

# Lecturers in UCPATH – Hiring & Termination Best Practices

## Hiring

### Pre-Six Titles

- **9/12 Appointments** are hired based on full year dates; the *Expected Job End Date* should be the final year of the term appointment.
  - *Hire* effective date = 7/1/XX
  - *Expected Job End Date* = 6/30/XX (2-year term for 22/23 and 23/24 would be 6/30/24)
- **9/9 Appointments** are hired based on their first active working period (may be one or multiple quarters).
  - *Hire* effective date = start date of the first working quarter (10/1/XX, 1/1/XX, or 4/1/XX)
  - *Expected Job End Date* = the end of the active working period *prior to termination or SWB*
    - E.g. working fall & spring, *Expected Job End date* input on the *Hire* transaction is 12/31/XX – the final pay period end date of the fall quarter prior to being placed on SWB for winter quarter)
  - Post-Audit instructions identify the *Hire* and *Expected Job End Date* departments are to enter onto *Hire* transactions for this population
  - *Note: Additional actions to extend, update FTE, or apply SWB for future quarters as identified in post-audit instructions are automatically applied by the central team AFTER the hire is fulfilled by UCPC.*
- **Term Appointments** – pre-six appointments are now set up under 1-, 2-, or 3-year Term appointments.
  - The current term appointment duration is identified in the post-audit instructions.
  - Departments are responsible for entering the term in the *Academic Duration of Appt* field in the *UC Job Data* section of the *Hire* template:

Academic Duration of Appt	Pre-Six (Unit 18) 1-year
Location Use Type	Pre-Six (Unit 18) 2-year
	Pre-Six (Unit 18) 3-year

## Continuing Titles

Pre-six Lecturer's typically convert to continuing appointments from an existing active record. If there is not an active record in UCPATH, hire instructions into the new title will be sent to the department via the normal post audit process.

## Department Best Practices in Hiring

- Submit appointment paperwork in advance, whenever possible
- Refer to the [Hire Template Decision Guide](#) to determine the best Template/Reason Code to use on the Hire
- Review position attributes prior to Hire to ensure accuracy; email [ap-path@ucsb.edu](mailto:ap-path@ucsb.edu) if issues are identified
- Input all required data points into the Hire template as needed:
  - Email address marked as "Home" for I9 processing
  - SSN & DOB to ensure benefit enrollments can be processed effectively
  - Step and corresponding pay attributes are correct
  - *Academic Duration of Appt* is entered as appropriate
  - *Expected Job End Date* reflects the correct date according to the initial active period (9/9) or Term
- Verify appointment attributes are correct and active in *Job Data* for the first payroll processing
- Identify if corrective pay action is required, and work with BFS, as needed

## Short Work Break

Refer to the [Short Work Break – Lecturer Best Practices](#) Job Aid for detailed guidance on the use of SWB for Lecturers.

# Termination of Term Appointments

## Pre-Six Titles

At the end of any Term appointment, termination processing (via a [Termination Template](#)) is required when:

- there is no intent to reappoint under a new Term appointment;
- the employee resigns; or
- there is a break in service between Term appointments

## 9/12 Appointments

- If the new Term appointment will continue as 9/12 there is no break in service – no termination should be processed; the new Term appointment attributes will be applied by the central team following workload/post audit.
- If the new Term appointment will change to 9/9, the department must process a [Termination Template](#) to reflect the break in service between term appointments; new instructions will be provided following post audit regarding hiring into the new Term appointment for subsequent years.

## 9/9 Appointments

- If the new Term appointment will continue as 9/9, the department must process a [Termination Template](#) to reflect the break in service between Term appointments; new instructions will be provided following post audit regarding hiring into the new Term appointment. SWB between Term appointments is no longer allowable for pre-six titles.
- If the new Term appointment will change to 9/12 there is no break in service – no termination should be processed; new Term appointment attributes will be applied by the central team following workload/post audit. Departments should review timing and pay attributes – if a significant overpayment is expected in July, a SWB request could be submitted via the [UCPath Certification and Input Form on AP Folio](#) to temporarily stop pay until the new appointment approvals are in place and corresponding attributes can be applied.

## Effective Date of Termination

The effective date of the *Termination* transaction is the date the employee record becomes **inactive** in UCPATH.

- 9/9 appointments will terminate effective 1/1; 4/1 or 7/1
- 9/12 appointments will terminate effective 11/1; 3/1 or 7/1
- If an employee gives notice to end their current appointment in the middle of an ongoing Term **and** during a non-working quarter, the effective date of the *Termination* template will be the date they provided notice; the *Last Day Worked* will be the last day they were on active pay status during their most recent working quarter.

## Continuing Titles

By nature, employees in continuing titles do not have Term appointments or end dates applied in the UCPATH system; a termination would be processed via a [Termination Template](#) in the event the employee provided notice to separate.

## Department Best Practices with Terminations:

- Monitor appointments with approaching end dates – [End Date Monitoring](#)
- Identify Term appointments that must be terminated due to a break in service between terms:
  - 9/9 appointments at the end of their last working quarter of their Term appointment
  - 9/12 appointments that will transition to 9/9 under a new Term appointment
- Process Termination Templates in a timely manner
- Work with BFS if corrective pay is needed due to late Termination processing
- Reach out to [AP-Path@ucsb.edu](mailto:AP-Path@ucsb.edu) if an existing end date appears incorrect to determine if additional action is needed

Reminder – the use of the [End Job Automatically](#) checkbox should no longer be applied to Lecturer titles (exception – temporary supplemental assignments). Departments are responsible for reviewing appointments with upcoming end dates and taking proactive action to either reappoint, request SWB, or process a [Termination Template](#) as applicable.