedure, ensure the receiving campus treats this as a rehire.	✓		✓	

Manage HR Tiles

Action Reason	Description	Create Employee	Contingent Worker	Organizational Relationship	UCPath Approval
RC2 - Staff Recall, <120	Rehire a former UC employee eligible under layoff recall policies within 120 days of separation.			✓	
REC = Staff Recall, >= 120	Rehire a former UC employee eligible under layoff recall policies greater than or equal to 120 days of separation.	✓		✓	✓
WPR - With Prior UC Affiliation	Hire someone with prior UC affiliation as an employee, contingent worker or person of interest.			✓	

Rehired Retiree

Action: HIR - Hire

Manage HR Tiles					
Action Reason	Description	Create Employee	Contingent Worker	Organizational Relationship	UCPath Approval
ACA - Rehire: Academic Recall	Recall retired Academic. For job codes without salary (WOS), enter the Comp Rate as UCWOS.	✓		✓	✓
EMR - Rehire: Emeritus Faculty	Add an emeritus job to retired faculty. For job codes without salary (WOS), enter the Comp Rate as UCWOS.	✓		✓	
RET – Rehired Retiree	Rehire a retiree who is still receiving retirement benefits and return them to pay status, following the guidelines in the UC Policy on Reemployment of Retired Employees. Rehire-Retirees require the completed UBEN1039 form to be attached to the template transaction.	✓		✓	✓
RSR - Rehire: Retirement Suspended	Return to pay status following a retirement with retirement suspended and the employee becomes an active UCRP member again.	✓		✓	✓

Transfer

Action: HIR - Hire

Manage HR Tiles					
Action Reason	Action Reason Description	Create Employee	Contingent Worker	Organizational Relationship	UCPath Approval
TDE - Transfer-Inter BU, Demotion	Transfer an employee from one business unit to another unrelated business unit (inter-business unit transfer) where there is no break in service and the transfer is a voluntary demotion.			✓	✓
TLA - Transfer-Inter BU, Lateral	Transfer an employee from one business unit to another unrelated business unit (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	Transfer an employee from one business unit to another unrelated business unit (inter-business unit transfer) where there is no break in service and the transfer is a promotion.			✓	✓
TIL - Transfer – Intra Location	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			✓	✓

Manage HR Tiles

Action Reason	Action Reason Description	Create Employee	Contingent Worker	Organizational Relationship	UCPath Approval
	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	Transfer an employee (academic or staff) from one business unit to another unrelated business unit (inter-business unit transfer) where there is no way of knowing that it is a promotion, lateral or demotion.			✓	✓
AIL - Academic Inter BU Transfer	Transfer an academic employee from one business unit to another unrelated business unit (inter-business unit transfer).			✓	✓