PEOPLESOF'T ACTION

**New Hire - No Previous Employment/Job Record in the System** - (Can’t be used for current employees)

**New Hire - Secondary Job** - This should be used when an employee is adding an additional, secondary job.

**Rehire Within a Year** - This should be used for any previous employees that are inactive on their primary job within the year.

**Rehire Over a Year** - This should be used for any previous employees that are inactive on their primary job.
PEOPLESOF%20ACTION

Rehire%20Second%20Job%20-%20Faculty%20Use

Transfer%20-%20Hired%20between%20Statuses
  Faculty%20to%20Staff
  Non-benefit%20eligible%20to%20benefit%20eligible

Transfer%20between%20Business%20Units%20-%20(New%20Status%20Coming%20Soon)
Hired%20from%20one%20UH%20campus%20to%20another%20without%20a%20break%20in%20service

Promotion%20-%20Hired%20into%20a%20higher%20pay%20grade

Demotion%20-%20Hired%20to%20a%20lower%20pay%20grade

Lateral%20-%20Hired%20to%20the%20same%20pay%20grade