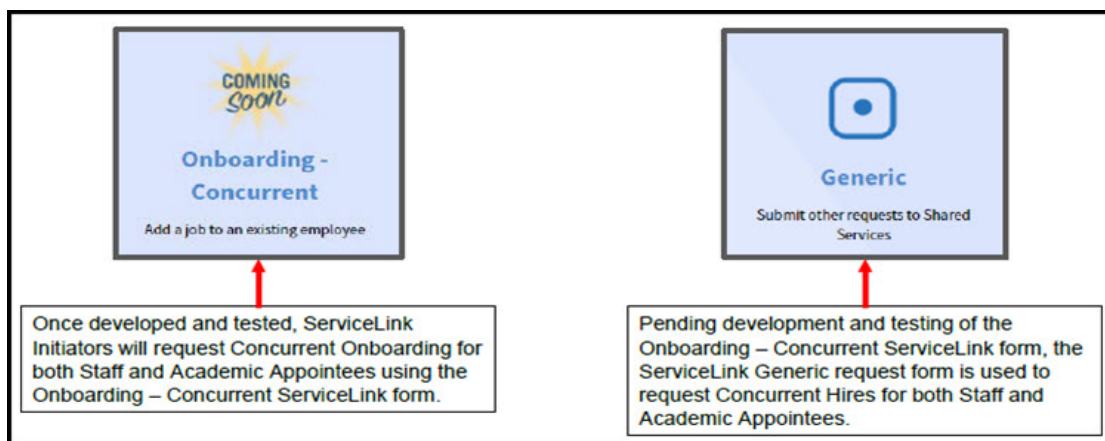


## | Initiating a ServiceLink Concurrent Hire Request for AP |

Navigation: [https://ucrsupport.service-now.com/ucr\\_portal/](https://ucrsupport.service-now.com/ucr_portal/)

### ServiceLink Form (AP – Concurrent Hire)



### Onboarding – Concurrent Hire (AP)

**Academic Concurrent Hire**

**Usage:** Use to add a concurrent job (either Dual or Non-Dual employment).

**Example:** A UCR Faculty member is a Professor in Biology and holds an Administrative position in the same department.

### Request Information

**Request Information**

▼ Note

For Catastrophic Leave

1. Complete the Catastrophic Leave Request Form. See Catastrophic Leave Guidelines for eligibility information.
2. Complete the Catastrophic Leave Donation Form. See Catastrophic Leave Guidelines for recipient option.

\* Transaction Type  
Onboarding - Concurrent Hire

\* Effective Date  
07/30/18

On the Generic Request form, select "Onboarding – Person of Interest" from the Transaction Type dropdown.

Select the Effective Date. This should be the first day the Person of Interest needs to be tracked in the system.

## Employee Information

**Employee Information**

▼ Note:  
For Multi-location Appointments, Onboarding - Concurrent Hire, Onboarding - Transfer and Other transaction types you must select Employee Name or Accountability Structure before submitting request

\* Accountability Structure  
-- None --

\* Comments

Select the Accountability Structure requesting the "Onboarding" of the Person of Interest. This will ensure that the request is routed to the appropriate Shared Services Center.

Enter the Person of Interest's name in the comment field if the "Employee Name" field does not populate (as in this example). Other pertinent information such as POI type (Staff or AP) and End Date should be entered in the comments field.

## Attachment

**Attachment**

▼ Note  
Attach documentation that will support your request [Upload supporting documents. Be mindful of confidentiality policy and guidelines and protect the privacy and security of health information, ex, HIPAA]

\* Add Attachment

An attachment is required for this type of transaction. An email or other informal document supporting the "Onboarding" of the Person of Interest can be attached. Be mindful of confidentiality policy and guidelines when uploading documentation.

## Data Required for UCPATH Onboarding Transactions

Key Data Point	Definition
Employee ID	Employee ID (or Empl ID) is generated by UCPATH after a New Hire has been successfully processed.
Effective Date	The JOB Effective Date (different from the Position Effective Date) is the first day a given employee should be paid or the first day a contingent worker is performing services for UCR.
Action	Actions in UCPATH include Hire, Rehire, Transfer, Add Contingent Worker, and Contingent Worker Extension.
Reason Code	Reason Codes are the reason why the Onboarding is taking place (i.e. Action – Rehire, Reason Code – Rehire, <120 days break).
Employee Record Number	An employee can have one or more Empl. Records.

## Additional Data Required for UCPATH Transaction (AP) – Inter BU Transfer

Data Point	Data Location on UCR Forms
Dual Employment Letter	Signed letter stating: <ul style="list-style-type: none"> <li>It would be impractical to employ another person;</li> <li>Additional job will not exceed 12 calendar months;</li> <li>Time worked on the additional appointment will not be detrimental to employee's performance;</li> <li>Employee's full-time department head agrees to the arrangement.</li> </ul>
Multi-Location Agreement	Signed UPAY 560