

Use this task to initiate a full hire template transaction for a staff employee. Prior to initiating a full hire template, perform a search to ensure the person does not already exist in UCPath. Refer to simulation *Search for Person Using Search/Match*.

Navigation:

Menu > Workforce Administration > Smart HR Template > Smart HR Transactions OR Workforce Administration (Homepage) > HR Tasks (Tile) > Smart HR Templates > Smart HR Transactions

Step	Action
1.	Use the Smart HR Transactions page to initiate a full hire template transaction.

						New V	Vindow Help Personalize Page 🛅
Smart HF	R Transactions						
Select a temp	late and press Create Tra	insaction.					
Transactio	on Template 👔						
	Transaction Type All		~		Effective Date	Ħ	
	Select Template		Q				Create Transaction
	Transaction Type All		~	Refresh			
Transactio	ons in Progress				Personalize	Find 🗖	First 🕢 1 of 1 🕑 Last
Select	Transaction Type	Effective Date	Name		Person ID	Action	Country
	JOB	11/01/2018	Claire Ramirez		10005571	Transfer	United States
Dele	te Selected Transactions						
Go To	Transaction Status						
<							>

Step	Action
2.	Click the Look Up Select Template button.
	Note: The Transaction Type field is not used by UC.



Smart HR Transactions Search by: Template begins with	hart HR Transactions Heip heip Heip heip Search by: Template ↓ begins with ↓ ansaction Template ② Search Results Transaction Type All First ④ 121 af 21 @ Last Select Template UC_ADD_CVR_POSN Add Contingent Worker Instance UC_ODD_CVR_POSN Add Contingent Worker Instance Create Transaction UC_CON_CWR_COMPILEC Contingent Worker Instance Create Transaction UC_CON_CWR_POSN Add Contingent Worker Instance Create Transaction UC_CON_CWR_POSN Add Contingent Worker Instance Create Transaction UC_CON_CWR_CONCHER Staff Concurrent HireInfert Location Transfer UC_CON_CHIRE UC_EXT_CWR_POSN Extend CVR Appointment UC_EXT_CWR_POSN Extend CVR Appointment UC_EXT_CWR_POSN Extend CVR Appointment UC_ERT_CWR_POSN Extend CVR Appointment UC_REHIRE_AC Rehire - Staff Only UC_REHIRE_AC Rehire Reinstatement - For Staff Appointments UC_REHIRE_AC Rehire Reinstatement - For Staff Appointments UC_REHIRE_AC Rehire Reinstatement - For Academic Conly UC_REHIRE_AC Rehire Reinstatement - For Staff Appointments UC_REHIRE_REL_AC Rehire Reinstatement - For Academic Conly UC_REHIRE_REN Rehire Rei				Look Up Select Te	mplate	\times			
Select a template and press Create Transaction Look Up Cancel Advanced Lookup Transaction Template Search Results Transaction Type [All Template Description UC_ADD_CWR_POSN Add Contingent Worker - No Position Data UC_ADD_CWR_POSN Add Contingent Worker With Position Transaction Type [All UC_COM_CWR Complete Contingent Worker With Position UC_COM_CHIRE Staff Concurrent HireInter Location Transfer UC_COM_CHIRE Staff Conurrent HireInter Location Transfer UC_COM_CHIRE Full Hire - Atademic Use Only UC_FENELRE_REI Full Hire - Atademic Use Only UC_REHIRE_REI Create Reline Atomine UC_REHIRE_REI Reline Reinstatement - For Staff Appointments UC_REHIRE_REREI Reline Rework Withistatere - Withoustio	et a template and press Create Transaction Look Up Cancel Advanced Lookup ansaction Template @ Search Results Transaction Type All Template Description Go To Transaction Status UC_CONC_HIRE_AC Rehire - Statf Only Country UC_REHIRE_REL Concernent Hieronal Country Edited States Image: Country Go To Transaction Status UC_REHIRE_REL Rehire Reinstatement - For Statf Appointments UC_REHIRE_REL Rehire Reinstatement - For Statf Only UC_REHIRE_REL Rehire Reinstatement - For Statf Only UC_REHIRE_REL Rehire Reinstatement - For Academic Only UC_REHIRE_REL Rehire Reinstatement - For Statf Only UC_REHIRE_REL Rehire Reinstatement - For Statf Only UC_REHIRE_REL Rehire Reinstatement - For Statf Only UC_REHIRE_REL Rehire - Statf Only UC_REHIRE_REL Rehire Reinstatement - For Statf Only UC_REHIRE_REL Rehire - Statf Only UC_REHIRE_REL Rehire Reinstatement - For Academic Only UC_REHIRE_REL Rehire - Statf Only UC_REHIRE_REL Rehire Reinstatement - For Academic Only UC_REHIRE_REL UC_REHIRE - VUND Position UC_RENT Retirement - Statf Only UC_REHIRE_REL UC_REHIRE_	mart HF	Transactions		Search by: Templa	te V begins with	Help		lew Wi	ndow Help Personalize Page
Transaction Template Search Results Transaction Type [All Template Select Template UC_ADD_CWR UC_ADD_CWR Add Contingent Worker - No Position Data UC_ADD_CWR Contingent Worker - No Position Data UC_ADD_CWR Contingent Worker - No Position Data UC_ADD_CWR Contingent Worker With Position Data UC_COW_CHIRE Staff Concurrent Hire/Inter Location Transfer UC_COW_CHIRE Full Hire - Academic Use Only UC_FULL HIRE_AC Presonal Data UC_REVIEWR Presonal Data UC_REVIEWR UC Retwine Postant Only UC_REVIER_RE UC Retwine Resistement - For Staff Appointment UC_REWN_CWR_POSR Renew Contingent Worker - Without Position UC_REWN_CWR_POSR UC_REWN_CWR_POSR Meene Contingent Worker - Without Position UC_REWN_CWR_POSR UC_REWN_CWR_POSR Meene Contingent Worker - Without Position UC_REWN_CWR_POSR UC_REWN_CWR_POSR Meene CWR Instance - with Position UC_REWN_CWR_POSR Renew Contingent Worker - Staff Only <td>ansaction Template ? Search Results Transaction Type All Template Description Select Template UC_ADD_CVR_POSN Add Contingent Worker - No Position Data UC_ADD_CVR_POSN Add Contingent Worker - No Position Data UC_COM_CWR Contingent Worker - No Position Data UC_COM_CWR Complete Contingent Worker Instance UC_COM_CWR