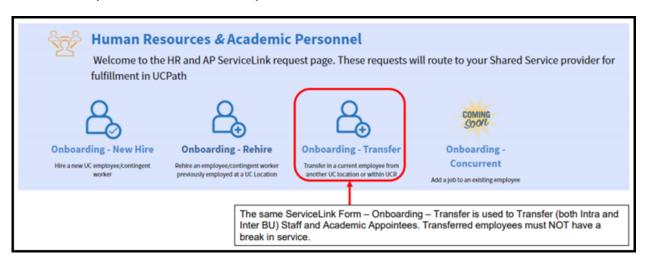
Onboarding



Initiating a ServiceLink Intra BU Transfer Request for AP

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

ServiceLink Form (AP – Intra BU Transfer)



This transfer type is for transfers WITHIN UCR (BU=Campus/Location)





Involuntary Demotion

Usage: Use for involuntary transfer to lower salary range maximum for disciplinary reasons in a different department

Example: A UCR Academic Appointee is involuntarily transferred (not their choice) to a position in a different department at UCR with a lower salary range maximum for disciplinary reasons. There is no break in service.



Promotion

Usage: Use to change an employee from one position to another in a new department which has a higher salary range maximum. Promotions are normally obtained through a competitive recruitment process.

Example: A UCR Academic Appointee applies for and is offered a position in a different department at UCR with a higher salary range maximum. There is no break in service. This reason code is NOT used to promote a faculty member within the same series.



Transfer - Dual Employment

Usage: Use to transfer to a concurrent dual-employment job.

Example: A UCR Academic Appointee is transferred to a concurrent dual-employment job in a different department at UCR. There is no break in service.

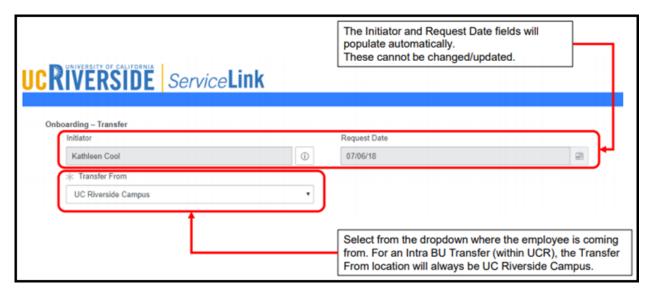


Voluntary Demotion

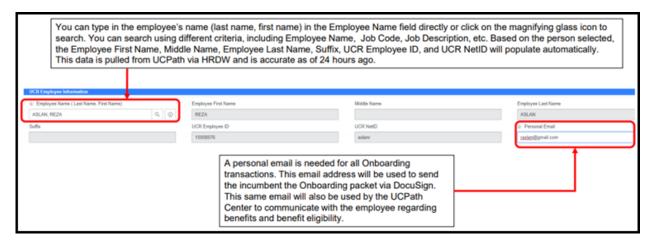
Usage: Use for voluntary transfer to a position with a lower salary range maximum in a different department

Example: A UCR Academic Appointee is voluntarily transferred (their choice) to a position in a different department at UCR with a lower salary range maximum. There is no break in service.

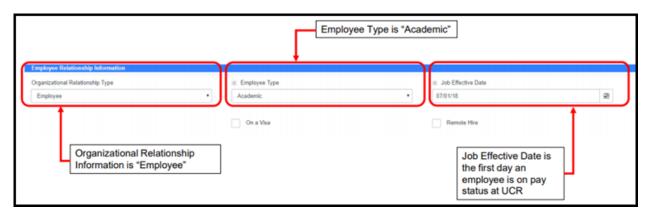
Onboarding – Transfer (AP)



Employee Information (AP)



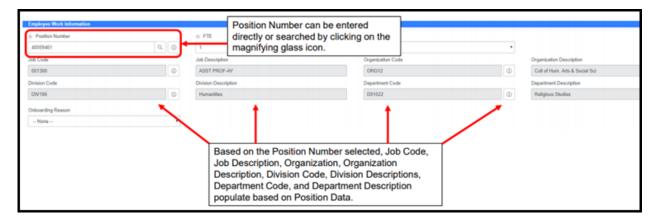
Employee Relationship Information (AP)



