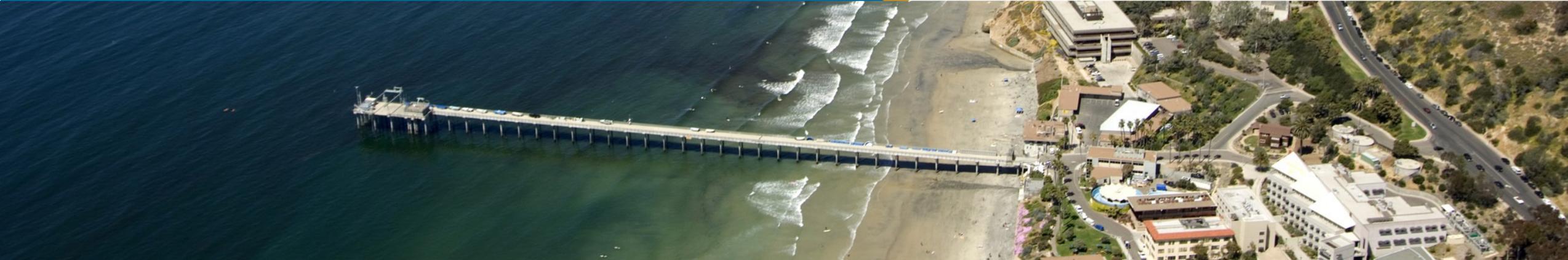




# Topic Based Zoom: Action and Reason Codes

11/17/21



# Today's Topics

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Review Key Terms & Resources



Action and Reason Codes



Best Practices



Q&A

Log in to UCPATH About ▾ Benefits & Payroll ▾ Self-Service ▾ Training ▾ Transactors ▾ Need Help? 🔍 ▾

UCPath / Training / Survival Kit

Training
Training Requirements   Roles and Access
Training Hub
Review and Reinforcement
<b>Survival Kit</b>
Training Environment Practice
Glossary of Terms

## Survival Kit

The [Job Aids webpage](#) provides access to the Survival Kit below is a curated list of links to help you get started.

- Training Requirements | Roles and Access
- Training Hub
- Review and Reinforcement
- Survival Kit
- Training Environment Practice
- Glossary of Terms

Quick References for UCPATH transactors. Needing a quick review:

### Basic Knowledge

- [UCPath Guide for New Users](#)
- [Diagram of UCPATH Components & Workflows](#)
- [Employee Classification and Job End Dates](#)
- [Employee Life Cycle](#)
- [HR Status Vs. Payroll Status](#)

### Calendars

- [UCPath Payroll Processing Schedule 2021](#)
- [Deadlines and Non-transaction Days \(MO/BW\)](#)
- [Payroll Processing Schedule Information](#)

### Codes

- [PayPath Action and Reason Codes \(Academic\)](#)
- [PayPath Action and Reason Codes \(Staff\)](#)
- [Templates Action and Reason Codes](#)

### Navigation

- [Cognos Navigation](#)
- [How to Use the UCPATH Work Center](#)
- [UCPath Navigation](#)

- Action Code: defines “What” you are doing
- Reason Code: defines “Why” you are doing it
- Description: read to see if applies to your situation
- Note: PayPath Job Aids have an additional column “Page” to indicate which tab the information lives on



## 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
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## Job Aid: PayPath Transactions – Action Codes, Reason Codes and Descriptions (Academic)

Page	Action	Reason	Description
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## Job Aid: PayPath Transactions – Action Codes, Reason Codes and Descriptions (Staff)

Page	Action	Reason	Description
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## Reminder

Incorrect Action and Action Reason Codes for Template transactions may cause delays in processing by UCPATH Center. Always review the [Template Transactions – Action Reason Codes and Descriptions Job Aid](#) before starting a transaction.

