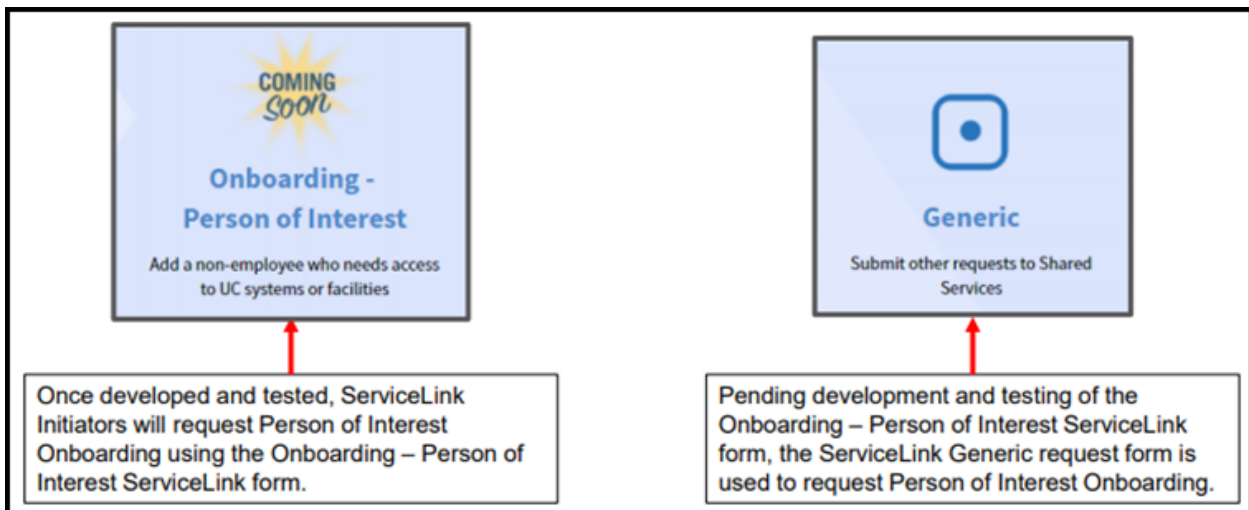


| Initiating a ServiceLink Person of Interest Hire Request |

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

ServiceLink Form (Person of Interest)



Onboarding – Person of Interest

Definition: A Person of Interest (POI) is someone who is tracked by UCR for various reasons; such as a potential hire or potential external source.

POIs do NOT:

- Have a Job Data pages in UCPath
- Have UCPath Self Service access
- Receive POI compensation through UCPath

POI Examples : Associates of the President or Chancellor, Potential Academic Hires, Potential Staff Hire, External Compliance Auditor

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 - Person of Interest

* Effective Date
04/02/18

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 (POI)

Data Point	Data Location on UCR Forms
First & Last Names	
POI Type	Staff or Academic
POI Business Unit	Defaults to Riverside Campus
POI Expected End Date	