

March 22, 2023

To: Business Officers, Academic Personnel Analysts, UCPATH Transactors

From: Tamara Berton, Academic Personnel UCPATH Manager

Re: ASE Contract – PROCESS CHANGE FALL 2023

UCPATH system functionality does not allow for mass position updates on Multi-Headcount positions. Mandated changes under the new ASE contract will require that position attributes be updated via systemwide mass position updates. This means that UCSB will need to transition student employees from multi-headcount positions to single headcount positions.

Effective 10/1/23, ASE appointments must be in single-headcount positions. We understand this is a significant change to our existing campus practices and are looking for ways to support campus departments with transition efforts. The following guidance includes proactive steps departments can take to facilitate a smooth transition for fall 2023.

Preliminary steps to facilitate the transition to Single Headcount Positions:

- ASEs who are currently set up for spring in a multi-headcount position should remain in that appointment – no action is needed at this time.
- For New Hires into ASEs for spring, hire into Single-Headcount positions whenever possible.
- When new positions are needed, only create Single-Headcount positions – Position Control Requests to create new Multi-Headcount positions will be denied.
 - *Note: UCOP believes there may be a way they can assist us with creating mass positions based on existing Multi-Headcount position attributes. We currently recommend departments only create positions needed for spring Hires. If we can leverage the mass position functionality, this will reduce the transactional workload for campus. More information will be provided when it is available.*

We understand this is a significant change, and the workload directly impacts departments. We are working with UCPC to identify if it is possible to manage some of the transactions related to this effort via any mass processing functionality and will provide additional guidance to departments as soon as possible. Our goal is to have information available before summer to give departments as much time as possible to prepare for fall appointment set up.

While we do not have details to share beyond the above, we do want to be able to address questions or comments from campus departments effectively. These can be submitted to tamara.berton@ucsb.edu and will be utilized to develop campus strategy, process and resources that will be made available to campus as part of the change implementation.

Thank you for your continued understanding as we work together towards successful implementation of the new ASE contract.