



Human Resources Abbreviations

Below are some of the more common initialisms and acronyms used in the Human Resources profession.

A	
AA	Affirmative Action or Adverse Action
AAP	Affirmative Action Plan
ACA	Affordable Care Act (<i>Also known as Obamacare</i>)
AD&D	Accidental Death & Dismemberment
ADA	Americans with Disabilities Act
ADAAA	Americans with Disabilities Act Amendments Act
ADEA	Age Discrimination in Employment Act of 1967
ADR	Alternative Dispute Resolution
AFL-CIO	American Federation of Labor and Congress of Industrial Organization
ALE	Applicable Large Employer
ASO	Administrative Service Outsourcing (<i>Also known as HRO - Human Resources Outsourcing</i>)
ATD	Association for Talent Development
ATS	Applicant Tracking System
B	
B2B	Business to Business
BFOQ	Bona Fide Occupational Qualification
BIW	Bi-Weekly
BLR	Business and Legal Resources
BOD	Board of Directors
BU	Bargaining Unit
BYOD	Bring Your Own Device
C	
C & B	Compensation and Benefits
CCP	Certified Compensation Professional
CEBS	Certified Employee Benefits Specialist
CHIPRA	Children's Health Insurance Program Reauthorization Act (<i>Also known as CHIP</i>)
CHRO	Chief Human Resources Officer
CMS	Centers for Medicare and Medicaid Services
CO	Compliance Officer
COBRA	Consolidated Omnibus Budget Reconciliation Act of 1985
COLA	Cost of Living Adjustment
CPE	Continuing Professional Education
CTO	Compensatory Time Off
D	
DOB	Date of Birth
DOL	Department of Labor
DOT	Dictionary of Occupational Titles
DOT	Department of Transportation
DSI	Discretionary Salary Increase

E

EAP	Employee Assistance Program/Plan
EBSA	Employee Benefits Security Administration
EDP	Employee Development Plan
EE	Employee
EEO	Equal Employment Opportunity
EEOC	U.S. Equal Employment Opportunity Commission
EIN	Employer Identification Number <i>(Also known as FEIN Federal Tax Identification Number)</i>
EO	Executive Order
EOB	Explanation of Benefits
EPA	Environmental Protection Agency
EPA	Equal Pay Act of 1963
EPPA	Employee Polygraph Protection Act of 1988
ERISA	Employee Retirement Income Security Act
ESO	Employee Stock Option
ESOP	Employee Stock Option Plan
EVP	Employee Value Proposition

F

FCRA	Fair Credit Reporting Act
FICA	Federal Insurance Contributions Act
FLSA	Fair Labor Standards Act of 1938
FMLA	Family and Medical Leave Act of 1993
FOIA	Freedom of Information Act
FR	Federal Register
FSA	Flexible Spending Arrangement or Account
FT	Full-Time
FTE Count	Full-Time Equivalent Count for the Employer Mandate of the Affordable Care Act
FTE	Full-Time Equivalent
FUTA	Federal Unemployment Tax Act
FY	Fiscal Year

G

GINA	Genetic Information Nondiscrimination Act
GPHR	Global Professional in Human Resources

H

HCE	Highly Compensated Employee
HCM	Human Capital Management
HCO	Health Care Organization
HCS	Hazard Communication Standard
HCTC	Health Coverage Tax Credit
HDHP	High Deductible Health Plan
HHS	Department of Health & Human Services
HIPAA	Health Insurance Portability and Accountability Act of 1996
HIRE	Hiring Incentives to Restore Employment Act
HMO	Health Maintenance Organization
HR	Human Resources
HRA	Health Reimbursement Arrangement or Account
HRCI	Human Resource Certification Institute
HRD	Human Resources Development
HRIS	Human Resources Information System <i>(Also known as an HRMS or an HCM system)</i>



HRLY	Hourly
HRM	Human Resource Management System (<i>Also known as an HRIS or an HCM system</i>)
HRO	Human Resources Outsourcing (<i>Also known as ASO Administrative Service Outsourcing</i>)
HROD	Human Resources and Organizational Development
HRY	Hourly
HSA	Health Savings Account