Complete Contingent Worker Instance UC_COM_CWR Complete Contingent Worker Instance UC_COM_CWR Concurrent Hire/Inter Location Transfer UC_COM_CWR Concernent Line/Inter Location Transfer UC_EXT_CWR_POSN Extend CWR Appointment UC_EXT_CWR_POSN Extend CWR Appointment UC_EXT_CWR_DOSN Extend CWR Appointment UC_EFRUE Full Hire - Academic Use Only UC_FERUS CNAL UC_ERENCE JOB 11/01/2018 UC_FERUS CNAL Rehire Faintaltement - For Staff Appointments UC_REHIRE_RC Note the Position UC_REHIRE_AC Rehire Reinstatement - For Staff Appointments UC_REHIRE_RC Note Rement Note Rehire Staff Only UC_RENUS/WR_POSR Renew CWR Reneene CWR Resister - With Position UC_RENUS/WR_POSR Renew CWR Instance - With Position UC_RENUS/WR_POSR Renew CWR Instance - With Position UC_RENUS/WR_POSR Renew CWR Resises Unit Transfer - Academic Only UC_RENUS/WR_POSR Renew CWR Instance - With Position</td> <td>elect a templ</td> <td>ate and press Create T</td> <td>ransaction.</td> <td>Look Up Cano</td> <td>Advanced Lookup</td> <td></td> <td></td> <td></td> <td></td>	ansaction Template ? Search Results Transaction Type All Template Description Select Template UC_ADD_CVR_POSN Add Contingent Worker - No Position Data UC_ADD_CVR_POSN Add Contingent Worker - No Position Data UC_COM_CWR Contingent Worker - No Position Data UC_COM_CWR Complete Contingent Worker Instance UC_COM_CWR Complete Contingent Worker Instance UC_COM_CWR Complete Contingent Worker Instance UC_COM_CWR Concurrent Hire/Inter Location Transfer UC_COM_CWR Concernent Line/Inter Location Transfer UC_EXT_CWR_POSN Extend CWR Appointment UC_EXT_CWR_POSN Extend CWR Appointment UC_EXT_CWR_DOSN Extend CWR Appointment UC_EFRUE Full Hire - Academic Use Only UC_FERUS CNAL UC_ERENCE JOB 11/01/2018 UC_FERUS CNAL Rehire Faintaltement - For Staff Appointments UC_REHIRE_RC Note the Position UC_REHIRE_AC Rehire Reinstatement - For Staff Appointments UC_REHIRE_RC Note Rement Note Rehire Staff Only UC_RENUS/WR_POSR Renew CWR Reneene CWR Resister - With Position UC_RENUS/WR_POSR Renew CWR Instance - With Position UC_RENUS/WR_POSR Renew CWR Instance - With Position UC_RENUS/WR_POSR Renew CWR Resises Unit Transfer - Academic Only UC_RENUS/WR_POSR Renew CWR Instance - With Position	elect a templ	ate and press Create T	ransaction.	Look Up Cano	Advanced Lookup				
Transaction Type All Vew 100 First © 1:53 of 21 © Last Select Template Description UC_ADD_CWR Add Contingent Worker Wh Position Data UC_ADD_CWR_POSN Add Contingent Worker Wh Position Data UC_ADD_CWR_POSN Add Contingent Worker Wh Position Data UC_CONC_HIRE_AC Academic Concurrent HireInter Location Transfer UC_CONC_HIRE_CORR Extend CWR Appointment UC_EXT_CWR Postend CWR Appointment UC_EXT_CWR Postend CWR Appointment UC_EXT_CWR Postend CWR Appointment UC_EXT_CWR Postend CWR Appointment UC_REHIRE_AC Reline - Academic Use Only UC_REHIRE_REI CReline - Academic Use Only UC_REHIRE_REI UC Rehire - Staff Only UC_REHIRE_REI UC Rehire Reinstatement - For Staff Appointments UC_REHIRE_REI Renew Contingent Worker - Without Position UC_REHIRE_REI Renew CWR Instance - with Position UC_RENW_CWR_POS Renew CWR Instance - with Position UC_RENW_CWR_POS Renew CWR Instance - with	Transaction Type All Wew 100 First Image Instance 2 (Instance) Last Template Description UC_ADD_CWR Add Contingent Worker - No Position Data UC_ADD_CWR Concluster Contingent Worker Instance UC_CON_CWR Concluster Concurrent HireInfler Location Transfer UC_CON_CHRE Staff Concurrent HireInfler Location Transfer UC_CON_CHRE Staff Concurrent HireInfler Location Transfer UC_CON_CHRE Full Hire - Staff Only UC_EXT_CWR Description UC_EXT_CWR Full Hire - Staff Only UC_ILL_HIRE_Foll Hire - Staff Only UC_REHIRE_AC UC_REHIRE_AC Rehire - Reinstament - For Staff Appointment UC_REHIRE_AC Rehire Reinstament - For Staff Appointments UC_REHIRE_AC Rehire Reinstament - For Staff Appointments UC_REHIRE_REI_AC Rehire Reinstament - For Staff Appointments UC_REHIRE_REI_REI_REN Nehire Reinstament - For Staff Only UC_REHIRE_REI_REI UC_REHIRE_REI_REI UC_REHIRE_REN Nehire Reinstament - For Staff Only UC_REHIRE_REN UC_REHIRE REILEN UC_REHIRE_REN Noutrany Termination UC_REHIRE_REN Noutrany Termination	Transactio	n Template 👔		Search Results					
Select Template Description Transaction Type UC_ADD_CVRR Add Contingent Worker - No Position Data UC_ADD_CVRR Complete Contingent Worker Mith Position Transaction Type UC_CONC_HIRE Staff Concurrent Hire/Inter Location Transfer UC_CONC_HIRE Staff Concurrent Hire/Inter Location Transfer UC_CONC_HIRE Complete Contingent Worker Mith Position UC_CONC_HIRE Staff Concurrent Hire/Inter Location Transfer UC_CONC_HIRE Complete Contingent Worker Mith Position UC_CONC_HIRE Staff Concurrent Hire/Inter Location Transfer UC_CONC_HIRE Complete Contingent Worker Mith Position UC_ETU_HIRE_AC Academic Use Only UC_FUL_HIRE_AC Fail Hire - Academic Use Only UC_FUL_HIRE_AC Refine - Academic Use Only UC_REVIEWER UC_REVIEWER WITHER AC Refine - Not Mither Academic Use Only UC_REVIEWER UC_REVIEWER WITHER REFINE UC_REVIEWER UC Retine - Staff Only UC_REVIEWER UC_REVIEWER WITH Refine Reinstatement - For Staff Appointments UC_REVIEWER Refine Mither Academic Ademic Ad	Select Template Description Transaction Type All UC (ADD_CWR) Add Contingent Worker No Position Data UC (ADD_CWR) POSN Add Contingent Worker With Position UC (CON_CHIRE) Transaction Type All UC (CON_CHIRE) C (CON_CHIRE) Staff Concurrent HireInter Location Transfer UC (EXT_CWR) POSN