

| Initiating a ServiceLink Rehire Request for Staff |

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

ServiceLink Form (Staff – 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

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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 (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.



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, \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.

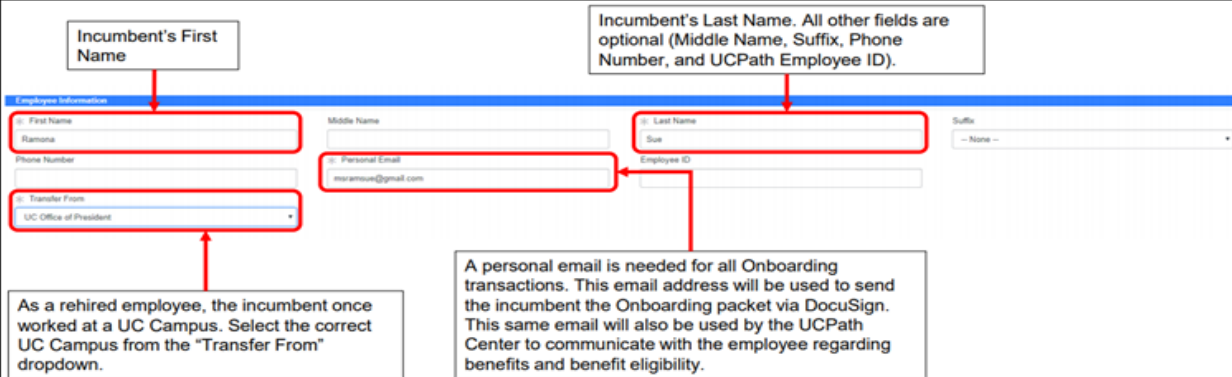


Rehire – Retirement Suspended

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)



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 (Staff)

* Transfer From

- None --
- 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 (Staff)

Employee Relationship Information

Organizational Relationship Type: Employee

Employee Type: Staff

Job Effective Date: 07/30/18

Onboarding Reason: -- None --

- 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
- RC2 - Staff Recall, <120
- REC - Staff Recall, >=120

Onboarding Reason in ServiceLink is equivalent to Reason Code in UCPath

Employees on Visa/Remote Hires

Employee Relationship information

Organizational Relationship Type: Employee

Employee Type: Staff

Job Effective Date: 06/04/18

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 (Staff)

Employee Work Information

Position Number: 40208447

Job Code: 002375

Job Description: ADMIN SUPV 2

Organization: ORG12

Organization Description: Coll of Hum, Arts & Social Sci

Division Code: 05V96

Division Description: Humanities

Department Code: 001331

Department Description: Comp Lit & Far Langship Adm

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.

Onboarding Tasks (Staff)

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
- Confirm FAU is Correct

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 (Staff)

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. For Staff, the Offer Letter contains additional information required for the SSC Fulfiller to transact in UCPATH.

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 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 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 (Staff) – Rehire

Job Data

Data Point	Data Location on UCR Forms
Position Number	ServiceLink Form – Employee Work Information
Employee Classification	Offer Letter (Attached to ServiceLink form)
Establishment ID	Defaults from Position data, but is editable
Standard Hours	Defaults from Position data, but is editable
FTE	Offer Letter (Attached to ServiceLink form)
Step (for step-based positions only)	Offer Letter (Attached to ServiceLink form)

Data Point	Data Location on UCR Forms
Step (for step-based positions only)	Offer Letter (Attached to ServiceLink form)
Probation Code	Offer Letter (Attached to ServiceLink form)
Probation End Date	Offer Letter (Attached to ServiceLink form)
PY Career Duration (partial-year Empl Classes only)	Offer Letter (Attached to ServiceLink form)
Expected Job End Date (for Contract, Casual/Restricted, Floater, and Staff Rehired Retiree)	Offer Letter (Attached to ServiceLink form)

Job Data – Job Compensation & Pay Components

Data Point	Data Location on UCR Forms
Compensation Frequency	Offer Letter (Attached to ServiceLink form)
Comp Rate Code	Offer Letter (Attached to ServiceLink form)
Compensation Rate	Offer Letter (Attached to ServiceLink form)
Pay Components Frequency	Offer Letter (Attached to ServiceLink form)