

August 6, 2018

To: Academic Department Business Officers (via SBADM-L)

From: Cindy Doherty, Director  
Academic Personnel

Re: Fall graduate student employment

On July 18, 2018, campus PPS users were informed of the proposed process to accommodate student hiring during the UCPATH transition period in September. I am writing to ask your assistance in further planning for these processes as they relate to Graduate Student employees. Please do the following:

- For returning students (those who worked at UCSB in spring 2018 or summer session 2018) enter the fall appointments and distributions into PPS as soon as possible, as outlined in the attached matrix scenarios for returning students (scenarios 1-4.)
- For students who are new hires and have not previously worked at UCSB update PPS with the new hire before August 31, using scenario 7 or 8 of the matrix as a guide if at all possible.
- If it is not possible to process the new hire before August 31 (e.g., the student will not be available to complete new hire paperwork prior to August 31), the new hire transaction must wait until the UCPATH system is open for data entry input.  
**Please note: departments will not be able to process hires in PPS or UCPATH for most of the month of September.** To mitigate the lack of departmental access, Academic Personnel is planning to use a mass-hire process to facilitate the September 1 and October 1 hire dates for this population.
- To assist us in planning the mass-hire and other activities please take a few moments to complete a brief online survey concerning your departmental fall hiring at <https://goo.gl/forms/MLsu8AyqgP2HDwi03>. The survey should be completed by **August 10, 2018**.

Once Academic Personnel and the central UCPATH implementation team have established specific dates for the mass hire process, we will coordinate with departments to provide further guidance and to gather the specific information on each employee required for the mass hire process. Thank you for your assistance.

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Cindy Doherty  
Director  
UCSB Academic Personnel  
(805) 893-8332  
[Cindy.Doherty@ucsb.edu](mailto:Cindy.Doherty@ucsb.edu)

Preparation for UCPATH: Fall Student Employment Scenarios  
July 16, 2018

Hiring Scenario		When the Fall quarter appointment can be established in PPS before the snapshot date*	When the Fall quarter appointment was NOT established in PPS before the snapshot date*
1	Student was separated in PPS. Employment status = S.	If the employee is returning to work in the same department, reverse the separation action in PPS and then enter the new appointment/distribution (no new hire paperwork is required). Fall appointment will convert to the UCPATH system. Otherwise, the department rehires the employee in PPS according to current practice (new hire paperwork is required).	The employee's most recent appointment information and separated status will be converted into UCPATH. The department will need to submit a Rehire template transaction in UCPATH and complete the required new hire paperwork. (Note that the freeze periods will impact the availability and timing of the UCPATH system to submit the Rehire template transaction.)
2	Student was separated in PPS. Employment status = S. Fall appointment is already entered into PPS.	No action required by the department. Fall appointment will convert to the UCPATH system.	n/a
3	Student is inactive in PPS. Employment status = I.	If the employee is returning to work, add the Fall appointment/distribution in PPS in accordance with current practice (no new hire paperwork is required). Fall appointment will convert to the UCPATH system.	The employee will convert in UCPATH with a status of Short Work Break. HR and AP will coordinate a mass upload to return employees from Short Work Break status during the conversion period. Otherwise, the department will need to submit a PayPath transaction in UCPATH to return the employee from a Short Work Break (no new hire paperwork is required). (Note that the freeze periods will impact the availability and timing of the UCPATH system to submit the PayPath transaction.)
4	Student is inactive in PPS. Employment status = I. Fall appointment is already entered into PPS.	No action required by the department. Fall appointment will convert to the UCPATH system.	n/a
5	Student has active appointment and the hiring department will be adding a second appointment for Fall quarter. Employment status = A. Additional appointment is already entered into PPS.	No action required by the department. Fall appointment will convert to the UCPATH system.	n/a
6	Student has active appointment and the hiring department will be adding a second appointment for Fall quarter. Employment status = A.	Add the secondary appointment in PPS in accordance with current practice. Both appointments will convert to the UCPATH system.	The department will need to submit a Concurrent Hire template transaction in UCPATH. (Note that the freeze periods will impact the availability and timing of the UCPATH system to submit the concurrent hire template transaction.) FLSA and pay cycle overrides may be necessary if the multiple jobs result in conflicting FLSA and/or pay cycles.**
7	New hire, no previous UC employment. Fall appointment is already entered into PPS.	No action required by the department. Fall appointment will convert to the UCPATH system.	n/a
8	New hire, no previous UC employment.	Hire the employee in PPS in accordance with current practice (new hire paperwork is required.) Fall appointment will convert to the UCPATH system.	Where applicable, HR and AP will coordinate a mass upload to hire employees into the UCPATH system during the conversion period. Otherwise, the department will need to submit a Full Hire template transaction in UCPATH. (Note that the freeze periods will impact the availability and timing of the UCPATH system in order to submit the Full Hire template transaction.)

\*PPS snapshot dates assumed to be 9/14/2018 for BW and 8/31/2018 for MO

\*\*Concurrent appointments must have a single FLSA status and single pay cycle