Add COntingent Worker Instance UC (CON_CHIRE) UC (CON_CHIRE) Staff Concurrent HireInter Location Transfer UC (EXT_CWR) POSN Extend CWR Appointment UC (EXT_CWR) POSN Extend CWR Appointment UC (EXT_CWR) POSN Extend CWR Appointment UC (EXT_CWR) POSN Extend CWR Appointment UC (FULL) HIRE AC Full Hire - Academic Use Only UC (FERLINE, AC Rehite - Staff Only UC (REHIRE, AC Rehite - Reinstatement - For Staff Appointments UC (REHIRE, REI (RE)) Rehiter Reinstatement - For Staff Appointments UC (REHIRE, REI (RE)) Rehiter Reinstatement - For Staff Appointments UC (REHIRE, REI (RE)) Rehiter Reinstatement - For Academic Only UC (REHIRE, REI (RE)) Rehiter Reinstatement - For Academic Only UC (REHIRE, REI (RE)) Rehiter Reinstatement - For Academic Only UC (REHIRE, REI (RE)) Rehiter Reinstatement - For Academic Only UC (REHIRE, REI (RE)) Rehiter Reinstatement - For Academic Only	Transaction Type All			View 100	First 🕚 1-21 of 21 🕑 Last			31	
Select rempate UC_ADU_CWR Add Contingent Worker - NN Position Data Transaction Type [All UC_ADU_CWR-POSN Add Contingent Worker With Position Transactions in Progress UC_CONC_WIRE Staff Concurrent Hire/Inter Location Transfer UC_CONC_WIRE Staff Concurrent Hire/Inter Location Transfer UC_CONC_WIRE Staff Concurrent Hire/Inter Location Transfer UC_CONC_WIRE Staff Concurrent Hire/Inter Location Transfer UC_CONC_WIRE Staff Concurrent Hire/Inter Location Transfer UC_CONC_WIRE Extend CWR Appointment UC_EXT_CWR_POSN Extend CWR (WIN Position) Add Contingent Worker - NW Position Delete Selected Transactions UC_FULL HIRE_AC UC_RELINER_AC Rehire - Atardomic UC_RELINER_AC Rehire - Atardomic UC_RELINER_AC Rehire - Academic UC_RELINER_RE Rehire - Academic UC_RELINER_RE Rehire Relistatement - For Academic Appointments UC_RELINER_RE Rehire Relistend CWR (Wink - Winker - Wit	Select rempate UC_ADU_CWR Add Contingent Worker - No Position Data UC_ADU_CWR Complete Contingent Worker With Position UC_CON_CWR Complete Contingent Worker Instance UC_CON_CHIRE_AC Academic Concurrent Hire/Inter Location Transfer UC_EXT_CWR_POSN Extend CWR (with Position) Appointment UC_EXT_CWR_POSN Extend CWR (with Position) Appointment UC_ENT_CWR_POSN Academic Use Only UC_ENT_CWR_POSN Academic Use Only UC_ENT_CWR_POSN Academic Use Only UC_RENTRE_RAC Reademic Use Only UC_RENTRE_REL Rehire - Academic Use Only UC_REHTRE_REL Rehire - Staff Only UC_REHTRE_REL Create Renstatement - For Staff Appointments UC_REHTRE_REL Create Renstatement - For Staff Appointments UC_REHTRE_REL Rehire Academic Academic Appointments UC_REHTRE_REL Create Renstatement - For Academic Appointments UC_RETTRE_RENT Reinrement UC_RETTRERMENT <td></td> <td>Colored Townload</td> <td></td> <td>Template</td> <td>Description</td> <td></td> <td></td> <td></td> <td></td>		Colored Townload		Template	Description				
Transaction Type All UC_COM_CVR Complete Contingent Worker With Position UC_COM_CVR Complete Contingent Worker Instance UC_COM_CHIRE Staff Concurrent Hire/Inter Location Transfer UC_COM_CHIRE Staff Concurrent Hire/Inter Location Transfer UC_CON_CHIRE CON_CHIRE UC_EXT_CWR Extend CWR Apointment UC_EXT_CWR Extend CWR Apointment UC_EXT_CWR Extend CWR Apointment UC_EXT_CWR Extend CWR Apointment UC_FULL_HIRE Full Hire - Staff Only UC_FULL_HIRE UC Reverse Contagent Colspan="2">Contry UC_FULL_HIRE UC Reverse Contagent UC_REHIRE_REI Content Fire/Inter Academic UC_REHIRE_REI UC_REHIRE_REI Content Fire/Inter Reverse UC_REHIRE_REI Content Fire/Inter Reverse UC_REHIRE_REI Content Fire/Inter Reverse UC_REHIRE_REI Content Fire/Inter Reverse UC_RENW_CWR_ROB Reverse Content Fire/Inter Reverse UC_RENW_CWR_ROB Reverse Content Fire/Inter	Transaction Type All UC_ADU_CWR_POSN Add Contingent Worker Instance UC_COM_CWR_Complete Contingent Worker Instance UC_COM_CWR Complete Contingent Worker Instance uC_COM_CHRE Staff Concurrent HireInfer Location Transfer UC_COM_CHRE Staff Concurrent HireInfer Location Transfer UC_COM_CHRE Staff Concurrent HireInfer Location Transfer UC_COM_CHRE Ethed CVR Appointment UC_EXT_CVR_DOSN Extend CVR Appointment UC_EVIL_HIRE UC_EVIL_HIRE Full Hire - Staff Only UC_INVOL_TERM Involuntary Termination UC_REHIRE_AC Rehire Reinstatement - For Staff Appointments UC_REHIRE_AC Rehire Reinstatement - For Staff Appointments UC_REHIRE_AC Rehire Reinstatement - For Staff Appointments UC_REHIRE_REI_CONTINGENT UC_REHIRE_REI_CONTINGENT UC_REHIRE_NC Nehire Reinstatement - For Staff Appointments UC_REHIRE_REI_CONTINGENT UC_REHIRE REI_CONTINGENT UC_REHIRE_REI_CONTINGENT Rehire Reinstatement - For Staff Only UC_REHIRE_REI Intra-Business Unit Transfer - Academic Only UC_REHIRE_REI Intra-Business Unit Transfer - Academic Only UC_REHIRE_REAC Intra-Business Unit Transfer - Academic Only UC_REHIRE_REAC		Select Template		UC_ADD_CWR	Add Contingent Worker - No Position Data				Create Transaction
