

## Academic Hiring Template/Reason Code Matrix

Individual's current status in UCPath	Current or past Class ID	Will the current job end or continue?	Template	Reason Code	Notes
No UCPath ID - No prior UC employee service	n/a	n/a	Full-Hire: Academic	Hire - No Prior UC Affiliation	
No UCPath ID - With UC service prior to UCPath	n/a	n/a	Full-Hire: Academic	Rehire, >= 120 days break	Include notes about prior UC service and the <i>Original Hire Date</i> in the "Comments" box of the Hire transaction.
Terminated / Inactive	Academic	n/a	Rehire: Academic	Rehire, < 120 days break; OR Rehire, >= 120 days break	Reason Code must correspond with the length of the break. Review <i>Person Org Summary</i> to determine if the break is greater or less than 120 days.
Terminated / Inactive (terminated in error; hire into same position / same attributes)	Academic	n/a	Rehire Reinstatement: Academic	Reinstatement	Effective date of the Hire <b>must</b> match the termination effective date in Job Data. Following reinstatement, review benefit and hire date information; create a Case with UCPC for any corrections and to facilitate a timely review/re-enrollment in benefits, as necessary.
Terminated / Inactive	Staff (only)	n/a	Full-Hire: Academic	Rehire, < 120 days break; OR Rehire, >= 120 days break	Reason Code must correspond with the length of the break. Review <i>Person Org Summary</i> to determine if the break is greater or less than 120 days.
Active at UCSB	Academic or Staff	End	Concurrent Hire: Academic	Transfer - Intra Location	Coordination between departments is required. Termination template on existing job must be submitted simultaneously. Both transactions require notes referencing the transfer/other transaction.
Active at UCSB	Academic or Staff	Continue	Concurrent Hire: Academic	Academic Concurrent Hire	Coordination between departments may be required. May effect Primary Job Indicator and benefits.
Active on another UC Campus	Academic or Staff	End	Concurrent Hire: Academic	Academic Inter BU Transfer	Coordination between campuses is required. Termination template on existing job must be submitted simultaneously. Both transactions require notes referencing the transfer/other transaction.
Active at another UC Campus	Academic or Staff	Continue	Concurrent Hire: Academic	Academic Concurrent Hire	Coordination between campuses is required. An approved Multi-Location Agreement (MLA) must be attached to the hire transaction. Contact Policy Analysts in APO for assistance.
<b>Retirement Hiring Scenarios:</b>					
Emeritus Rehire	Academic	End	Full Hire: Academic	Rehire: Emeritus Faculty	Emeritus positions may be requested via the <i>UCPath Certification and Input Form</i> in AP Folio.
Academic Recall with active Emeritus	Academic	Continue	Full Hire: Academic	Rehire: Academic Recall	If an inactive <i>Recall</i> record exists in the system, the <i>Rehire: Academic</i> template may be used to reuse the <i>Recall</i> record number.
Retired / Inactive	Academic	n/a	Full Hire: Academic	Rehire: Academic Recall	If an inactive <i>Recall</i> record exists in the system, the <i>Rehire: Academic</i> template may be used to reuse the <i>Recall</i> record number.