Job Aid: Hire No Prior UC Experience

To receive pay and benefits, employees must have an employee identification number (EMPL ID) and an employee job record (EMPL Rec) in the UCPath system. Use this process to hire or rehire an employee in the UCPath system.

1. **Determine the appropriate Action and Reason.**

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

> ⚠ The **Action Reason** code for a hire without prior UC work experience and no **EMPL ID** is always **Hire No Prior UC Affiliation.**

2. **Collect required and useful data.**

   For Hire No Prior: Legal Name, Date of Birth, Address, Action Reason Code, Position Number, Effective Date, Department, Employee Classification, Pay Code, and Compensation. Useful data includes Social Security Number (SSN) and when applicable, job end date and Post Anniversary Date.

   For Rehires: Employee ID, Legal Name, Effective Date, Action Reason Code, Position Number and Employee Classification, Pay Code, and Compensation. Address should be validated and if changed, have the rehire use Employee Self Service to update.

   Refer to the *Reference Guide for Hires* for more information on hiring.

> ⚠ **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 Manage Human Resources.**

   Navigation: Workforce Administration (Homepage) > **Manage Human Resources (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, refer to *Reference Guide for Hires*.

When the hire does not have an EMPL ID, use the **Create Employee** (Hire No Prior UC Affiliation) tile.

When the hire already has an EMPL ID, use the **Organizational Relationship** tile.

4. **Search to verify that a new EMPL ID is needed.**

   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.

   In the search fields here enter:

   - **National ID** (Social Security Number) if used, is the only field needed.
   - If SSN is not used, at least two of the other fields must be used.

5. **Review each row to identify any possible matches**. **Review results and determine action.**

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

- If **no results** are returned, click the **Continue** button in the **Request Details** box that is displayed and continue with step 6 below.
- If **results** are returned but none of them match the new hire, click the **Create Employee** button and then the **Continue** button in the **Request Details** box. Continue with step 6 below.
- If an existing row **matches** the new hire, click the **Organizational Relationship** link from within the matching row to enter job data. Continue with step 7 below.
- If an existing row **matches** the new hire but the **Organizational Relationship** link is not active, this person has an existing job record (EMPL Rec) in a different Business Unit. Navigate to the **Manage Human Resources (Tile)** > **Organizational Relationship (Tile)**, then use their name, date of birth, and, if provided, SSN to find the job record and determine if it needs to be terminated or another action is required.

6. **Enter Person Data for EMPL ID.**

   Required fields include Effective Date, Legal Name, Date of Birth and Address.

   - Enter personal and contact data. To avoid downstream duplication errors, include other non-required fields you might have such as email or phone number.
   - Best practice is to always enter SSN in **National ID** when available, Do not enter Individual Taxpayer Identification Number (ITIN)in the SSN field. This is not a valid component of SSN and will cause downstream issues.
   - Click the **Next** button 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.

⚠ The **EMPL ID** is now created and added to the system; no approval is required. You can use the **Previous** button to return to the **Person Data** section and correct any field, including **Effective Date**. This data cannot be updated in **Manage Human Resources** once the transaction is submitted for approval. If the transaction is cancelled, changes can be made until you exit the transaction.

⚠ Copy the **EMPL ID** for later reference if needed.

7. Enter Job or Employment Data for EMPL Rec.

Required fields include Effective Date, Reason Code, Position Number, Pay Rate or Step and Employee Class.

- Enter job or employee data for required items and, if known, for any non-required items. Many fields in **Job Data** default from position, job and other values selected or entered.
- **Work Location** requires **Effective Date**, **Reason Code** and **Position Number. Expected End Date** required for per diem and limited **Employee Classes.**
- **Job Information** requires **Employee Class**. Defaulted in for academic positions.
- 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.
- When probation is applicable, enter the **Probation Code** and **Probation End Date** in the **UC Job Data** section.
- Add attachments as applicable.
- Click the **Next** button to run validation.

  If there are data issues, **Validation Messages** appear.

  - **Errors** cause hard stops and must be corrected before continuing. Correct these 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 the *Job Aid: Manage Human Resources Hire Errors and Warnings* for more information.

8. **Review the Summary and Submit.**
   - Review and ensure that the information is complete and accurate.
   - Review the **Effective Date** fields for both **Person Data** and **Job Data**. Remember, this data cannot be updated in **Manage Human Resources** once the transaction is submitted for approval.
   - If corrections are needed, click the **Previous** button to return to the previous steps and correct as appropriate. If there are issues with updating data, record the **EMPL ID**, exit out of the transaction instead of submitting for approval and then go to **Organizational Relationship** and add the **Job Data** there with the correct data.
   - 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. The transaction is now routed for approval per the **Approval Chain** list, which can include multiple Approvers. The submitter will receive an email notification about the transaction and additional emails as the transaction moves through the approval process. Refer to the *Job Aid: Hire Approval Process* for more information.

When approved, the process is completed and the person is now in the UCPath system with an **EMPL ID** and an **EMPL Rec.**