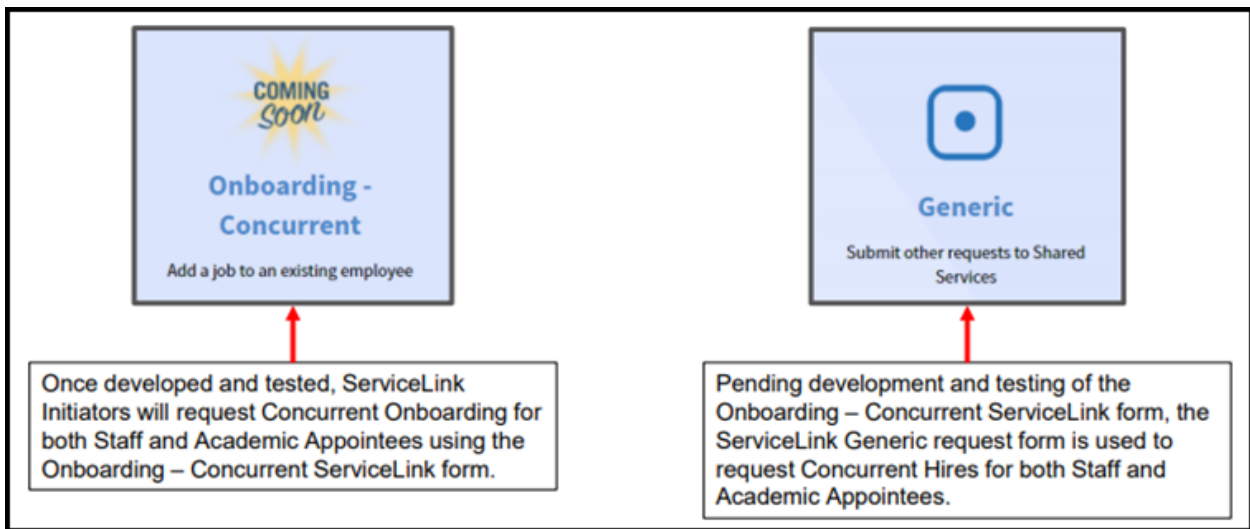


| Initiating a ServiceLink Concurrent Hire Request for Staff |

Navigation: https://ucrsupport.service-now.com/ucr_portal/

ServiceLink Form (Staff – Concurrent Hire)



Onboarding – Concurrent Hire (Staff)

This section contains two informational cards. Each card features an icon of a person with a plus sign or a circular arrow, representing the type of hire. The first card is for "Concurrent Hire – Dual Employment" and the second is for "Concurrent Hire – Non Dual Employment".

Concurrent Hire – Dual Employment
Usage: Use to add a concurrent dual-employment job.
Example: A UCR employee holds a full-time position in facilities and performs additional work at in another department at UCR on a regular basis.

Concurrent Hire – Non Dual Employment
Usage: Use to add a concurrent employee record (appointment). This means that an employee is working in two or more jobs at the same time in different departments and/or job codes.
Example: A part-time student employee at the UCR rec center is hired concurrently into another part-time position at UCR.

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.

Detailed description: This screenshot shows the 'Request Information' section of a web form. At the top, there is a blue header with the title 'Request Information' and a collapsed 'Note' section. The note contains instructions for Catastrophic Leave. Below the note are two required fields: 'Transaction Type' and 'Effective Date'. The 'Transaction Type' dropdown menu is currently set to 'Onboarding - Concurrent Hire'. The 'Effective Date' field contains '07/30/18'. Two red boxes highlight these fields, with arrows pointing to explanatory text boxes below them. The first text box explains that 'Onboarding - Concurrent Hire' should be selected from the dropdown. The second text box explains that the effective date should be the first day the person of interest needs to be tracked.

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.

Detailed description: This screenshot shows the 'Employee Information' section of the web form. It features a blue header with the title 'Employee Information' and a collapsed 'Note' section. The note provides instructions for Multi-location Appointments, Onboarding - Concurrent Hire, and Onboarding - Transfer. Below the note are two required fields: 'Accountability Structure' and 'Comments'. The 'Accountability Structure' dropdown menu is currently set to '-- None --'. The 'Comments' field is empty. Two red boxes highlight these fields, with arrows pointing to explanatory text boxes. The first text box explains that the 'Accountability Structure' should be selected to ensure routing to the appropriate Shared Services Center. The second text box explains that the 'Comments' field should contain the Person of Interest's name if the 'Employee Name' field does not populate, along with other pertinent information like POI type and End Date.

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.

Detailed description: This screenshot shows the 'Attachment' section of the web form. It features a blue header with the title 'Attachment' and a collapsed 'Note' section. The note instructs users to attach documentation that will support their request, with a warning to be mindful of confidentiality policy and guidelines. Below the note is a required field labeled '* Add Attachment'. A red box highlights this field, with an arrow pointing to an explanatory text box below it. The text box states that an attachment is required for this type of transaction and that an email or other informal document supporting the 'Onboarding' of the Person of Interest can be attached. It also reminds users to 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 (Staff) – Concurrent Hire

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