Academic Student Employees- Hire Template Decision Guide

This decision guide provides general Hire template and Reason Code guidance -some situations may warrant a different Template/Reason combination to align with a specific business reason (e.g. Rehire, but opt to use the Full Hire template with Rehire reason to create a new Employee Record #/maintain prior history on separate record).

Review *Person Org Summary* to determine existing employee setup in UCPath, then follow the questions below:

Does the incumbent have an <u>employee</u> record in UCPath?

- **No** – Use the **Full Hire_AC** template:
    - If never worked for UCSB, use the <u>Hire – No Prior UC Affiliation</u> *Reason Code*
    - If has a Contingent Worker record (only), use the <u>With Prior UC Affiliation</u> *Reason Code*
    - If worked for any UC campus pre-UCPath conversion, use the <u>Rehire, >= 120 days break</u> *Reason Code*
- **Yes** – Does the employee have an existing record in UCPath from UCSB?
    - **No -** (record is from another campus):
        - If records are inactive, use the **Full Hire_AC** template with appropriate *Reason Code*, based on the length of inactivity:
            - <u>Rehire, < 120 days break</u>[1]
            - <u>Rehire, >= 120 days break</u>
        - If records are active, Use the **Concurrent Hire_AC** template with appropriate *Reason Code*:
            - <u>Academic Inter BU Transfer</u> – if the employee is transferring to our campus. (Requires coordination with other campus to process **Termination** with <u>Inter BU Transfer reason</u>.)
            - <u>Academic Concurrent Hire</u> – if the employee will remain active in their other UC campus position (requires MLA – see [AP website](#) for process guidance.)
    - **Yes** – Are any of the existing UCSB records academic?
        - **No** (all records are staff) – Use the **Full Hire_AC** template with appropriate *Reason Code*:
            - If records are inactive, select *Reason Code* based on the length of inactivity:
                - <u>Rehire, < 120 days break</u>[1]
                - <u>Rehire, >= 120 days break</u>
            - If records are active, select the <u>Academic Concurrent Hire</u> *Reason Code*; follow up with a Termination transaction to end the other position, if applicable.
        - **Yes** – By the time your hire template reaches the UCPath Center, will the employee continue to have an active status in UCpath?
            - **No** – Are any of the existing inactive records from your department?
                - **No** - Use the **Full Hire_AC** template (to create a new Employee Record #) with appropriate *Reason Code*:
                    - <u>Rehire, < 120 days break</u>[1]
                    - <u>Rehire, >= 120 days break</u>
                - **Yes** – Are any of the existing inactive records the same job title as the new position you are hiring for?
                    - **No** – Use the **Full Hire_AC** template (to create a new Employee Record # for the new job title) with appropriate Reason Code:
                        - <u>Rehire, < 120 days break</u>[1]
                        - <u>Rehire, >= 120 days break</u>

- **Yes** – If the record is inactive, is from your department, and has the same job title use the **Rehire_AC** template with the appropriate *Reason Code* to re-use the existing Employee Record #
  - Rehire, < 120 days break[1]
  - Rehire, >= 120 days break
- **Yes** – Does your department have any existing inactive records that are the same job title as the new position you are hiring for?
  - **No** – Use the **Concurrent Hire_AC** template with Reason Code "Academic Concurrent Hire" to create a new employee record.
  - **Yes** – If the record is inactive, is from your department, and has the same job title as the new position use the Rehire_AC template with Reason Code "Academic Concurrent Hire" to re-use the existing Employee Record #

Rehire/Reinstatements

Rehire an employee back into the existing record (continuing with the same data attributes: Job Code, FTE, pay, etc.) without a break in service due to an erroneous termination.

- Initiate the **Rehire REI_AC** template.
- The effective date must match the termination date in *Job Data*.
- Enter the *Expected Job End Date*, if applicable.
- Examples:
  - Lecturer reappointment approvals were not in place and record auto-terminated
  - TA appointment auto-terminated, but is now needed to cover a class in the new quarter

  Note: if a position is reinstated and job attributes need to change, the reinstatement is processed, followed by a PayPath action to update Job Data attributes.