Transaction Type [All UC_COM_CHRE Staff Concurrent Hire/Inter Location Transfer UC_CONC_HRE Staff Concurrent Hire/Inter Location Transfer UC_CONC_HRE Cademic Concurrent Hire/Inter Location Transfer UC_EXT_CWR Extend CWR Appointment UC_EVIC_WRE Extend CWR Appointment UC_EVIL_HRE_AC Full Hire - Staff Only UC_EVIL_HRE_AC Inter- Academic Use Only UC_EVIL_HRE_AC Inter- Academic Use Only UC_EVIL_HRE_AC Inter- Academic Use Only UC_REHRE_REI Rehire - Academic Appointments UC_REHRE_REI Rehire Reinstatement - For Academic Appointments UC_RENW_CWR_POSR New CWR Instance - with Position UC_RETIREMENT UC_RETIREMENT Reinerement	Transaction Type All UC_CONC_UWR Complete Contingent Worker instanter ansactions in Progress UC_CONC_HIRE_SC Academic Concurrent HierInter Location Transfer UC_CONC_HIRE_MC Academic Concurrent HierInter Location Transfer UC_CAT_CWR_Estend CWR Appointment UC_EXT_CWR_Estend CWR Appointment UC_FUL_HIRE_AC Full Hire -Academic Losation Transfer UC_FUL_HIRE_AC Full Hire -Academic Losation Transfer UC_FUL_HIRE_AC Full Hire -Academic Losation 1 Country Ser United States Delete Selected Transactions UC_REHIRE_AC Rehire - Statf Only UC_REHIRE_AC Ser United States UC_REHIRE_RE_RE Centure Academic Contingent Worker instance For Academic Losation 1 Ser United States Go To Transaction Status UC_REHIRE_RE_RE Rehire - Reinstatement - For Statf Appointments UC_REHIRE_RE_RE_AC Rehire - Statf Only UC_REHIRE_RE_AC N Country Ser United States Ser UC_REHIRE_RE_RE Rehire Reinstatement - For Statf Appointments UC_REHIRE_RE_RE_AC Rehire - Academic N Country Ser United States Ser United States Ser United States Ser United States Ser United States<				UC_ADD_CWR_POSN	Add Contingent Worker With Position				
Image: Constraint of the start Concurrent Hire/Inter Location Transfer UC_CONC_HIRE_AC Academic Concurrent Hire/Inter Location Transfer UC_CONC_HIRE_AC Academic Concurrent Hire/Inter Location Transfer UC_CONC_HIRE_AC Academic Concurrent Hire/Inter Location Transfer UC_CONC_HIRE_AC Academic Concurrent Hire/Inter Location Transfer UC_CONC_HIRE_AC Academic Concurrent Hire/Inter Location Transfer JOB 11/01/2018 UC_EXT_CWR_POSN Extend CWR (with Position) Appointment Country UC_EVILL/HIRE_AC Full Hire - Start Only Start Conduction Transfer Inter Country UC_INVOL_TERM Involuntary Termination UC_PERSON_DATA UC Personal Data UC_REHIRE_AC UC_REHIRE_RE Rehire Reinstatement - For Staft Appointments UC_REHIRE_RE Academic UC_REHIRE_AC UC_REHIRE_RE Rehire Reinstatement - For Staff Appointments UC_REHIRE_RENC Academic Appointments UC_REHIRE_NC UC_REHIRE_RENC Rehire Reinstatement - For Staff Appointments UC_REHIRE_HENC Country Forsion UC_REHIRE_RENC UC_REHIRE_FER Interverse UC_REHIRE_RENC Country Forsion UC_REHIRE_HENC UC_REHIRE_FER Interverse UC_REHIRE_FER Interverse UC_REHIRE_HENC <tr< td=""><td>ansactions in Progress UC_CONC_HIRE_Status Stat Concurrent HireInter Location Transfer uc_CONC_HIRE_AC Academic Concurrent HireInterInter Location Transfer UC_CONC_HIRE_AC Extend CWR Appointment UC_EXT_CWR Extend CWR (with Position) Appointment UC_EXT_CWR Full Hire - Statf Only UC_INCU_FIRE_AC Academic Use Only UC_NEWLER_AC Rehire Reinstatement - For Statf Appointments UC_REHIRE_AC Rehire Reinstatement - For Statf Appointments UC_REHIRE_AC Rehire Reinstatement - For Statf Appointments UC_REHIRE_AC Rehire Reinstatement - For Statf Appointments UC_REHIRE_NC Rehire Reinstatement - For Academic Appointments UC_RENUCWR_POS Renew CWR Instance - with Position UC_RENUCWR_ROB Renew CMIN Transfer - Statf Only UC_RENUCWR CRENUCWR NT Relimement UC_RENUCWR UC_RENUCWR Voluntary Termination UC_VOL_TERM</td><td></td><td>ransaction Type All</td><td></td><td>UC_COM_CWR</td><td>Complete Contingent Worker Instance</td><td></td><td></td><td></td><td></td></tr<>	ansactions in Progress UC_CONC_HIRE_Status Stat Concurrent HireInter Location Transfer uc_CONC_HIRE_AC Academic Concurrent HireInterInter Location Transfer UC_CONC_HIRE_AC Extend CWR Appointment UC_EXT_CWR Extend CWR (with Position) Appointment UC_EXT_CWR Full Hire - Statf Only UC_INCU_FIRE_AC Academic Use Only UC_NEWLER_AC Rehire Reinstatement - For Statf Appointments UC_REHIRE_AC Rehire Reinstatement - For Statf Appointments UC_REHIRE_AC Rehire Reinstatement - For Statf Appointments UC_REHIRE_AC Rehire Reinstatement - For Statf Appointments UC_REHIRE_NC Rehire Reinstatement - For Academic Appointments UC_RENUCWR_POS Renew CWR Instance - with Position UC_RENUCWR_ROB Renew CMIN Transfer - Statf Only UC_RENUCWR CRENUCWR NT Relimement UC_RENUCWR UC_RENUCWR Voluntary Termination UC_VOL_TERM		ransaction Type All		UC_COM_CWR	Complete Contingent Worker Instance				
ransactions in Progress UC_ECT_CWR Extend CWR Appointment UC_EXT_CWR Extend CWR Appointment In Country JOB 1101/2018 C_EXT_CWR Extend CWR Appointment In Country UC_EXT_CWR Extend CWR Appointment UC_EXT_CWR Extend CWR Appointment In Country Delete Selected Transactions UC_EXT_CWR Extend CWR Appointment In Country Go To Transaction Status Involuntary Termination UC_REVIRE_REI Rehire - Academic Use Only UC_REHIRE_REI Rehire - Roademic Termination UC_REHIRE_REI Rehire Reinstatement - For Staff Appointments UC_REHIRE_REI Rehire Reinstatement - For Staff Appointments UC_REHIRE_REIRE Rehire Rehire Reinstatement - For Ademic Appointments UC_REHIRE_FEI_REI Rehire Reinstatement - For Staff Appointments UC_REHIRE_REIRE Rehire Rehire Reinstatement - For Ademic Appointments UC_REHIRE_FEI_REI Rehire Reinstatement - For Ademic Ademic Appointments UC_REHIRE_HEIREND - Neither Rehire Rehi	ansactions in Progress UC_CONC_HIRE_AC Academic Conclument Hierineric Coction Transfer Int [L20] gas Int if [L20] gas ict Transaction Type Effective Date UC_EXT_CWR_POSN Extend CWR Appointment UC_EXT_CWR_POSN Extend CWR Appointment jOB 11/01/2018 UC_FULL_HIRE_Full Hire - Academic Use Only UC_FULL_HIRE Full Hire - Academic Use Only Int Int UC_FULL_HIRE Full Hire - Academic Use Only Int UC_FERSION_DATA UC_FERSION_DATA UC_FERSION_DATA UC_FERSION_DATA UC_FERSION_DATA UC_FERSION_DATA UC_FERSION_DATA UC_FERSION_UNC_TERM Intra-Basiness Intel States Intel States Go To Transaction Status UC_REHIRE_AC Rehire Reinstatement - For Staff Appointments UC_REHIRE_AC Rehire Reinstatement - For Academic UC_REHIRE_NC UC_RENTREW UC_RENTREW <t< td=""><td></td><td></td><td></td><td>UC_CONC_HIRE</td><td>Staff Concurrent Hire/Inter Location Transfer</td><td></td><td></td><td>a). 🖽</td><td></td></t<>				UC_CONC_HIRE	Staff Concurrent Hire/Inter Location Transfer			a). 🖽	
