

## | Initiating a ServiceLink Intra BU Transfer Request for Staff |

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

### ServiceLink Form (Staff – Intra BU Transfer)

**Human Resources & Academic Personnel**  
Welcome to the HR and AP ServiceLink request page. These requests will route to your Shared Service provider for fulfillment in UCPath

**Onboarding - New Hire**  
Hire a new UC employee/contingent worker

**Onboarding - Rehire**  
Rehire an employee/contingent worker previously employed at a UC Location

**Onboarding - Transfer**  
Transfer in a current employee from another UC location or within UCR

**Onboarding - Concurrent**  
Add a job to an existing employee  
*COMING SOON*

The same ServiceLink Form – Onboarding – Transfer is used to Transfer (both Intra and Inter BU) Staff and Academic Appointees. Transferred employees must NOT have a break in service.

### 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 employee is involuntarily demoted (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.

**Lateral Transfer**  
**Usage:** Use for the transfer of an employee from one position to another position in a new department.  
**Example:** A UCR employee is transferred to a position in a different department at UCR with the same salary range maximum. There is no break in service.



### Per Diem to Career

**Usage:** Use for the transfer of an appointment of a per diem employee into a career position. This is being tracked so that employees who receive less (in the career position) are not flagged as a demotion.

**Example:** A UCR employee is transferred from a per diem position to a career position at UCR. 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 employee 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.



### Transfer – Dual Employment

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

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



### Temp Out of Class Assignment

**Usage:**

**Example:**

## Onboarding – Transfer (Staff)

The Initiator and Request Date fields will populate automatically. These cannot be changed/updated.

UC RIVERSIDE | ServiceLink

Onboarding – Transfer

Initiator: Kathleen Cool

Request Date: 07/06/18

Transfer From: UC Riverside Campus

Select from the dropdown where the employee is coming from. For an Intra BU Transfer (within UCR), the Transfer From location will always be UC Riverside Campus.

## Employee Information (Staff)

You can type in the employee's name (last name, first name) in the Employee Name field directly or click on the magnifying glass icon to search. You can search using different criteria, including Employee Name, Job Code, Job Description, etc. Based on the person selected, the Employee First Name, Middle Name, Employee Last Name, Suffix, UCR Employee ID, and UCR NetID will populate automatically. This data is pulled from UCPATH via HRDW and is accurate as of 24 hours ago.

UCR Employee Information

Employee Name (Last Name, First Name): COOL, KATHLEEN L

Employee First Name: KATHLEEN

Middle Name: L

Employee Last Name: COOL

UCR Employee ID: 10006096

UCR NetID: kathcool

Personal Email: kathleencool@gmail.com

A personal email is needed for all Onboarding transactions. This email address will be used to send the incumbent the Onboarding packet via DocuSign. This same email will also be used by the UCPATH Center to communicate with the employee regarding benefits and benefit eligibility.

## Employee Relationship Information (Staff)

Employee Relationship Information

Organizational Relationship Type: Employee

Employee Type: Staff

Job Effective Date: 07/30/18

Employee Type is "Staff"

Organizational Relationship Information is "Employee"

Job Effective Date is the first day an employee is on pay status at UCR

## Employees on Visa/Remote Hires

Employee Relationship Information

Organizational Relationship Type: Employee

Employee Type: Staff

Job Effective Date: 07/30/18

On a Visa

Remote Hire

If the incumbent is on a Visa, check the "On a Visa" box in the Employee Relationship Information section. Checking this box will prompt the system to send an email notification to International Students and Scholars Office. This email is for informational purposes only. When the SSC Fulfiller verifies documents and files paperwork, they will send an email notification to payroll Glacier.

If the incumbent is a Remote Hire, or will not be able to attend an in-person Onboarding session, check the "Remote Hire" box. Checking this box will NOT prompt any ServiceLink tasks or automatic email notification. It is the responsibility of the SSC Fulfiller to make alternate arrangements, such as securing a notary, if the incumbent is unable to attend their Onboarding session.

## Employee Work Information (Staff)

Employee Work Information

Position Number: 40007460

Job Code: 000547

Job Description: ADMIN MGR 1

Organization Code: ORG12

Organization Description: Coll of Hum, Arts & Social Sci

Division Code: DIV104

Division Description: CHA&SS - General

Department Code: D01000

Department Description: CHA&SS Dean's Office

Onboarding Reason: -- None --

Position Number can be entered directly or searched by clicking on the magnifying glass icon

Based on the Position Number selected, Job Code, Job Description, Organization, Organization Description, Division Code, Division Descriptions, Department Code, and Department Description populate based on Position Data.

