


| Initiating a ServiceLink Rehire Request for Contingent Worker |


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

ServiceLink Form (CWR –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.

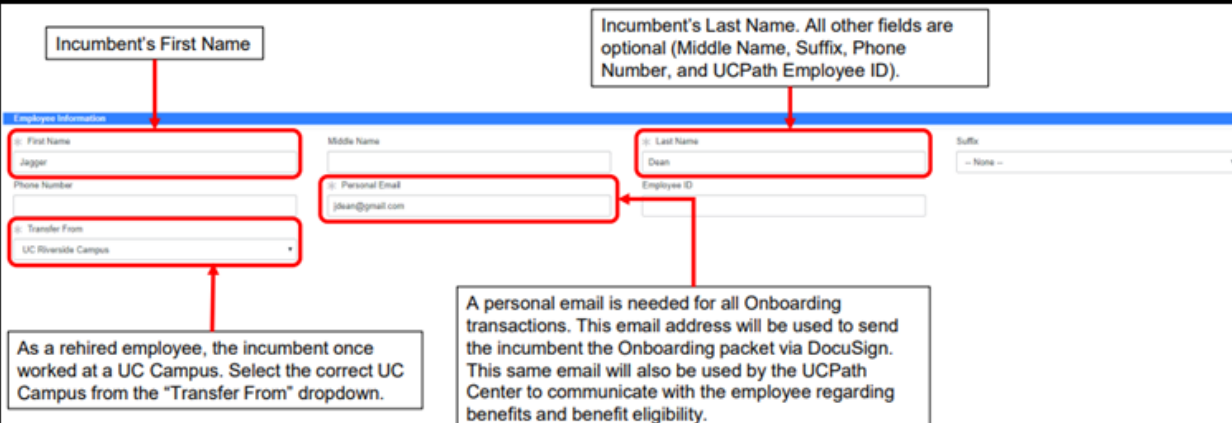
Onboarding – Rehire (CWR)



Contingent Worker Renewal

Usage: Use to renew a Contingent Worker with or without a position.
Example: A contingent worker performed job duties at UCR from January 2018 to March 2018. In August 2018, they are rehired at UCR to work on a project until the end of the year. They are still employed as a contingent worker and are not paid through UCPC.

Employee Information (CWR)



Incumbent's First Name

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

Employee Information

First Name: Jagger Middle Name: Last Name: Dean Suffix: - None -

Phone Number: Personal Email: jdean@gmail.com Employee ID:

Transfer From: UC Riverside Campus

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 (CWR)

Transfer 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

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 Medical Center
- UC San Francisco Campus
- UC San Francisco Medical Center
- UC Santa Barbara Campus
- UC Santa Cruz Campus
- UCLA Campus

Employee Relationship Information (CWR)

Employee Relationship Information

- Organizational Relationship Type: Contingent Worker
- Employee Type: N/A (Note: Employee Type defaults to "N/A")
- Job Effective Date: 03/05/18 (Note: Job Effective Date for CWR is first day access is needed (CWR are not paid through UCPath))
- Expected Job End Date: 07/01/18 (Note: Include an Expected Job End Date. This is not a required field in ServiceLink, but it is in UCPath)
- Will Contingent Worker Supervise Employees?: No (Note: Select if CWR will supervise UCR Employee(s))
- Onboarding Reason: RNW - Contingent Worker Renewal (Note: Onboarding Reason in ServiceLink is equivalent to Reason Code in UCPath)

Additional options: On a Visa, Remote Hire

Organizational Relationship Information is "Contingent Worker"

Contingent Workers on Visa/Remote Hires

Employee Relationship Information

- Organizational Relationship Type: Contingent Worker
- Employee Type: N/A
- Job Effective Date: 02/26/18
- Expected Job End Date: 07/01/18
- Will Contingent Worker Supervise Employees?: No
- Onboarding Reason: RNW - Contingent Worker Renewal

On a Visa (Note: 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.)

Remote Hire (Note: If the Contingent Worker 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 (CWR)

With a Position

*: Will Contingent Worker Supervise Employees?
Yes

Employee Work Information

Position Number: 48029540

Job Code: CWR915 | Job Description: Visiting Scholar | Organization: ORG11 | Organization Description: Bourns College of Engineering

Division Code: DIV182 | Division Description: Engineering - Academic | Department Code: DE1803 | Department Description: Computer Science & Engineering

If a contingent worker supervises UCR Employee(s), they will need to be Onboarded with a Position. When asked "Will Contingent Worker Supervise Employees," select "Yes" from the dropdown.

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.

Without a Position

*: Will Contingent Worker Supervise Employees?
No

Employee Work Information

Job Code: CWR915 | Job Description: Visiting Scholar | Organization: ORG11 | Organization Description: Bourns College of Engineering

Division Code: DIV182 | Division Description: Engineering - Academic | Department Code: DE1803 | Department Description: Computer Science & Engineering

If a contingent worker does NOT supervise UCR Employee(s), they can be Onboarded without a Position. When asked "Will Contingent Worker Supervise Employees," select "No" from the dropdown.

Instead of entering a Position Number, enter the appropriate Job Code. Job Codes for Contingent Workers (with and without a Position) start with "CWR." This was done during Conversion on UCR Job Codes designated as being appropriate for Contingent Workers.

The Job Description will default based on the Job Code selected. Organization Description will populate based on the Organization selected. The Division Description will populate based on the chosen Division Code. Department Code (required) will generate the corresponding Department Description. Even if Organization and Division Code are not required for a ServiceLink request, it is highly recommended that this information (if known) be added to the request. Location, Empl Class (Staff/AP) and Supervisor Position Number are all required data points for the UCPath transaction.

Onboarding Tasks (CWR)

Onboarding Tasks (select all that apply)

Accountability Structure

- Order Required Equipment
- Create or Reactivate NetID
- Send NetID to Employee
- Grant System Access
- Update Enterprise Directory
- Monitor Completion of Background Check
- Issue Equipment and Assets

Shared Services

- Complete UCPath Template Based Hire
- Schedule Day 1 In-Person Session
- 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 Fulfiller. 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. 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 (CWR)

Comments

Attachment

▼ Note

Appointments/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. In some instances (such as Student Volunteers), this can be an email or other informal notification of the "hire."

ServiceLink Initiator

UCRIVERSIDE | ServiceLink

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

Thank you, your request has been submitted

Request Number: REQ0019963

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

Number	Description	Stage
RITM0019996	Onboarding - Rabbis	• ✓ ✓ ✓

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

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.

Number: RITM0019996

Item: Onboarding - Rabbis

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

Requested for: Shannon Minter

State: Open

Assignment group: []

Assigned to: []

Request: REQ0019963

Stage: Fulfillment in Progress

Initiator: Kathleen Cool

Request Date: 07/06/18

Employee Information

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

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 CWR rehire, one task will be created – to 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.

Personal Data

Data Point	Data Location on UCR Forms
First & Last Names	ServiceLink Form – Employee Information & UCR Personal Data Form
Address Line 1, City, State, Postal Code	UCR Personal Data Form

Job Data

Data Point	Data Location on UCR Forms
Business Unit	Populates Automatically – Riverside Campus
Department	ServiceLink Form – Employee Work Information
Location Code	Populates from Job Code
Job Code	ServiceLink Form – Employee Work Information
Employee class	Populated from Job Code
Supervisor ID	ServiceLink Form – Employee Relationship Information
Expected Job End Date	ServiceLink Form – Employee Relationship Information