Interview Transaction Type Effective Date JOB 11/01/2018 Delete Selected Transactions Go To Transaction Status Go To Transaction Status County County Image: Control Contrective Control Control Control Control Control Control Contrecton	Image: constraint type Effective Date Duc_EXT_CWR_POSN Extend CVRR (with Position) Appointment JOB 11/01/2018 UC_EXT_CWR_POSN Extend CVRR (with Position) Appointment Delete Selected Transactions UC_FULL_HIRE_AC Full Hire - Staff Only UC_RENTER UC_RENTER Involutiary Termination UC_REHIRE_REI UC Rehire - Academic Lise Only UC_REHIRE_REI_AC Rehire - Academic Academi	ransactio	ns in Progress		UC_CONC_HIRE_AC	Academic Concurrent Hire/Inter Location Transfer		nd 🗳	-	First 🖤 1 of 1 🖤 Las
JOB 11/01/2018 UC_EVIL_WREF Full Hire - Staff Only sfer United States Go To Transaction Status UC_REHIRE_REI Rehire Reinstatement - For Staff Appointments UC_REHIRE_REI Rehire Reinstatement - For Staff Appointments UC_REHIRE_REI Rehire Reinstatement - For Staff Appointments UC_REHIRE_AC Rehire Reinstatement - Staff Only UC_REHIRE_REI Rehire Reinstatement - For Staff Appointments UC_REHIRE_HEI Rehire Reinstatement - Staff Only Staff Appointments UC_REHIRE_REI Rehire Reinstatement - For Staff Appointments UC_REHIRE_HEI Rehire Reinstatement - Staff Only Staff Appointments UC_REHIRE_FEI Rehire Reinstatement - For Staff Appointments UC_REHIRE_HEI Rehire Reinstatement - Staff Only Staff Appointments UC_REHIRE_FEI Rehire Reinstatement - For Academic UC_REHIRE_HEI Rehire Reinstatement - Staff Only Staff Appointments UC_REHIRE_FEI Rehire Reinstatement - For Academic Appointments UC_REHIRE_HEI Rehire Academic Appointments Staff Appointments UC_REHIRE_FEI LIC_TRANSFER Intra-Academic Appointment Staff Appointments Staff Appointments	Country See Country	alect	Transaction Type	Effective Date	UC_EXT_CWR	Extend CWR Appointment				Country
JOB 11/01/2018 UC_FULL_HIRE_AC Full HIRE - Statil Only sfer United States Delete Selected Transactions UC_FULL_HIRE_AC Involuntary Termination UC_FULL_HIRE_AC UC Go To Transaction Status UC_REHIRE_REI Rehire - Academic Use Only UC_REHIRE REI UC UC_REHIRE_REI Rehire Reinstatement - For Staff Appointments UC_RENW_CVR_ROR Renew Contingent Worker - Without Position UC_RETIREMENT Rehire mentatement - For Staff Appointments UC_RENW_CVR_RENG Rehire Reinstatement - For Academic Appointments UC_RENW_CVR_POS Renew CVRI Instance - with Position UC_RETIREMENT UC_RETIREMENT Rehirement UC_RETIREMENT Rehirement - Staff Only	JOB 11/01/2018 UC_FULL_HIRE_AC_Full inter-statel Only ster United States Delete Selected Transactions UC_FERS_NO_FUL UC_FERS_NO_FUL Ster United States Go To Transaction Status UC_REHIRE_AC Rehire - Academic Only UC_REHIRE_NO_FUL Ster United States UC_REHIRE_NO_VATA UC Rehire - State Only UC_REHIRE_NO_FUL Ster United States UC_REHIRE_NO_VATA UC Rehire - State Only UC_REHIRE_NO_FUL Ster United States UC_REHIRE_NO_VATA UC Rehire - State Only UC_REHIRE_NO_FUL Ster United States UC_REHIRE_NO_VATA UC Rehire - State Only UC_REHIRE_NO_FUL Ster UC_REHIRE_NO_FUL UC_REHIRE_NO_VATA UC Rehire Reinstatement - For State Appointments UC_REHIRE_NO_FUL Ster UC_REHIRE_NO_FUL UC_RETIREMENT Retirement UC_RETIREMENT Retirement UC_RETIREMENT Ster UC_RETIREMENT UC_TRANSFER_AC Intra-Business Unit Transfer - Academic Only UC_VOL_TERM Voluntary Termination UC_VOL_TERM Ster	JICOL	Tunaucuon Type	Encouve Dute	UC_EXT_CWR_POSN	Extend CWR (with Position) Appointment		···		country
Delete Selected Transactions UC_PICLE_INCE_ACC Full Inter-Academic Use Only pict Online	Delete Selected Transactions UC_FULL_FIRE_AC Pull File - Academic Use Only Go To Transaction Status UC_REHIRE_AC Rehire - Academic Acade	7	IOB	11/01/2019	UC FULL HIRE	Full Hire - Staff Only		ofor		United States
Delete Selected Transactions UC_PERSON_DATA_UC Personal Data Go To Transaction Status UC_REHIRE_UC Rehire - Staff Only UC_REHIRE_REI Rehire Academic UC_REHIRE_REI Rehire Reinstatement - For Staff Appointments UC_REHIRE_REI Rehire Reinstatement - For Academic Appointments UC_RENW_CWR Renew Contingent Worker - Without Position UC_RETIREMENT Retirement UC_TRANSFER Intra-fusionses. Unit Transfer - Staff Only	Delete Selected Transactions UC_IRVOL_TERM Involutialy Termination Go To Transaction Status UC_PERSON_DATA UC Personal Data UC_REHIRE_UC Rehire - Staff Only UC_REHIRE_AC Rehire - Rehire - Staff Appointments UC_REHIRE_VCWR Renew - Academic UC_REHIRE_RELAC Rehire - Rehistatement - For Staff Appointments UC_REHIRE_NCWR Renew CWR Instance - With Oposition UC_RENEW_CWR_POS Renew CWR Instance - With Position UC_RETIRERMENT Reinement UC_RETIREMENT Reinerent UC_RETIRERMENT Rinsance - Staff Only UC_RETIREMENT Reinerent UC_RETIREMENT Reinerent UC_TRANSFER Intra-Business Unit Transfer - Staff Only UC_TRANSFER_AC Intra-Business Unit Transfer - Academic Only UC_VOL_TERM Voluntary Termination		000	1110112010	UC_PULL_HIKE_AC	Fuil Hile - Academic Ose Only				onited offices
