

# Human Capital Management (HCM): Job Aid

## Action and Reason Codes for HCM Transactions

Transactions in HCM are driven by action codes and action reason codes. An action code identifies and records an activity, or change, to a record. The action reason code identifies the reason for the action. These codes combine to tell HCM which people should be notified to review the transaction for approval.

This guide lists the actions and reasons used in HCM template-based transactions (TBTs) and in electronic personnel action requests (ePARs).

Template-Based Transactions			
Template ID	Action	Action Reason	Description
CU_ADDL_JOB	HIR	ADL	Additional Job
		ADR	Additional Job Summer Research
		ADS	Additional Job Summer Teaching
CU_ADDL_JOB_ATS	HIR	ADL	Additional Job
		ADR	Additional Job Summer Research
		ADS	Additional Job Summer Teaching
CU_CNT_ADJB_ATS	HIR	ADL	Additional Job
		ADR	Additional Job Summer Research
		ADS	Additional Job Summer Teaching
CU_CNTRCT_ADDLJOB	HIR	ADL	Additional Job
		ADR	Additional Job Summer Research
		ADS	Additional Job Summer Teaching
CU_CNTRCT_HIRE	HIR	DIC	Summer Teaching
		HIR	New Hire
		RET	Working Retiree
		SMR	Summer Research
CU_CNTRCT_HIRE_ATS	HIR	DIC	Summer Teaching
		HIR	New Hire
		RET	Working Retiree
		SMR	Summer Research
CU_CNTRCT_REH_ATS	REH	DIC	Summer Research
		RAP	Reappointment
		REH	Rehire
		REI	Reinstatement
		RET	Rehire-Working Retiree
		SUM	Summer Teaching
CU_CNTRCT_REHIRE	REH	DIC	Summer Research
		RAP	Reappointment
		REH	Rehire
		REI	Reinstatement
		RET	Rehire-Working Retiree
		SUM	Summer Teaching

Template-Based Transactions			
Template ID	Action	Action Reason	Description
CU_CNTRCT_XFR	XFR	CMT	Transfer to Another Campus
		DPT	To Another Department
		TCL	To Classified Staff
		TFC	To Faculty
		TMP	To Temporary Staff
		TPE	To University Staff
		TST	To Student
		TTP	Temporary to Permanent
CU_HIRE	HIR	DIC	Summer Teaching
		HIR	New Hire
		RET	Working Retiree
		SMR	Summer Research
CU_HIRE_ATS	HIR	DIC	Summer Teaching
		HIR	New Hire
		RET	Working Retiree
		SMR	Summer Research
CU_HIRE_RETIREE	HIR	HIR	New Hire
CU_JBCHG_CNTRCT	DTA	APT	Change Appointment End Date
		EED	Expected End Date
		OTH	Other - Comment Required
	PAY	BDP	Base Pay - Decrease In Pay
		BIP	Base Pay - Increase in Pay
		DEM	Demotion
		PLV	Partial-Leave Contracts
		PRO	Promotion
		PTC	Percent of Time Change
		RST	Restore Pay
		SAB	Sabbatical
		TDP	Temp Pay Decrease in Pay
TIP	Temp Pay - Increase in Pay		
CU_JBCHG_REAPT_CNT	DTA	RAP	Reappointment
CU_JOB_CHANGES	DTA	APT	Change Appointment End Date
		EED	Expected End Date
		NRP	Non Contract Reappointment
		OTH	Other - Comment Required
	PAY	BDP	Base Pay - Decrease In Pay
		BIP	Base Pay - Increase in Pay
		DEM	Demotion
		PCD	Pay Component Distribution Adj
		PRO	Promotion
		PTC	Percent of Time Change
		RST	Restore Pay
		TDP	Temp Pay Decrease in Pay
TIP	Temp Pay - Increase in Pay		

Template-Based Transactions			
Template ID	Action	Action Reason	Description
CU_LEAVE	LOA	ADM	Administrative Leave
		FEL	Fellowship
		FML	Family and Medical Leave Act
		MIL	Military Service
		OJI	On the Job Injury
		PER	Personal Reasons - LOA
		PRL	Parental Leave
		SAB	Sabbatical
		STD	Short Term Disability
	VFU	Furlough	
	PLA	ADM	Administrative
		FEL	Fellowship
		FML	Family Medical Leave
		MIL	Military Service
		OJI	On the Job Injury
		PER	Personal Reasons - Paid
		PRL	Parental Leave
		SAB	Sabbatical
	STD	Short-Term Disability	
	RFL	RFL	Return From Leave
VFU		Return From Furlough	
RFS	RFS	Return Short Work Break	
SWB	SWB	Short Work Break	
CU_POI_CNTRCT_HIRE	HIR	DIC	Summer Teaching
		HIR	New Hire
		RET	Working Retiree
		SMR	Summer Research
CU_POI_HIRE	HIR	DIC	Summer Teaching
		HIR	New Hire
		RET	Working Retiree
		SMR	Summer Research
CU_REHIRE	REH	AAA	Admin AY or FY - Faculty
		DIC	Summer Research
		RAP	Reappointment
		REH	Rehire
		REI	Reinstatement
		RET	Rehire-Working Retiree
		RMP	Reemployment-Classified
		SUM	Summer Teaching
CU_REHIRE_ATS	REH	AAA	Admin AY or FY - Faculty
		DIC	Summer Research
		RAP	Reappointment
		REH	Rehire
		REI	Reinstatement
		RET	Rehire-Working Retiree

Template-Based Transactions			
Template ID	Action	Action Reason	Description
		RMP	Reemployment-Classified
		SUM	Summer Teaching
CU_REHIRE_RETIREE	REH	REH	Rehire
CU_TERMINATION	TER	CAS	Cause
		DEA	Death
		DRT	Disability Retirement
		END	End of Appointment
		EOL	Exhaustion of Leave
		JOB	Job Abandonment
		LAY	Layoff
		OTH	Other - Comment Required
		PRB	ProbationaryRej-Classified
		RES	Resignation
		RTR	Retirement
		CU_XFR	XFR
DEM	Demotion		
DPT	To Another Department		
TCL	To Classified Staff		
TFC	To Faculty		
TMP	To Temporary Staff		
TPE	To University Staff		
TST	To Student		
TTP	Temporary to Permanent		
XFR	Transfer		

ePARs – Pay Actions			
ePAR	Action	Action Reason	Description
Additional Pay Request	Additional Pay	One Time Payment	Bonus, award, and additional pay flat amounts.
		Recurring Pay	Non-base building payment over more than one pay period, such as supplemental payments, administrative stipends, and temporary pay differentials.
Non-Person Profile (NPP)	Position Change	Vacant Position	To prepare a position that is currently vacant for a new incumbent that may or may not be fed to CU Careers for recruiting.

<b>ePARs – Non-Pay Actions</b>			
<b>ePAR</b>	<b>Action</b>	<b>Action Reason</b>	<b>Description</b>
Group Change	Position Change	Change Appointing Authority	Any changes to positions should be made directly from position by entering updates directly on a new position row.
		Location Change	
		New Supervisor/ Manager	
		Other – Comment Required	
		Probationary Rejection	
		Resignation	
		Retirement	
Group Termination	Termination	End of Appointment	