



SSC MASS HIRE TEMPLATE REVIEW SESSION

October 8, 2018

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AGENDA – MASS HIRE TEMPLATE REVIEW SESSION

- Nuts and Bolts
- Process and Due Dates
- Tools and Resources
- Sample Walkthrough
- Reminders, Next Steps & Support

MASS HIRE TEMPLATE – NUTS & BOLTS

- **General Overview**

- Due to a high volume of transactions resulting from the recent UCSB/UCLA go-live, UCPC and the UCR UCPATH project team are encouraging the use of the Mass Hire Template for as many hires as possible in order to better ensure new hires are added to UCPATH in time for accurate pay for BW3 paycycle (October 31 paycheck) and the MO paycycle (November 1 paycheck)
 - Per the UCPC RSSC has successfully hired 100+ appointees
 - Per the UCPC UCSB has hired over 100+ TA's on the mass hire template
 - Citrus used the mass hire template to successfully hire 13 CWR's

- **What can and cannot be submitted on the mass hire template**

- **CANNOT**

- HCOMP faculty jobs
- Any jobs with JED
- Jobs with More than one component of Pay
 - Ladder faculty jobs may be submitted with just their stepped UCANNL rate and then their O/S can be submitted via Paypath later
 - *(caution timing is important because if offscale in Paypath is not added in time, it may cause an underpayment)*
- Appointees whose name come up in the search match

- **CAN**

- Most other jobs
- Concurrent jobs
- Retro jobs (see special handling of retro jobs)*
- Contingent Workers

MASS HIRE TEMPLATE – NUTS & BOLTS

- **Tips/ Common Errors/Caveats**

- **Future Dated Hires**

- Future dated hires - Position effective dates should be effective on or before the mass hire template processing date

- **Career EE's**

- Career EE's – the correct value for probation codes and probation date must be entered

- **General items to review and keep in mind when building your templates**

- Extra spaces in fields will cause the row to error out
 - Be sure not to press a space after adding fields that require codes to the excel spreadsheet (spaces are characters)
 - For instance if using the action code of DTA, be sure only to include those three characters and no extra spaces
Follow the instructions about reviewing the file in notepad to ensure there are no extra spaces
 - The Personal data effective date and job effective date need to be in sync. Personal data effective date needs to be on or before the job effective date
 - Make sure to include Empl id and correct empl record number. Use Person Org summary to add next sequence
 - Be sure to use the correct:
 - Comp frequency for jobcode
 - Comp rate code
 - Comp sequence (default code - put in 0)

MASS HIRE TEMPLATE – NUTS & BOLTS

- **Tips/Common Errors/Caveats**

- **Retro Hires**

- Retro hires require all fields to be submitted included oath and patent information, citizenship status, I9 dates (*i.e. all fields required for EE's that have already started and gone through the onboarding process*)

- **Concurrent Hires**

- Add correct action reason CN1 for academic and CON (non dual employment for staff) Dual Employment should not be entered on mass hire template for staff
 - Make sure to include Empl id and correct empl record number. Use Person Org summary to add next sequence number
 - Can also use for ladder faculty with offscale by adding only annual rate to mass hire template and then adding offscale later in Paypath (*caution timing is important because if offscale in Paypath is not added in time, it may cause an underpayment*)

- **Best Practices**

- Retro hires and future hires should be submitted on separate templates since they have different requirements
 - Hires on different pay cycles should be submitted on separate templates

MASS HIRE TEMPLATE – PROCESS AND TIMELINE

- **Process**

- Next 90 days no 50 EE max (*the fifty person max is waived during hypercare*).
- Special Process in place during Hypercare
 - SSC Send File to Massprocessing@ucop.edu with a copy to [Debbie Musselmen](#) in WFA and to [APUCPathSupport](#)
 - Use SAFE or send the file via Microsoft encryption
 - Debbie does a pre-review, looks at formatting and action reason code
 - Runs file
 - Mass hire template goes through several validations including
 - Search match kick out
 - Position validation checking of effective dates
 - Debbie will send error report to SSC Sender for
 - 1.) Corrections to rows that can be re-submitted
 - 2.) Notification of appointees that failed due to search match etc. and must be submitted via Smart HR template

- **Due Date for Mass Hire Templates**

- Cutoff date for Monthly **10/15** for 11/1 check
- BW3 cutoff **10/12** for 10/31 check
 - *Please submit earlier since it takes UCPC 2 to 3 days to process*

MASS HIRE TEMPLATE – TOOLS & RESOURCES

- Mass Hire Template –
 - Batch Upload Process for Hires, E-346 is used to mass hire employees and contingent workers
 - 2 different templates types:
 - Mass Hire Template for Hires with Positions (non-contingent workers)
 - Exception – CWR's that supervise and how employee's reporting to them
 - [E-346 BU E346 WOPSN YYYYMMDD IDOPRID](#)
 - Mass Hire Template for Hires with out Positions, CWR's
 - [E-346 BU E346 WPSN YYYYMMDD IDOPRID](#)
 - File Name **RVCMP_E346_WPSN_20181008_IDOPRID**
 - [Mass Hire Job Aid](#) – Can be found on the UCPATH UPK site. Click on the click “here”.
 - **No spaces after data entry per field**

MASS HIRE TEMPLATE – WALKTHROUGH

- Mass Hire Template Walkthrough

[illegible]

MASS HIRE TEMPLATE WITHOUT POSITION

MASS HIRE TEMPLATE WITH POSITION

[illegible]

MASS HIRE TEMPLATE – REMINDERS/NEXT STEPS/SUPPORT

• Reminders

- Please submit your Smart HR templates for jobs that cannot be hired via the mass hire template ASAP ahead of the 10/22 deadline to best ensure that the templates are processed in time by payroll cutoff.
- Please submit your Mass Hire templates As soon as possible and no later than 10/15/18
 - Keep in mind that UCPC may take until 10/18/18 to process which may leave you one day to submit templates for appointees that error'd out on the file

• Next Steps

- Review your appointees and determine which ones can be hired via the mass hire templates
- Start building your templates and reach out for questions

• Support

- Please send questions to [Debbie Musselman](#) in WFA and to LaKesha.Welch@ucr.edu from UCR AP UCPATH Team



QUESTIONS/ COMMENTS