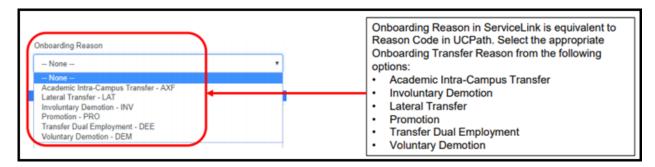
Academic Appointee on Visa/Remote Hires



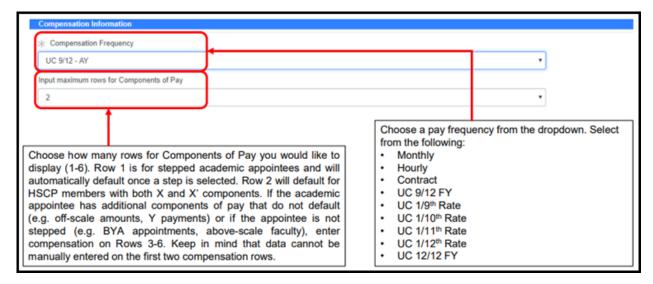
Employee Work Information (AP)



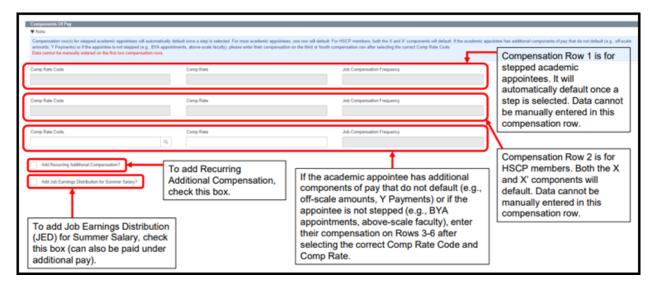
Onboarding Reason (AP)



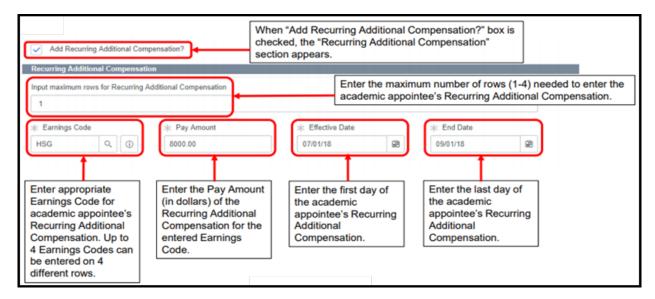
Compensation Information (AP)



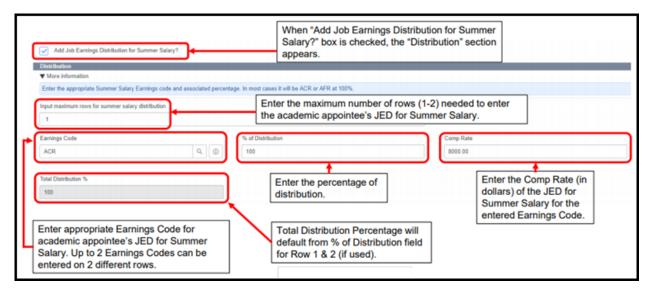
Components of Pay (AP)



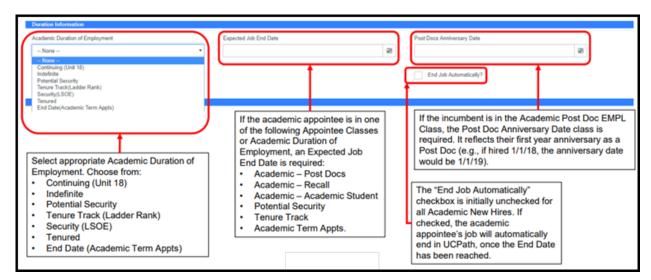
Recurring Additional Compensation (AP)



