It is important to select the correct hiring action in PeopleAdmin to ensure your new hire is processed as efficiently as possible.

- *New hires and rehires greater than 1 year* are assigned pre-hire tasks in PeopleAdmin, where critical information is collected from the employee and fed to the University's Office of Identity Management. This is where the process of establishing their University credentials and getting system access begins. In addition, only new hire actions are assigned Onboarding tasks in PeopleSoft. New hires and rehires greater than 1 year are also required to complete a background screening.
- *Rehires less than 1 year, promotions, demotions, reassignments, and transfers* are not assigned pre-hire tasks; their University identity and system access already exist.

If the incorrect action is selected, the employee may not receive the appropriate access needed in a timely manner, which could impact their ability to perform critical job functions while awaiting resolution. They would also not receive the correct Onboarding tasks in PeopleSoft, which would delay their ability to complete important self-service tasks such as establishing direct deposit information and enrolling in benefits.

ACTION TYPE	DESCRIPTION
New Hire	Use this when someone is brand new to UofSC or for an employee at another state agency coming to work for UofSC for the first time. Note - If prior employment with UofSC was as a student or they had an affiliate appointment, their initial hire should be coded as New Hire.
Promotion	Use this when an existing UofSC employee has been hired into a position in a higher state classification/pay band or unclassified title having a higher level of duties.
Transfer – Position Type Change	Use this for an existing UofSC employee changing position types. *Example* - A current RGP employee moving to an FTE position should be coded as a transfer.
Demotion	Use this when an existing UofSC employee has been hired into a position in a lower state classification/pay band or unclassified title having a lower level of duties. This is considered a voluntary demotion as an existing UofSC employee applies for a position at a lower level.
Reassignment	Use this when an existing UofSC employee moves from one position to another within the same position type at the same pay band. *Example* – A current FTE in the College of Nursing accepting an FTE position within the Arnold School of Public Health should be coded as a reassignment.
Rehire – Less than 1 Year	Use this for a prior UofSC employee who **has been actively employed** within the last 12 months.
Rehire – Greater than or Equal to 1 Year	Use this for a prior UofSC employee who was **NOT** actively employed within the last 12 months or more.

**When in doubt, reach out to your Service Team in advance of submitting the hiring proposal so they can advise on the appropriate action.