Onboarding

| Initiating a ServiceLink Rehire Request for AP |

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

ServiceLink Form (AP – Rehire)

The same ServiceLink Form – Onboarding – Rehire is used to rehire Staff, Academic Appointees, and Contingent Workers. Rehired employees must have an existing Job Record in UCPath.

Onboarding – Rehire (AP)

**Academic Recall**
*Usage*: Use to recall retired academic appointees.
*Example*: UCR Academic Appointee retires in December 2017. Their retirement is recalled and they are rehired into a part-time position at UCR at 43%.

**Emeritus Faculty**
*Usage*: Use to add an emeritus job to a retired faculty.
*Example*: Retired UCR faculty is rehired as Emeritus Faculty.

**Rehire fr. Layoff – Pref, < 120**
*Usage*: Use for rehires from the same business unit (UCR). Use to rehire following a layoff and secured through the preferential rehire process within 120 day of separation.
*Example*: UCR staff employee was laid off from position in December 2017. They secure reemployment through the preferential rehire process in February 2018.

**Rehire fr. Layoff – Pref, >= 120**
*Usage*: Use for rehires from the same business unit (UCR). Use to rehire following a layoff and secured through the preferential rehire process where there is greater or equal to 120 days of separation.
*Example*: UCR staff employee was laid off from position in December 2017. They secure reemployment through the preferential rehire process in August 2018.
Rehire, >= 120 days break
Usage: Use for rehires from the same business unit (UCR). Use for a regular rehire to return to pay status where there is greater or equal to 120 days of separation.
Example: UCR employee is voluntarily terminated in December 2017. They are rehired into a new position at UCR in August 2018.

Rehire, < 120 days break
Usage: Use for rehires from the same business unit (UCR). Use for a regular rehire to return to pay status following less than 120 days of break in service.
Example: UCR employee is voluntarily terminated in December 2017. They are rehired into a new position at UCR in February 2018.

Reinstatement
Usage: Use for rehires from the same business unit (UCR). Use to return to pay status following an involuntary break in service that was not a layoff.
Example: An error was made during conversion and an employee was inadvertently terminated.

Rehired Retiree
Usage: Use for rehires from the same business unit (UCR). Use to return to pay status, in accordance with the Policy on Reemployment of UC Retired Employees, following a retirement, and the employee continues to draw retirement benefits.
Example: A UCR employee of 30 years retires in June 2018. They are rehired to work on a special project part-time from August to December 2018.

Rehire fr. Layoff – No Pref, < 120
Usage: Use for rehires from the same business unit (UCR). Use to rehire following a layoff and not secured through the preferential rehire process within 120 days of separation.
Example: UCR staff employee was laid off from position in December 2017. They are rehired into a new position in February 2018, but not through the preferential rehire process.

Rehire fr. Layoff – No Pref, >= 120
Usage: Use for rehires from the same business unit (UCR). Use to rehire following a layoff and not secured through the preferential rehire process where there is greater or equal to 120 days of separation.
Example: UCR staff employee was laid off from position in December 2017. They are rehired into a new position in August 2018, but not through the preferential rehire process.

Rehire – Retirement Suspended
Usage: Use for rehires from the same business unit (UCR). Use to return to pay status following a retirement suspended and employee become an active UCR member again.
Example: UCR staff employee retires in December 2017. Their retirement is suspended and they are rehired into a new full-time position at UCR.
Employee Information (AP)

Incumbent’s First Name

Incumbent’s Last Name. All other fields are optional (Middle Name, Suffix, Phone Number, and UCPath Employee ID).

Personal Email

As a rehired employee, the incumbent once worked at a UC Campus. Select the correct UC Campus from the “Transfer From” dropdown.

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.

Transfer From (AP)

From the dropdown, select the UC Campus where the incumbent was previously employed. You can choose from:
- UC Riverside Campus
- Associated Students, UCLA
- Lawrence Berkeley National Lab
- UC Agricultural & Natural Resources
- UC Berkeley Campus
- UC Davis Campus
- UC Davis Medical Center
- UC Hastings School of Law
- UC Irvine Campus
- UC Irvine Medical Center
- UC Merced Campus
- UC Office of President
- UC San Diego Campus
- UC San Diego Medical Center
- UC San Francisco Campus
- UC San Francisco Medical Center
- UC Santa Barbara Campus
- UC Santa Cruz Campus
- UCLA Campus

Employee Relationship Information (AP)

Organizational Relationship Type

Employee

Employee Type

Academic

Job Effective Date

07/01/18

Onboarding Reason in ServiceLink is equivalent to Reason Code in UCPath
Academic Appointees on Visa/Remote Hires

Employee Work Information (AP)

Compensation Information (AP)
Components of Pay (AP)

Recurring Additional Compensation (AP)

JED for Summer Salary (AP)
Duration Information (AP)

- Select appropriate Academic Duration of Employment: 
  - Continuing (Unit 18)
  - Indefinite
  - Potential Security
  - Tenure Track (Ladder Rank)
  - Security (LSEOE)
  - Tenured
  - End Date (Academic Term Appts)

- If the academic appointee is in one of the following Appointee Classes or Academic Duration of Employment, an Expected Job End Date is required:
  - Academic – Post Docs
  - Academic – Recall
  - Academic – Academic Student
  - Potential Security
  - Tenure Track
  - Academic Term Appts.

- If the incumbent is in the Academic Post Doc EMPL Class, the Post Doc Anniversary Date class is required. It reflects their first year anniversary as a Post Doc (e.g., if hired 1/1/16, the anniversary date would be 1/1/19).

- The “End Job Automatically” checkbox is initially unchecked for all Academic New Hires. If checked, the academic appointee’s job will automatically end in UCPATH once the End Date has been reached.

Onboarding Tasks (AP)

- Gray checked boxes are required tasks assigned to the ServiceLink Assignment Group Accountability Structure_Onboarding Accountability Filler. Additional tasks can be manually added, if needed. All checked tasks will need to be closed in the ServiceLink ffiller view as part of an Onboarding transaction.

- All SSC tasks are required and cannot be modified (with the exception of the “Monitor Completion of Background Check”). These tasks will be assigned to Assignment Group SSC Name_Onboarding Shared Services Filler. Tasks will need to be closed in the ServiceLink ffiller view as part of an Onboarding transaction.

Comments & Attachment (AP)

- 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 Appointment/Offer Letter.
**ServiceLink Initiator**

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**

Scroll down to the bottom of the RITM to the Catalog Task. In this area, you will see all the related tasks for the request.

The ServiceLink Initiator will similarly be assigned three tasks as part of the rehire request. The SSC fulfiller will change the status of the tasks from "Open" to "Closed" when completed. When all tasks reflect a "Closed" state, the RITM stage will automatically change to "closed complete."
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 (AP) – Rehire

Job Data

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

Job Data – Job Compensation & Pay Components

<table>
<thead>
<tr>
<th>Data Point</th>
<th>Data Location on UCR Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation Frequency</td>
<td>ServiceLink Form – Compensation Information</td>
</tr>
<tr>
<td>Comp Rate Code</td>
<td>ServiceLink Form – Components of Pay</td>
</tr>
<tr>
<td>Compensation Rate</td>
<td>ServiceLink Form – Components of Pay</td>
</tr>
<tr>
<td>Pay Components Frequency</td>
<td>ServiceLink Form – Components of Pay</td>
</tr>
</tbody>
</table>