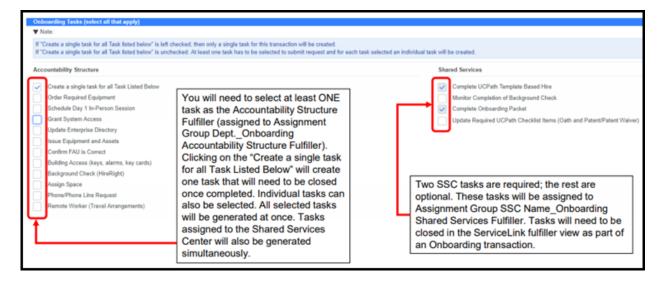
JED for Summer Salary (AP)



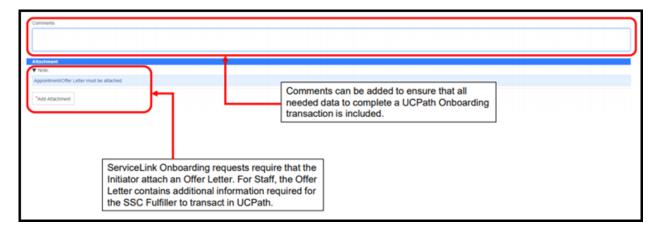
Duration Information (AP)



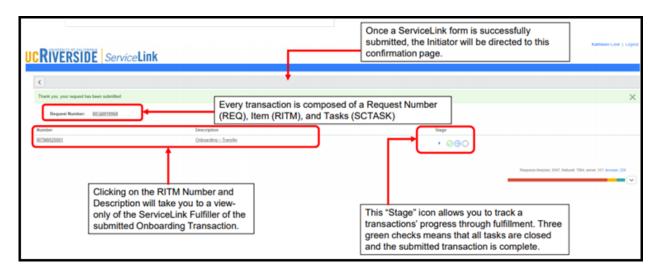
Onboarding Tasks (AP)

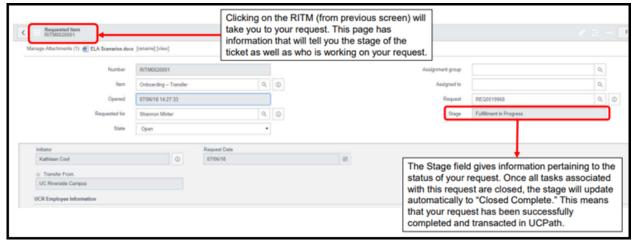


Comments & Attachment (AP)

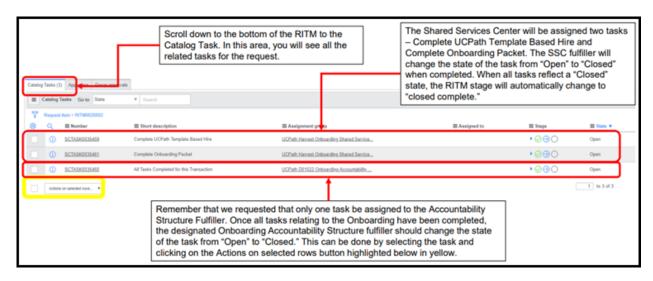


ServiceLink Initiator





ServiceLink Fulfiller



Data Required for UCPath Onboarding Transactions

Key Data Point	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) – Intra BU Transfer

Job Data

Data Point	Data Location on UCR Forms
Position Number	ServiceLink Form – Employee Work Information
Establishment ID	Defaults from Position data, but is editable
Standard Hours	Defaults from Position data, but is editable
FTE	ServiceLink Form – Employee Work Information
Step (for step-based positions only)	ServiceLink Form – Employee Work Information
Expected Job End Date (for Post Docs, Academic Recall, Academic Student)	ServiceLink Form – Duration Information
Academic Duration of Appointment (if Job Record End Date exists)	ServiceLink Form – Duration Information

Onboarding - Intra BU Transfer (AP)

Job Data – Job Compensation & Pay Components

Data Point	Data Location on UCR Forms
Compensation Frequency	ServiceLink Form – Compensation Information
Comp Rate Code	ServiceLink Form – Components of Pay
Compensation Rate	ServiceLink Form – Components of Pay
Pay Components Frequency	ServiceLink Form – Components of Pay