I

I-9	I-9 Form
ICE	Immigration and Customs Enforcement
IDP	Individual Development Plan
IHRIM	International Association of Human Resource Information Management
IRA	Individual Retirement Account
IRCA	Immigration Reform and Control Act of 1986
IRS	Internal Revenue Service

J

JD	Job Description
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K

KPI	Key Performance Indicator
KPM	Key Performance Measures
KSA's	Knowledge, Skills and Abilities

L

LEAP	Labor Education Action Program
LMRA	Labor Management Relations Act
LMRDA	Labor-Management Reporting and Disclosure Act
LMS	Learning Management System
LOA	Leave of Absence
LOS	Length of Service
LR	Labor Relations
LTC	Long-Term Care
LTD	Long Term Disability
LTIP	Long-Term Incentive Plan
LWOP	Leave without pay
LWP	Leave with pay

M

M&A	Merger & Acquisition
MBO	Management by Objectives
MBTI	Myers-Briggs Type Indicator
MEP 401(k)	Multiple Employer Plan 401(k)
MHPA	Mental Health Parity Act (1996)
MHPAEA	Mental Health Parity and Addiction Equity Act (2008)
MQs	Minimum Qualifications
MSA	Medical Savings Account
MVR	Motor Vehicle Record

N

NE	Non-Exempt
NIOSH	National Institute of Occupational Safety and Health
NLRA	National Labor Relations Act
NLRB	National Labor Relations Board
NAICS	North American Industry Classification System

NRA Nonresident Alien

O

OB Organizational Behavior
OD Organizational Development
OFCCP Office of Federal Contract Compliance Programs
OJT On-the-Job Training
OSHA Occupational Safety and Health Administration
OT Overtime

P

PDA Pregnancy Discrimination Act
PDQ Position Description Questionnaire
PEO Professional Employer Organization
PHR Professional in Human Resources
PIP Performance Improvement Plan
PM Performance Management
POS Point of Service Plan
PPA Pension Protection Act of 1987
PPACA Patient Protection and Affordable Care Act (*Also known as Obamacare*)
PPE Personal Protective Equipment
PPO Preferred Provider Organization
PT Part Time
PTO Paid Time Off

Q

QMCSO Qualified Medical Child Support Order
QDRO Qualified Domestic Relations Order
QR Quarterly Review
QWI Quarterly Workforce Indicator

R

RA Resident Alien
RIF Reduction in Force
ROI Return on Investment
RTW Return to Work

S

SE Salaried Exempt
SEC Securities and Exchange Commission
SEP Simplified Employee Pension plan.
SEPPAA Single-Employer Pension Plan Amendments Act (1986)
SHRM Society for Human Resource Management
SHRM-CP SHRM Certified Professional
SHRM-SCP SHRM Senior Certified Professional
SIMPLE Plan Savings Incentive Match Plan for Employees
SMART Specific, Measurable, Attainable, Realistic, Timely
SME Subject Matter Expert
SNE Salaried Non-Exempt
SOX Sarbanes-Oxley Act
SPHR Senior Professional in Human Resources
SS Social Security
SSA Social Security Administration
SSD Social Security Disability



SSN	Social Security Number
STD	Short-Term Disability
SUTA	State Unemployment Tax Act

T

T & D	Training and Development
TIN	Tax Identification Number
TLM	Time and Labor Management
TNA	Training Needs Assessment
TPA	Third Party Administrator
TSP	Thrift Savings Plan

U

UC	Unemployment Compensation
UCI	Unemployment Compensation Insurance
USCIS	U.S. Citizenship and Immigration Services
USERRA	Uniformed Services Employment and Reemployment Rights Act

V

VETS	Veterans Employment and Training Service
VEVRA	Vietnam-Era Veterans Readjustment Act

W

WARN Act	Workers' Adjustment and Retraining Notification Act
WC	Workers' Compensation
WCB	Workers' Compensation Board
WIA	Workforce Investment Act
WTW	Welfare-to-Work