Go To Transaction Status UC_REFIRE UC Rehire - Statf Only UC_REHIRE_AC Rehire - Academic UC_REHIRE_REI Rehire Reinstatement - For Statf Appointments UC_REHIRE_REI Ac Rehire Reinstatement - For Academic Appointments UC_REHIRE_REI_AC Rehire Reinstatement - For Academic Appointments UC_REHIRE_REI Achire Reinstatement - For Academic Appointments UC_RENV_CWR_POS Renew CWR Instance - with Position UC_RETIREMENT Retirement UC_TRANSFER Intra-Pusiness Luit Transfer - Statf Only	Go To Transaction Status UC_REHIRE_AC Rehire - Academic UC_REHIRE_AC Rehire - Academic UC_REHIRE_REL Rehire Reinstatement - For Academic Appointments UC_REHIRE_REMINT - Retirement UC_TRANSFER Intra-Business Unit Transfer - Staff Only UC_VOL_TERM Voluntary Termination	Delete	e Selected Transactions	S	UC_INVOL_TERM	Involuntary Termination				
Go To Transaction Status UC_REHIRE_AC Rehire - Academic UC_REHIRE_AC Rehire - Academic UC_REHIRE_REI CC_REHIRE_REI	Go To Transaction Status UC_REHIRE_AC Rehire - Academic UC_REHIRE_RELAC Rehire - Academic UC_REHIRE_RELAC Rehire Reinstatement - For Staff Appointments UC_REHIRE_RELAC Rehire Reinstatement - For Academic Appointments UC_REHIRE_RELAC Rehire Reinstatement - Tor Staff Appointments UC_RENW_CWR_POS Renew CWR Instance - with Postion UC_RETIREMENT Relimement UC_TRANSFER Intra-Business Unit Transfer - Staff Only UC_TRANSFER_AC Intra-Business Unit Transfer - Academic Only UC_VOL_TERM Voluntary Termination				UC_PERSON_DATA	UC Personal Data				
UC_REHIRE_REI Rehire Arcademic UC_REHIRE_REI Rehire Reinstatement - For Staff Appointments UC_REHIRE_REI_AC Rehire Reinstatement - For Academic Appointments UC_RENW_CWR Renew Contingent Worker - Without Position UC_RENW_CWR_POS Renew CVRI Instance - with Position UC_RETIREMENT Retirement UC_TEANSFER Intra-fusiones Lind Transfer - Staff Only	UC_REHIRE_REL Rehits Renits Reinstatement - For Staff Appointments UC_REHIRE_REL_AC Rehits Reinstatement - For Academic Appointments UC_RENV_CWR Renew Contingent Worker - Without Position UC_RENV_CWR_POS Renew CWR Instance - with Position UC_RETIREMENT Retirement UC_TRANSFER Intra-Business Unit Transfer - Staff Only UC_TRANSFER_ROL Intra-Business Unit Transfer - Academic Only UC_VOL_TERM Voluntary Termination	Go To	Transaction Status		UC_REHIRE	OC Renire - Stall Only				
UC_REHIRE_RELAC Before Reinstatement - For Kademic Appointments UC_REHIRE_RELAC Rehire Reinstatement - For Kademic Appointments UC_RENW_CWR Renew Contingent Worker - Without Position UC_RETIREMENT Retirement UC_RETIREMENT Retirement UC_TRANSFER Intra-Ruisinges Linit Transfer - Staff Only	UC_REHIRE_REL_IAC Rehire Reinstatement - For Start Appointments UC_REHIRE_REL_AC Rehire Reinstatement - For Academic Appointments UC_REENW_CWR Renew Contingent Worker - Without Position UC_RETIREMENT Retirement UC_RETIREMENT Retirement UC_TRANSFER Intra-Business Unit Transfer - Start Only UC_TRANSFER_AC Intra-Business Unit Transfer - Academic Only UC_VOL_TERM Voluntary Termination				UC_REHIRE_AC	Renire - Academic				
UC_RENW_CWR Rever Contigent Worker - Without Position UC_RENW_CWR Rever Contigent Worker - Without Position UC_RENW_CWR_POS Renew CWR Instance - with Position UC_RETIREMENT Retirement UC_TEANSFER Intra-Ruisinges Lind Transfer - Staff Only	UC_RENIXE_REL_RAC Nenire Reinstatement - For Academic Appointments UC_RENIX_OVER Renew CONTIGNET Worker - Without Position UC_RENIXEMENT Retirement UC_TRANSFER Intra-Business Unit Transfer - Staff Only UC_TRANSFER_AC Intra-Business Unit Transfer - Academic Only UC_TVOL_TERM Voluntary Termination				UC_REHIRE_REI	Renire Reinstatement - For Staff Appointments				
UC_RENV_CWR_POS Renew CONTingent Worker - Without Position UC_RENV_CWR_POS Renew CWR Instance - with Position UC_RETIREMENT Retirement UC_TEANSFER Intra-Ruisiness Link Transfer - Staff Only	UC_RENV_CVNR Renew Contingent Worker - without Position UC_RENV_CVNR_POS Renew CVR Instance - with Position UC_RETIREMENT Retirement UC_TRANSFER Intra-Business Unit Transfer - Staff Only UC_TRANSFER. A Intra-Business Unit Transfer - Academic Only UC_VOL_TERM Voluntary Termination				UC_REHIRE_REI_AC	Renire Reinstatement - For Academic Appointments				
UC_RENV_CWR_POS Refew CWR Instance - with Position UC_RETIREMENT Refirement UC_TRANSFR Intra-Rusiness Unit Transfer - Staff Only	UC_RETIREMENT Retirement UC_TRANSFER Intra-Business Unit Transfer - Staff Only UC_TRANSFER_AC Intra-Business Unit Transfer - Staff Only UC_TRANSFER_AC Intra-Business Unit Transfer - Academic Only UC_VOL_TERM Voluntary Termination				UC_RENW_CWR	Renew Contingent Worker - Without Position				
UC_RELINEMENT Keitrement UC_RELINEMENT Keitrement	UC_TREINEMENT Represent UC_TRANSFER_AC Intra-Business Unit Transfer - Staff Only UC_TRANSFER_AC Intra-Business Unit Transfer - Academic Only UC_VOL_TERM Voluntary Termination				UC_RENW_CWR_POS	Renew CVVR Instance - with Position				
UC IBANSEER Intra-Business Unit Transfer - Staff Only	UC_TRANSFER Intra-Business Unit Transfer - Staff Only UC_TRANSFER AC Intra-Business Unit Transfer - Academic Only UC_VOL_TERM Voluntary Termination				UC_RETIREMENT	Retirement				
	UC_IRANSHER_AC Intra-Business Unit transfer - Academic Only UC_VOL_TERM Voluntary Termination				UC_TRANSFER	Intra-Business Unit Transfer - Staff Only				
UC_TRANSFER_AC Intra-Business Unit Transfer - Academic Only	UC_VOL_TERM Voluntary Termination				UC_TRANSFER_AC	Intra-Business Unit Transfer - Academic Only				
UC_VOL_TERM Voluntary Termination					UC_VOL_TERM	Voluntary Termination				

