

Job Aid: TAM Prepare for Hire – Applicant Type, Type of Hire, Action Reason and Description

Applicant Type	Type of Hire (Action)	Action Reason	Description
Applicant Type: External – New Description: New employee to the Business Unit (BU). Used for: <ul style="list-style-type: none"> New Hire Concurrent Hire Interlocation - Transfer from another BU Rehire from another BU 	Hire (HIR)	DEE - Concurrent Hire – Dual Empl	Use to add a concurrent dual-employment job. This means that an employee is working in two or more jobs at the same time in different departments and/or job codes. Greater than 1.0 FTE.
		CON - Concurrent Hire – Non Dual Emp	Use to add a concurrent employee record. This means that an employee is working in two or more jobs at the same time in different departments and/or job codes. Total 1.0 FTE or less.
		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.
		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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		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.
	Add Contingent Worker (ADD)	ADD - Add Contingent Worker	Use to add a Contingent Worker (CWR) with position.

Applicant Type	Type of Hire (Action)	Action Reason	Description
Employee Type: External – Previous Employee Description: Previous employee of the same BU. Used for: <ul style="list-style-type: none"> Rehire in the same BU Reinstatement in the same BU 	Rehire (REH)	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.
		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.

Applicant Type	Type of Hire (Action)	Action Reason	Description
		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.
		REI - Reinstatement	Use to reinstate an employee (staff) that was automatically terminated.
Employee Type: Internal Employee Description: Current employee in the BU. Used for: <ul style="list-style-type: none"> Intralocation Transfer (Transfer within same BU or related Bus, such as campus and medical center.) 	Transfer (XFR)	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.

Applicant Type	Type of Hire (Action)	Action Reason	Description
		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.
Applicant Type: Internal Non-Employee Description: Person of Interest (POI) or Contingent Worker (CWR) in same BU.	Not used		