

HR Templates: Hire – Rehire – Concurrent Hire

Purpose

To hire, rehire, or add a concurrent job to a staff or academic employee

Decision Points

1. UCB Initiator
2. UCB Approver(s)

Templates

- Full Hire – Staff
- Full Hire – Academic
- Rehire – Staff
- Rehire – Academic
- Concurrent Hire – Staff
- Concurrent Hire – Academic

Data needed for transactions

Hire – Rehire – Concurrent Hire	
With Validation	<ul style="list-style-type: none">• Effective Date• Action / Action-Reason• Personal Data<ul style="list-style-type: none">○ Name, Address, Phone○ Gender, DOB, SSN○ Demographic Data○ Oath and Patent Signature Dates• Job Data<ul style="list-style-type: none">○ Position Number <i>populates Job Data from Position</i>○ Employee Classification○ Probation End Date, Review Type/Date, Expected Job End Date, Academic Duration of Appointment○ Salary Step or Compensation• Earnings Distribution/Additional Pay <i>if applicable</i><ul style="list-style-type: none">○ Distribution Type/Percent, Earnings Code, Comp Rate○ Effective Date, Earnings End Date, Reason for Addl. Pay
Freeform (no validation)	<ul style="list-style-type: none">• Comments

Have a question about UCPath? Email us at ucpathberkeleyinfo@lists.berkeley.edu

Guiding Principles

Sponsor Alignment

- Develop efficiency in end-to-end business process
- Use UCPath delivered functionality
- Minimize additional cost
- Eliminate double data entry

Diverse Campus Stakeholders

- Involve both academics and staff (at multiple levels)
- Maintain a customer focus

Disciplined Process

- Ensure implementation focus
- Use UCPath delivered templates and approval workflow
- Document decisions for clarity and commitment

Openness to Change

- Maintain enterprise-wide perspective
- Be open to process and role changes
- Be transparent with communications