Step	Action
3.	Select the appropriate full hire template. Notice there are two full hire templates, one for staff and one for academic.
	Click the UC_FULL_HIRE list item.



Transaction Template 👔						
Transaction Type	All	~		Effective Da	ite 🛛 🖻	
Select Template	UC_FULL_HIRE	×Q	Full Hire - Staff O	nly		Create Transaction
Transaction Type	All	~	Refresh			
Transactions in Progress				Perso	nalize Find 🗖	📑 🛛 First 🕢 1 of 1 🕑 Last
elect Transaction Typ	e Effective Date	Name		Person ID	Action	Country
ЈОВ	11/01/2018	Claire Ramirez		10005571	Transfer	United States
Go To Transaction S	atus					

Step	Action
4.	The Effective Date field is the effective date of the selected template action. The date you enter in this field automatically populates the Effective Date field on the Enter Transaction Details page. Click in the Effective Date field.
5.	Enter the desired information into the Effective Date field. For this example, enter 11/1/2018 .
6.	Click the Create Transaction button. Create Transaction



	New Window Help Personalize Page
Smart HR Transactions	
Enter Transaction Details	
The following transaction details are required.	
Template Full Hire - Staff Only	
Organizational Relationship Employee	
*Employee ID NEW × Q	
*Effective Date 11/01/2018	
Action Hire	
*Reason Code	
*Address Format United States	
Oraclinus Oracid	
Continue	

