University of Colorado
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APS JUSTIFICATION

Policy Title: Assignment of HCM Employment Termination Codes

APS Number: 5057 **APS Functional Area:** HUMAN RESOURCES

Date Submitted:	October 7, 2026
Proposed Action:	New
Brief Description:	This administrative policy statement (APS) establishes a consistent process for assigning termination codes when an employee's employment with CU ends.
Desired Effective Date:	January 1, 2027
Responsible University Officer:	Vice President and CHRO
Responsible Office:	Vice President and CHRO
Policy Contact:	Vice President and CHRO
Applies to:	All employees

Reason for Policy: CU provides departments with the ability to enter a termination reason in HCM. Accurate termination coding supports payroll administration, benefits processing, compliance reporting, workforce analytics, and recordkeeping. This administrative policy statement (APS) is to establish a consistent process for assigning termination codes when an employee's employment with CU ends.

I. REASON FOR PROPOSED ACTION

CU provides departments with the ability to enter a termination reason in HCM. Accurate termination coding supports payroll administration, benefits processing, compliance reporting, workforce analytics, and recordkeeping. This administrative policy statement (APS) establishes a consistent process for assigning termination codes when an employee's employment with CU ends.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

Campus and System Administration Human Resources offices

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes? **Yes**

1. If no, please explain.

2. If yes, what is your plan to get the legal review? **Submitted for review to assure compliance with applicable laws and policies.**

B. Date legal review completed: **08/17/2026**

C. Person completing legal review: **Julie Steeler**

IV. **FISCAL REVIEW**

Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? **No** If yes, please explain: