Review Person Org Summary to determine existing employee set up in UCPath.

New Appointment Hires:

*Does the employee exist in UCPath?*

- **No** – Use the Full Hire_AC template:
  - If never worked for UCSB, use the Hire – No Prior UC Affiliation *Reason Code*
  - If worked for any UC campus pre-UCPath conversion, use the Rehire, >= 120 days break *Reason Code*

- **Yes** – Does the employee have an existing record in UCPath from UCSB?
  - **No** (record is from another campus) – Use the Full Hire_AC template with appropriate *Reason Code*:
    - If records are inactive, select based on the length of inactivity:
      - Rehire, < 120 days break
      - Rehire, >= 120 days break
    - If records are active, select:
      - Academic Inter BU Transfer – if the employee is transferring to our campus.
      - Academic Concurrent Hire – 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:
        - Rehire, < 120 days break
        - Rehire, >= 120 days break
      - If records are active, select the Academic Concurrent Hire *Reason Code*; follow up with a Termination transaction to end the other position, if applicable.
    - **Yes** – Are any of the existing records active?
      - **No** – Use the Rehire_AC template with appropriate *Reason Code*:
        - Rehire, < 120 days break
        - Rehire, >= 120 days break
      - **Yes** – Will the employee continue to work in the existing position?
        - **No** – Use the Conc Hire_AC template with the Transfer – Intra Location *Reason Code*; follow up with a Termination transaction to end the other position.
        - **Yes** – Does the employee have another inactive Employee Record in the system?
          - **No** – Use the Conc Hire_AC template with the Academic Concurrent Hire *Reason Code* to create a new Employee Record #.
          - **Yes** – Use the Rehire_AC template with the Concurrent Non Dual Employment *Reason Code* to use an existing Employee Record #. (Could also use the Conc Hire_AC template if the intent is to create a new instance.)

1 The Rehire, <120 days break *Reason Code* is used when the Hire Date of the new job aligns with the Termination Date of an inactive employee record – there is no actual break in service.
2 APO does not recommend the use of the Transfer_AC template when an employee is transferring between positions.
Recall or Emeritus Appointments

- To hire into an existing inactive employee record, use the **Rehire AC** template with the *Academic Recall or Emeritus Reason Code.*
- To hire into a new employee record (brand new instance is created in UCPath), use the **Full Hire AC** template with the *Academic Recall or Emeritus Reason Code.*

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.*