## Onboarding Reason (Staff)

Onboarding Reason

-- None --

-- None --

Involuntary Demotion - INV

Lateral Transfer - LAT

Perdiem to Career - PDC

Promotion - PRO

Temp Out of Class Assignment - TMP

Transfer Dual Employment - DEE

Voluntary Demotion - DEM

Onboarding Reason in ServiceLink is equivalent to Reason Code in UCPath. Select the appropriate Onboarding Transfer Reason from the following options:

- Involuntary Demotion
- Lateral Transfer
- Per Diem to Career
- Promotion
- Temp Out of Class Assignment
- Transfer Dual Employment
- Voluntary Demotion

## Onboarding Tasks (Staff)

**Onboarding Tasks (select all that apply)**

**Note:**  
 If "Create a single task for all Task listed below" is left checked, then only a single task for this transaction will be created.  
 If "Create a single task for all Task listed below" is unchecked. At least one task has to be selected to submit request and for each task selected an individual task will be created.

**Accountability Structure**

- Create a single task for all Task Listed Below
- Order Required Equipment
- Schedule Day 1 In-Person Session
- Grant System Access
- Update Enterprise Directory
- Issue Equipment and Assets
- Confirm FAU is Correct
- Building Access (keys, alarms, key cards)
- Background Check (HireRight)
- Assign Space
- Phone/Phone Line Request
- Remote Worker (Travel Arrangements)

**Shared Services**

- Complete UCPath Template Based Hire
- Monitor Completion of Background Check
- Complete Onboarding Packet
- Update Required UCPath Checklist Items (Oath and Patent/Patent Waiver)

**You will need to select at least ONE task as the Accountability Structure Fulfiller (assigned to Assignment Group Dept.\_Onboarding Accountability Structure Fulfiller). Clicking on the "Create a single task for all Task Listed Below" will create one task that will need to be closed once completed. Individual tasks can also be selected. All selected tasks will be generated at once. Tasks assigned to the Shared Services Center will also be generated simultaneously.**

**Two SSC tasks are required; the rest are optional. These tasks will be assigned to Assignment Group SSC Name\_Onboarding Shared Services Fulfiller. Tasks will need to be closed in the ServiceLink fulfiller view as part of an Onboarding transaction.**

## Comments & Attachment (Staff)

**Comments**

**Attachment**

**Note:**  
 Appointment/Offer Letter must be attached

\*Add Attachment

**Comments can be added to ensure that all needed data to complete a UCPath Onboarding transaction is included.**

**ServiceLink Onboarding requests require that the Initiator attach an Offer Letter. For Staff, the Offer Letter contains additional information required for the SSC Fulfiller to transact in UCPath.**

## ServiceLink Initiator

**UCRIVERSIDE | ServiceLink**

Thank you, your request has been submitted

Request Number: REQ003058

Number: RITM0020801 | Description: Onboarding - Transfer

Stage: [Progress Icon]

**Once a ServiceLink form is successfully submitted, the Initiator will be directed to this confirmation page.**

**Every transaction is composed of a Request Number (REQ), Item (RITM), and Tasks (SCTASK)**

**Clicking on the RITM Number and Description will take you to a view-only of the ServiceLink Fulfiller of the submitted Onboarding Transaction.**

**This "Stage" icon allows you to track a transactions' progress through fulfillment. Three green checks means that all tasks are closed and the submitted transaction is complete.**

### ServiceLink Fulfiller

### 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) – Intra BU Transfer

### Job Data

Data Point	Data Location on UCR Forms
Position Number	ServiceLink Form – Employee Work Information
Employee Classification	Offer Letter (Attached to ServiceLink form)
Establishment ID	Defaults from Position data, but is editable
Standard Hours	Defaults from Position data, but is editable
FTE	Offer Letter (Attached to ServiceLink form)
Step (for step-based positions only)	Offer Letter (Attached to ServiceLink form)

Data Point	Data Location on UCR Forms
Probation Code	Offer Letter (Attached to ServiceLink form)
Probation End Date	Offer Letter (Attached to ServiceLink form)
PY Career Duration (partial-year Empl Classes only)	Offer Letter (Attached to ServiceLink form)
Expected Job End Date (for Contract, Casual/Restricted, Floater, and Staff Rehired Retiree)	Offer Letter (Attached to ServiceLink form)

### Job Data – Job Compensation & Pay Components

Data Point	Data Location on UCR Forms
Compensation Frequency	Offer Letter (Attached to ServiceLink form)
Comp Rate Code	Offer Letter (Attached to ServiceLink form)
Compensation Rate	Offer Letter (Attached to ServiceLink form)
Pay Components Frequency	Offer Letter (Attached to ServiceLink form)