


## | 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)

#### 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*      *COMING Soon*

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 avertedly 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).**

**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 Ctr
- UC Santa Barbara Campus
- UC Santa Cruz Campus
- UCLA Campus

## Employee Relationship Information (AP)

**Organizational Relationship Information is "Employee"**

**Employee Type is "Academic"**

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

**Onboarding Reason in ServiceLink is equivalent to Reason Code in UCPATH**

- ACA - Academic Recall
- EMR - Emeritus Faculty
- REH - Rehire - Break in Service
- PR2 - Rehire fr Layoff-Pref, < 120
- PRF - Rehire fr Layoff-Pref, >=120
- RE2 - Rehire, < 120 days break
- REH - Rehire, > or = 120 days break
- REI - Reinstatement
- RET - Rehired Retiree
- RL2 - Rehire fr Layoff-No Pref, <120
- RLO - Rehire fr Layoff-No Pref, >=120
- RSR - Rehire - Retirement Suspended



## Academic Appointees on Visa/Remote Hires

**Employee Relationship Information**

\* Organizational Relationship Type: Employee  
 \* Employee Type: Academic  
 \* Job Effective Date: 07/01/18

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 (AP)

**Employee Work Information**

Position Number: 4300862      FTE: 1      Step: --None--

Job Code: 891283      Job Description: ASST PROF-AY      Organization: ORG12      Organization Description: Coll of Hum, Arts & Social Sci

Division Code: 05193      Division Description: Arts      Department Code: 081336      Department Description: Dance

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.

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

Enter FTE for the Job. This can be < = the position FTE

If the Position is stepped, select the appropriate Step

## Compensation Information (AP)

**Compensation Information**

\* Compensation Frequency: UC 9/12 - AY

Input maximum rows for Components of Pay: 2

Choose how many rows for Components of Pay you would like to display (1-6). Row 1 is for stepped academic appointees and will automatically default once a step is selected. Row 2 will default for HSCP members with both X and X' components. If the academic appointee has additional components of pay that do not default (e.g. off-scale amounts, Y payments) or if the appointee is not stepped (e.g. BYA appointments, above-scale faculty), enter compensation on Rows 3-6. Keep in mind that data cannot be manually entered on the first two compensation rows.

Choose a pay frequency from the dropdown. Select from the following:

- Monthly
- Hourly
- Contract
- UC 9/12 FY
- UC 1/9<sup>th</sup> Rate
- UC 1/10<sup>th</sup> Rate
- UC 1/11<sup>th</sup> Rate
- UC 1/12<sup>th</sup> Rate
- UC 12/12 FY

## Components of Pay (AP)

**Components of Pay**

Note: Compensation row(s) for stepped academic appointees will automatically default once a step is selected. For most academic appointees, one row will default. For HSCP members, both the X and X' components will default. If the academic appointee has additional components of pay that do not default (e.g., off-scale amounts, Y Payments) or if the appointee is not stepped (e.g., BYA appointments, above-scale faculty), please enter their compensation on the third or fourth compensation row after selecting the correct Comp Rate Code. Data cannot be manually entered on the first two compensation rows.

Comp Rate Code	Comp Rate	Job Compensation Frequency

Add Recurring Additional Compensation?

Add Job Earnings Distribution for Summer Salary?

**Compensation Row 1 is for stepped academic appointees. It will automatically default once a step is selected. Data cannot be manually entered in this compensation row.**

**Compensation Row 2 is for HSCP members. Both the X and X' components will default. Data cannot be manually entered in this compensation row.**

To add Recurring Additional Compensation, check this box.

If the academic appointee has additional components of pay that do not default (e.g., off-scale amounts, Y Payments) or if the appointee is not stepped (e.g., BYA appointments, above-scale faculty), enter their compensation on Rows 3-6 after selecting the correct Comp Rate Code and Comp Rate.

To add Job Earnings Distribution (JED) for Summer Salary, check this box (can also be paid under additional pay).

## Recurring Additional Compensation (AP)

Add Recurring Additional Compensation?

**When "Add Recurring Additional Compensation?" box is checked, the "Recurring Additional Compensation" section appears.**

**Recurring Additional Compensation**

Input maximum rows for Recurring Additional Compensation: 1

**Enter the maximum number of rows (1-4) needed to enter the academic appointee's Recurring Additional Compensation.**

* Earnings Code	* Pay Amount	* Effective Date	* End Date
HSG	8000.00	07/01/18	09/01/18

**Enter appropriate Earnings Code for academic appointee's Recurring Additional Compensation. Up to 4 Earnings Codes can be entered on 4 different rows.**

**Enter the Pay Amount (in dollars) of the Recurring Additional Compensation for the entered Earnings Code.**

**Enter the first day of the academic appointee's Recurring Additional Compensation.**

**Enter the last day of the academic appointee's Recurring Additional Compensation.**

## JED for Summer Salary (AP)

Add Job Earnings Distribution for Summer Salary?