## Inter-Location Transfers or Intra-Location Transfers creating a new Empl Record

Both the Concurrent Hire Template and the Voluntary Termination Template should be submitted with the same transfer Reason Code:

- For an Inter-Location Transfer, use the appropriate Inter BU Transfer Reason Code
- For an Intra-Location Transfer, use the Transfer – Intra Location Reason Code

Note: UCPath Center will not process until they receive both

## Use Templates to add, update, extend and renew CWR

### Job Aid: Template Transactions – Action Reason Codes and Descriptions

Template / Description / Action	Action Reason	Description
<b>Template:</b> UC_ADD_CWR <b>Description:</b> Add Contingent Worker – No Position Data <b>Action:</b> ADD - Add Contingent Worker	ADD - Add Contingent Worker	Use to add a Contingent Worker (CWR) without position.
<b>Template:</b> UC_ADD_CWR_POSN <b>Description:</b> Add Contingent Worker With Position <b>Action:</b> ADD - Add Contingent Worker	ADD - Add Contingent Worker	Use to add a Contingent Worker with position.
<b>Template:</b> UC_COM_CWR <b>Description:</b> Complete Contingent Worker Instance <b>Action:</b> 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.
<b>Template:</b> UC_EXT_CWR <b>Description:</b> Update/Extend CWR Appointment <b>Action:</b> CWE - Contingent Worker	CWE - Contingent Worker Extension	Use to extend a Contingent Worker appointment without position.
	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.
<b>Template:</b> UC_EXT_CWR_POSN <b>Description:</b> Extend CWR (with Position) Appointment <b>Action:</b> CWE - Contingent Worker Extension	CEW - Contingent Worker Extension	Use to extend a Contingent Worker appointment with position.
<b>Template:</b> UC_RENW_CWR <b>Description:</b> Renew Contingent Worker - Without Position <b>Action:</b> RNW - Renewal	RNW - Contingent Worker Renewal	Use to renew a Contingent Worker without position.
<b>Template:</b> UC_RENW_CWR_POS <b>Description:</b> Renew CWR - With Position <b>Action:</b> RNW - Renewal	RNW - Contingent Worker Renewal	Use to renew a Contingent Worker with position.

Use the Rehire-Reinstatement Templates to reinstate employees that were terminated in error.

## Job Aid: Template Transactions – Action Reason Codes and Descriptions

Template / Description / Action	Action Reason	Description
<b>Template:</b> UC_REHIRE_REI_AC <b>Description:</b> UC Rehire Reinstatement - For Academic Appointments <b>Action:</b> REH - Rehire	REI - Reinstatement	Use to reinstate an employee (academic) that was automatically terminated.
<b>Template:</b> UC_REHIRE_REI <b>Description:</b> UC Rehire Reinstatement - For Staff Appointments <b>Action:</b> REH - Rehire	REI - Reinstatement	Use to reinstate an employee (staff) that was automatically terminated.

Note: A separate case to UCPath Center needs to be submitted to reinstate benefits. Benefits will NOT automatically be reinstated.

## 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](#).

Use the Full Hire Template for Rehires when:

- Rehiring an employee who does not have a record in UCPath
- Rehiring an employee who worked at another UC location
- Employee is being rehired into a different type of position  
Staff <-> Academic
- Hiring an employee who was a CWR

Template / Description / Action	Action Reason	Description
<b>Template:</b> UC_FULL_HIRE_AC <b>Description:</b> Full Hire – Academic Use Only <b>Action:</b> 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. For Job Codes that are without salary (WOS), be sure to also enter the Comp Rate as UCWOS.	



## Review the Action and Reason Codes Job Aid before submitting a transaction

- There is no substitute for reviewing the Action and Reason Codes Job Aids
- Incorrect use of Action and Reason Codes can cause downstream impacts
- Incorrect use of Action and Reason Codes for Templates can cause delays to processing by UCPC



- **Questions on Postdoc Action Reason codes email Jennie Salomon at [jrsalomon@ucsd.edu](mailto:jrsalomon@ucsd.edu) or [opsa@ucsd.edu](mailto:opsa@ucsd.edu)**
- **Are we able to do direct retros for payroll expenses from 2019? If not, how can I fix those payroll expenses? No we converted to UCPATH in 2020 so 2019 payroll expenses will not show up in UCPATH. You will need to do a GL transfer.**

The logo features the letters 'UC' in white on a gold square background, followed by the word 'Path' in a blue, italicized sans-serif font. The 'Path' text is enclosed in a blue rectangular frame with a trident symbol at the top right corner.

UC Path

UC San Diego

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Health Sciences