| Initiating a ServiceLink Rehire Request for Staff |

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

ServiceLink Form (Staff – Rehire)

Onboarding – Rehire (Staff)

**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 re-employment 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 re-employment through the preferential rehire process in August 2018.
Rehire, \(\geq 120\) 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.

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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.

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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.

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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.

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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.

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Rehire fr. Layoff – No Pref, \(\geq 120\)

**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.
Staff Recall, < 120
Usage: Use for rehires from the same business unit (UCR). Use to rehire a former UC employee eligible under layoff recall policies within 120 days of separation.
Example: UCR staff employee is laid off in December 2017. They are rehired into a new position at UCR in February 2018 under layoff recall policies.

Staff Recall, >= 120
Usage: Use for rehires from the same business unit (UCR). Use to rehire a former UC employee eligible under layoff recall policies greater or equal to 120 days of separation.
Example: UCR staff employee is laid off in December 2017. They are rehired into a new position at UCR in August 2018 under layoff recall policies.

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 (Staff)

Transfer From (Staff)

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 Francisco Medical Ctr
- UC Santa Barbara Campus
- UC Santa Cruz Campus
- UCLA Campus
Employee Relationship Information (Staff)

Employees on Visa/Remote Hires

Employee Work Information (Staff)
Onboarding Tasks (Staff)

Comments & Attachment (Staff)

ServiceLink Initiator
ServiceLink Initiator

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

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 related 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

<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 (Staff) – 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>Employee Classification</td>
<td>Offer Letter (Attached to ServiceLink form)</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>Offer Letter (Attached to ServiceLink form)</td>
</tr>
<tr>
<td>Step (for step-based positions only)</td>
<td>Offer Letter (Attached to ServiceLink form)</td>
</tr>
</tbody>
</table>

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<tr>
<td>Step (for step-based positions only)</td>
<td>Offer Letter (Attached to ServiceLink form)</td>
</tr>
<tr>
<td>Probation Code</td>
<td>Offer Letter (Attached to ServiceLink form)</td>
</tr>
<tr>
<td>Probation End Date</td>
<td>Offer Letter (Attached to ServiceLink form)</td>
</tr>
<tr>
<td>PY Career Duration (partial-year Emp) Classes only</td>
<td>Offer Letter (Attached to ServiceLink form)</td>
</tr>
<tr>
<td>Expected Job End Date (for Contract, Casual/Restricted, Floater, and Staff Rehired Retiree)</td>
<td>Offer Letter (Attached to ServiceLink form)</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>Offer Letter (Attached to ServiceLink form)</td>
</tr>
<tr>
<td>Comp Rate Code</td>
<td>Offer Letter (Attached to ServiceLink form)</td>
</tr>
<tr>
<td>Compensation Rate</td>
<td>Offer Letter (Attached to ServiceLink form)</td>
</tr>
<tr>
<td>Pay Components Frequency</td>
<td>Offer Letter (Attached to ServiceLink form)</td>
</tr>
</tbody>
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