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)

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 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

For Catastrophic Leave
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

- **Accountability Structure**
  - [Note]

- **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

- **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

<table>
<thead>
<tr>
<th>Key Data Point</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>Employee ID (or Empl ID) is generated by UCPATH after a New Hire has been successfully processed.</td>
</tr>
<tr>
<td>Effective Date</td>
<td>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.</td>
</tr>
<tr>
<td>Action</td>
<td>Actions in UCPATH include Hire, Rehire, Transfer, Add Contingent Worker, and Contingent Worker Extension.</td>
</tr>
<tr>
<td>Reason Code</td>
<td>Reason Codes are the reason why the Onboarding is taking place (i.e., Action – Rehire, Reason Code – Rehire, &lt;120 days break).</td>
</tr>
<tr>
<td>Employee Record Number</td>
<td>An employee can have one or more Empl. Records.</td>
</tr>
</tbody>
</table>

### Additional Data Required for UCPATH Transaction (Staff) – Concurrent Hire

<table>
<thead>
<tr>
<th>Data Point</th>
<th>Data Location on UCR Forms</th>
</tr>
</thead>
</table>
| Dual Employment Letter   | Signed letter stating:  
  • 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                                                                                                                                         |