Date: May 8, 2023

To: UCPath Functional Users, Business Officers, Asst. Deans and AP Analysts

From: UCSB Academic Personnel Office

Re: ASE Transition to Single Headcount Position Process – DEPT ACTION NEEDED

Effective 10/1/2023, all Academic Student Employees (ASE) must be in *Single Headcount* positions (per 3/22/23 email to campus). Departments will need to take the following actions to ensure all Academic Student Employees are in *Single Headcount* positions for all fall appointments:

- Identify students in existing *Multi-Headcount* positions
- Identify vacant *Single-Headcount* positions; update as needed according to fall hiring requirements
- Update funding on vacant *Single-Headcount* positions
- End appointments in *Multi-Headcount* positions
- Hire fall appointments in *Single-Headcount* positions

To assist departments with thinking through the actions needed to manage this transition, and in an attempt to reduce some of the administrative burden, AP has provided guidance in the attached document. Note that departments may choose to follow their normal practices for ending, applying SWB and hiring students.

> *Example: a department does not use SWB in their current practices, and would prefer to auto-terminate the existing appointment at the end of spring and process Hire's via a Rehire or Concurrent Hire template in fall.*

As long as the fall appointment set-up is into a *Single-Headcount* position, departments still have autonomy to determine how to manage their ASE appointments based on their ongoing practices.

Note: Departments with more than 15 current employees in spring quarter who need to transition to single headcount positions will receive a second email with additional information to help facilitate the transition process.

Questions regarding the attached guidance can be sent to tamara.berton@ucsb.edu.

ASE Transition to Single Headcount Position:
Process Guidance

The following guidance is to help departments manage the transition for any ASE's currently in *Multi Headcount* positions:

Single Headcount Positions

UCPath Center created new *Single-Headcount* positions (effective 6/1/23) based on the existing *Multi-Headcount* position attributes.

- Review existing vacant positions via either **Vacant Budgeted Positions** or **Add/Update Position Info** components in UCPath. (*Note: Cognos and Data Warehouse reports may also be used, but the new positions may not appear on these reports until **after** 6/1*).
- Update *Single-Headcount* position attributes based on fall appointment details (FTE, location, work study, etc.) via **Position Control** transactions, as needed. (*Effective date of any position updates should be **prior to 10/1/23**.*)

Funding Entry

Review existing position funding and update, as needed.

- Initiate **Funding Entry** requests to apply the appropriate fund source to the new/modified Position numbers.

Existing Spring Appointments (End or SWB)

Identify current employees in *Multi-Headcount* positions and either end, or extend and apply SWB, as needed:

- Appointments Ending **without** a new fall appointment:
  - If the *End Job Automatically* box is checked and the *Expected Job End Date* = **6/30/23**, no additional action is needed – the record will terminate automatically at the end of the spring quarter appointment.
  - If the *End Job Automatically* box is **not** checked, initiate a **PayPath** transaction to set the appointment to auto-terminate:
    - *Action/Reason* = DTA/TMF
    - Check the *End Job Automatically* checkbox
    - Confirm/Input the *Expected Job End Date* = 6/30/23
    - Submit and approve so the appointment auto-terminates following spring quarter
- Appointments **with** an expected fall appointment:
  - **Extend** the appointment with an *Expected Job End Date* = 9/30/23 (Action/Reason = DTA/EXT), as needed
  - Apply **Short Work Break** over summer
    - *Effective Date*: 7/1/23
    - *Action/Reason* = SWB/GST
    - *Expected Return Date* = 10/1/23

  Short Work Break allows department to leverage the Transfer hire template, and mitigates the need to re-process new hire and I9 paperwork for the fall appointment.

Hire for Fall

Hire the employees with fall appointments into the new *Single Headcount* position:

- Complete *Due Diligence* to identify other employment and any existing conflicts per normal processes
- Recommended Practice: use the *Transfer* **Smart HR Template** to end the (active on SWB) *multi-headcount* appointment, and stack the new *single-headcount* appointment on the same Employee Record Number:
    - Identify the **Record Number** of the existing *multi-headcount* position (using **Job Data or Person Org Summary** components)
    - Select the **UC_Transfer_AC** template from the **Smart HR Transactions** component
    - Input the effective date:
        - **10/1/23** for all appointment who follow the standard 9-month appointment schedule, or
        - **9/1/23** for depts that allow employees to request a 4-month pay basis for fall
    - Select *Create Transaction*
    - Input the **Employee ID** on the *Enter Transaction Details* page
    - Select the **Record Number** identified in step 1
    - Select the **Move to Single Headcount Position** *Reason Code* and *Continue*
    - On the Job Data tab:
        - Input the *single-headcount* **position number**
        - Input the **Step** to derive the correct **Comp Rate Code** and **Compensation Rate**
        - Input **Cubicle** as needed to comply with AB119
        - Input the **Expected Job End Date** and **End Job Automatically** checkbox as applicable
    - Navigate to *Job Earnings Dist* tab and *Save and Submit*
- *Note: if the multi-headcount position is terminated before the fall appointment is identified, departments would follow the normal hiring process using Rehire or Concurrent Hire template based on the inactive/active status on other existing records in UCPath.*
- Once Hire transactions are fulfilled, leverage reports and/or review Job Data records to confirm fall appointment set up is correct and take any corrective action, as needed.

CAUTION – ensure multi-headcount positions are not inadvertently re-used for fall hires. Once a multi-headcount position is vacant, a transaction may be initiated to reduce the total headcount to "1" and these positions may be reutilized as single headcount positions in future.

FAQs

If the change is to the Salary Point which is in Job Data, that can be managed on the persons job record. Why can't we keep using Multi-Headcount positions?

While the Salary Point (aka Step) lives on Employee Job Data – this field is interdependent on the Salary Admin Plan and Grade that live on the Position. When Collective Bargaining Agreements are updated, negotiated changes to how salary is administered can impact the UCPath set up, including to the Salary Admin Plan and Grade attributes. The process used to mass update these data points does not function on Multi-Headcount positions. To allow these changes to be managed efficiently via these system-wide processes, all represented appointments must be managed on Single Headcount positions.

I just learned that the employee is not going to work in fall, but I already set up their new single headcount appointment effective 10/1/23, how do I end that appointment?

On or after 10/1/23, initiate the Involuntary Termination Smart HR Template effective 10/1/23 with the Action Reason *Never Started Employment*. (Note that system will not recognize the employee record until it is active on 10/1/23, so this template cannot be initiated in advance.)

Can we still use the 4-month pay basis for ASE's in fall? How will this impact TA's whose appointment is effective 9/1/23?

ASE's can still elect the 4-month pay basis for fall appointments. Records on the 4-month pay basis are identified and processed with special handling to ensure the correct rate is applied effective 9/1/23. It is recommended that departments review these records following the Range Adjustment process, and reach out to ap-path@ucsb.edu if any pay issues are identified.