

# Human Capital Management: Reference Guide

## Ensuring Deletion of an Empl ID Associated with DEC Reason Code

This guide outlines the steps to take after terminating an employee using the DEC (declined job offer) reason code, in cases where it is determined that the Empl ID should not be retained in HCM.

**Note:** If the Empl ID is to be retained, no further action is required.

When an employee is terminated using the DEC reason code additional steps are necessary to ensure the correct deletion of the Empl ID, especially if there is no pay history and the employment data does not need to be retained in the system.

This process ensures the accuracy of the HCM system by deleting the Empl ID of any employee who declines a job offer and has no payroll or employment history, because they should not be retained in the system if they were never actually employed by the university.

To ensure the correct deletion of the Empl ID after processing the termination with the DEC reason code:

1. Initiate a service request by sending an email to HCM Community at [hcm\\_community@cu.edu](mailto:hcm_community@cu.edu) and request a service ticket.
2. Include the following details in your request email:
  - DEC termination details, such as employee name and campus.
  - Empl ID for review.

After your ticket is created, the Payroll team will perform the following tasks:

1. Review the Empl ID to verify there is no pay history.
2. If the Empl ID meets the criteria for Person ID deletion, the Payroll team will inform the appropriate campus departments about the planned deletion.
3. The Payroll team, in collaboration with Employee Services, will initiate the Person ID deletion process to remove the record from HCM, ensuring personal information, direct deposit details, and other related data are fully purged from the system.