Job Aid: Concurrent Hires

Use this process to add a concurrent job to an employee's existing job(s).

Determine if you need to reconcile the Fair Labor Standards Act (FLSA) statuses and pay frequencies between the employee's new and existing jobs.

- Concurrent jobs can only be submitted one at a time, you will need to wait until the current job is completed before submitting another job.
- Use **Manage HR** when creating a *new* employee, entering a *new* contingent worker or creating a *new* EMPL Record for individuals who already have an EMPL ID.
- Use **Manage Job** if you are reusing an inactive EMPL Record for a concurrent hire.

1. **Determine the Action Reason Code.**

   Refer to the *Job Aid: Decision Tree Hire Action Reason Codes* to determine the appropriate action reason code.

2. **Collect the *required* data items for the process:** Employee ID, Legal Name, Effective Date, Reason Code, Position Number and Employee Classification.

   If applicable, determine the appropriate job salary step.

   For concurrent positions that raise the employee's FTE to between 1.0 and 1.20, ensure the appropriate approval form is available for upload.

   Refer to the *Reference Guide for Hires* for more detailed information.

- **Legal Name** identifies a person for legal or certain official purposes. In UCPath, the **Legal Name** is always labeled "**Legal Name**". Its presentation and use are restricted to protect confidentiality.
- The **Name** field is a self-chosen or personal and/or preferred professional name used instead of a **Legal Name**. The **Name** fields (First, Middle & Last) are the data typically returned in searches and reports throughout the system; while the **Legal Name** fields are usually reserved for legal documentation such as W-2's, tax forms. If **Name** is not entered, it is defaulted from **Legal Name**.

3. **Navigate to the Organizational Relationship (Tile)**

   Navigation: Workforce Administration (Homepage) > Manage Human Resources (Tile) > **Organizational Relationship (Tile)**

- Location transactors with the role **ULSHR_HR_WFA_INQUIRY** will have view access to **Manage Human Resources (Tile) > Organizational Relationship (Tile)** but will be unable to transact.
- To ensure you have the correct permissions to transact, see the *Reference Guide for Hires*.

You can search for the person using the search page provided in this process or use Person Organization Summary. Refer to the *View Person Organization Summary* simulation for more information

Use **Search Criteria** to find the employee and then select them for processing:

- **EMPL ID** (employee number) if used, is the only field needed.
- Any of the name fields can be used in any combination.

Review the results for any matches:

- If there's an exact match the system automatically takes you to step 5 below.
- If no matches are returned, review the **Search Criteria** field values, adjust as needed, click the **Search** button and review the results again.
- If multiple matches are returned, review the results:
  - If the person is not found, adjust the **Search Criteria** and search again.
  - If a match exists in the list, click the **Continue** button at the end of that row to view more details of the employee job records.

4. **Add Organizational Relationship.**
   - Review the employee's job records (**EMPL Recs**) as listed in the **Assignments** table to verify that a new record will not cause issues with pay or benefits. Review the **FLSA Status** and **Type** values to verify that the new position will match these.
   - Click the **Add Organizational Relationship** button to create their new **EMPL Rec**.
   - Verify that the **Effective Date** is accurate. This date should reflect the start of the job.
   - Select the appropriate code from the **Action Reason** drop-down.
   - Click the **Continue** button.

If you need additional windows open to do other UCPath activities, open them before starting the process below. Select **New Window** from the **Actions** drop-down list.

5. **Enter Job Data.**

   Required fields include Effective Date, Reason Code, Position Number, Employee Classification for Staff positions and Salary Plan Step for Academic positions.

   - Enter the employee's new position, salary, compensation, and job experience data. Many fields in **Job Data** default from position, job and other values selected or entered. If known, add any non-required items.
   - **Work Location** requires **Effective Date**, **Reason Code** and **Position Number.**

- **Job Information** requires **Employee Class**. If not defaulted after **the Position Number** is entered, enter or select.
- In **Salary and Compensation**, under **Salary Plan,** enter or select **Step** for Step-based positions. For range-based positions in **Pay Components** select **Pay Code**, enter **Compensation Rate** and then click the **Calculate Compensation** button.
- If necessary, after adding salary and compensation, you can adjust the **Pay Frequency** from the pull-down menu
- If probation is applicable, enter the **Probation Code**, **Probation End Date** and any other field required by your Location in the **Probation Details** section.
- The **Pay Group** defaults to 'DEF' until the E-019 process determines the correct **Pay Group**. This default value can be overridden in the **Pay Group Override** field within the **Probation Details** sub-section of the **UC Job Data** section. Refer to the *Reference Guide for Hires*.
- In the **Attachment** section, upload supporting files by clicking the **Add Attachment** button.
    - For staff positions that raise the employee's FTE to between 1.0 and 1.20, attach the appropriate approval form.
    - When appropriate, upload the **Multi-Location Agreement** form.
- Click the **Next** button in the upper right corner to run validation.

  If there are data issues, **Validation Messages** appear.
    - **Errors** cause hard stops and must be corrected before continuing. Correct and then click the **Next** button to rerun validation.
    - **Warnings** are informational and can be accepted without any action taken. However, you should review the warnings and ensure they are acceptable. After warnings have been reviewed and no additional changes are necessary, select the **Proceed with warning** check box and then click the **Next** button to proceed.

Refer to *Job Aid: Manage Human Resources Errors and Warnings* for more detailed information.

6. **Review the Summary.** Review and ensure that the information is complete and accurate.
    - If corrections are needed, click the **Previous** button to return to the previous steps and correct as appropriate.
    - To complete the process, click the **Submit** button.
        - The **Comments** box appears. Enter any useful or applicable comments, then click the **Submit** button to continue.
        - The transaction is automatically routed for approval.
    - The **Submit Confirmation** page appears next, listing the approvers.

When approved, the process is completed, and the employee now has an **EMPL Record** for both the new concurrent and current job(s). Some concurrent hire transactions may need to go to the UCPath Center for additional processing.