**When "Add Job Earnings Distribution for Summer Salary?" box is checked, the "Distribution" section appears.**

**Distribution**

More information

Enter the appropriate Summer Salary Earnings code and associated percentage. In most cases it will be ACR or AFR at 100%.

Input maximum rows for summer salary distribution: 1

**Enter the maximum number of rows (1-2) needed to enter the academic appointee's JED for Summer Salary.**

Earnings Code	% of Distribution	Comp Rate
ACR	100	8000.00

Total Distribution %: 100

**Enter appropriate Earnings Code for academic appointee's JED for Summer Salary. Up to 2 Earnings Codes can be entered on 2 different rows.**

**Enter the percentage of distribution.**

**Total Distribution Percentage will default from % of Distribution field for Row 1 & 2 (if used).**

**Enter the Comp Rate (in dollars) of the JED for Summer Salary for the entered Earnings Code.**

## Duration Information (AP)

**Duration Information**

Academic Duration of Employment

- None
- Continuing (Unit 18)
- Indefinite
- Potential Security
- Tenure Track(Ladder Rank)
- Security(LSOE)
- Tenured
- End Date(Academic Term Appts)

Expected Job End Date

Post Docs Anniversary Date

End Job Automatically?

Select appropriate Academic Duration of Employment. Choose from:

- Continuing (Unit 18)
- Indefinite
- Potential Security
- Tenure Track (Ladder Rank)
- Security (LSOE)
- 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 1/1/18, 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)

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

**Accountability Structure**

- Order Required Equipment
- Create or Reactivate NetID
- Schedule Day 1 In-Person Session
- Send NetID to Employee
- Grant System Access
- Update Enterprise Directory
- Issue Equipment and Assets
- Confirm FAU is Correct

**Shared Services**

- Complete UCPath Template Based Hire
- Monitor Completion of Background Check
- Complete Onboarding Packet
- Conduct Day 1 In-person Session
- Verify Documents and File Paperwork
- Update Required UCPath Checklist Items (Oath and Patent/Patent Waiver)

Gray checked boxes are required tasks assigned to the ServiceLink Assignment Group Accountability Structure\_Onboarding Accountability Fulfiler. Additional tasks can be manually added, if needed. All checked tasks will need to be closed in the ServiceLink fulfiller 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 Fulfiller. Tasks will need to be closed in the ServiceLink fulfiller view as part of an Onboarding transaction.

## Comments & Attachment (AP)

**Comments**

**Attachment**

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 Appointment/Offer Letter.



## ServiceLink Initiator

UCRIVERSIDE | ServiceLink

Thank you, your request has been submitted

Request Number: REQ0019963

Number: RITM0019996 Description: Onboarding Status

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.

Requested Item: RITM0019996

Number: RITM0019996

Item: Onboarding Status

Opened: 07/06/18 12:19:49

Requested for: Shannon Minter

State: Open

Assignment group: [Dropdown]

Assigned to: [Dropdown]

Request: REQ0019963

Stage: Fulfillment in Progress

Clicking on the RITM (from previous screen) will take you to your request. This page has information that will tell you the stage of the ticket as well as who is working on your request.

The Stage field gives information pertaining to the status of your request. Once all tasks associated with this request are closed, the stage will update automatically to "Closed Complete." This means that your request has been successfully completed and transacted in UCPath.

## ServiceLink Fulfiller

Request Item: RITM0019996

Number: SCTASK0035439 Short description: Create or Reactivate NetID Assignment group: UCPath\_ORG12 Onboarding Accountability S... Assigned to: [Dropdown] Stage: [Progress Icon] State: Open

Number: SCTASK0035441 Short description: Schedule Day 1 In-Person Session Assignment group: UCPath\_Harvest Onboarding Shared Service... Assigned to: [Dropdown] Stage: [Progress Icon] State: Open

Number: SCTASK0035430 Short description: Complete Onboarding Packet Assignment group: UCPath\_Harvest Onboarding Shared Service... Assigned to: [Dropdown] Stage: [Progress Icon] State: Open

Number: SCTASK0035440 Short description: Complete UCPath Template Based Hire Assignment group: UCPath\_Harvest Onboarding Shared Service... Assigned to: [Dropdown] Stage: [Progress Icon] State: Open

Number: SCTASK0035442 Short description: Confirm FAU is Correct Assignment group: UCPath\_ORG12 Onboarding Accountability S... Assigned to: [Dropdown] Stage: [Progress Icon] State: Open

Actions on selected rows: [Dropdown]

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.

For a rehire, two tasks will be created simultaneously – to confirm the FAU and create/reactivate NetID. Once all tasks relating to the Onboarding have been completed, the designated Onboarding Accountability Structure fulfiller should change the state of the task from "Open" to "Closed." This can be done by selecting the task and clicking on the Actions on selected rows button highlighted below in yellow.

The Shared Services Center will similarly be assigned three tasks as part of the rehire request. The SSC fulfiller will change the state 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

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) – Rehire

### 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

### 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