Step	Action
7.	In the Employee ID field, accept the default value of NEW .
	After UCPC WFA Production processes the full hire template, the system automatically generates the next sequential UC Employee ID number for the employee.
8.	The Effective Date is populated based on your entry on the previous page. Ensure that you entered the correct hire date or the date the employee begins the job.
	If necessary, click the Cancel button to return to the previous page and correct the Effective Date .
9.	Click the button to the right of the Reason Code field.



Smart HR Transactions	New Window Help Personalize Pag
Enter Transaction Details	
The following transaction details are required.	
Template Full Hire - Staff Only	
Organizational Relationship Employee	
*Employee ID NEW	
*Effective Date 11/01/2018	
Action Hire	
*Reason Code	
*Address Format Hire - Dual Empl Concurrent Hire - Non Dual Emp	
Rehire, < 120 days break	
Continue Cancel Rehire, >= 120 Days Break Rehire, fr Layoff-No Pref <120	
Rehire, fr Layoff-NoPref >=120 Rehire, from Layoff-Pref < 120	
Rehire, from Layoff-Pref >=120	
Rehire: Rehired Reader	
Retirment Suspended Rehire: Staff Recall < 120	
Rehire: Staff Recall >= 120 Transfer-Inter BU, Demotion	
Transfer-Inter BU, Lateral	
Transfer-Inter BU, Undefined	
with Prior UC Affiliation	

Step	Action
10.	Select the appropriate Reason Code .
	For this example, click the Hire - No Prior UC Affiliation list item.
	For a description of Reason Codes refer to <i>Job Aid: Template Transactions -</i> <i>Action Reason Codes and Descriptions</i> .
	Hire - No Prior UC Affiliation



	New Window Help Personalize Page 📖
Smart HR Transactions	
Enter Transaction Details	
The following transaction details are required.	
Template Full Hire - Staff Only	
Organizational Delationship Employee	
-Emblodee in WEM	
*Effective Date 11/01/2018	
Action Hire	
*Reason Code Hire - No Prior UC Affiliation	
*Address Format United States	
Continue Cancel	

Step	Action
11.	The Address Format field defaults to United States. If the employee has an international address, select the Global option.
	For this example, the Address Format of United States is selected.
12.	Click the Continue button.
	Continue



	New Window Help Personalize Page 🗐
Smart HR Transactions	
Enter Transaction Information	
Click here to Hide Header Details	
Template: UC_FULL_HIRE Name: Effective Date: 11/01/2018 Action/Action Reason: HIR/HIR (Hire - No Prio Employee ID: NEW Employee Record: Image: Comparison of the priority of the priori	r UC Affiliation)
Personal Data Job Data Earns Dist Employee Experience	
Employee Information	
Name - Legal Name/Name	
*Legal First Name Legal Middle	Name
*Legal Last Name Legal	Suffix
First Name Middle	Name
Last Name	
Birthday Information	
Date of Birth	
Person Education Level	
Highest Education Level A	
Person National ID United States	
National ID Type PR Q Nat	tional ID
Person Address 01 - United States	
*Address Type Home Address	s Line 1
Address Line 2	City

Step	Action
13.	The full hire template appears. There are five tabs on this template: Personal Data , Job Data , Earns Dist , Addl Pay and Employee Experience .
	Fields that are required by the system are indicated with an asterisk *.
14.	For this example, click the Click here to Hide Header Details link to hide the header details. <u>Click here to Hide Header Details</u>



				New	Window Help Personalize Page	e 📖
Smart HR Transactions						
Enter Transaction Inforr	nation					
Click here to view Header E	etails					
Personal Data Job Data Ea	rns Dist Employee Expe	rience				
Employee Information						
Name - Legal Name/Name						
*Legal First Name		Legal Middle Name				
*Legal Last Name		Legal Suffix	٩			
First Name		Middle Name				
Last Name						
Birthday Information						
Date of Birth	3					
Person Education Level						
Highest Education Level A		Q				
Person National ID United Sta	tes					
National ID Type PR		Q National	D			
Person Address 01 - United S	tates					
*Address Type Home	\checkmark	Address Line	1			
Address Line 2		Ci	у			
State		C *Postal Co	le			
County						

Step	Action
15.	Legal Name identifies a person for legal or certain official purposes. In UCPath, Legal Name is always labeled as "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 . This name is used for university business and education whenever possible. It is the typical UCPath name field used and presented on pages and reports throughout the system.
	If no Name is specified, it is populated from the Legal Name.
16.	Click in the Legal First Name field.
17.	Enter the desired information into the Legal First Name field.
	For this example, enter Cassandra.
18.	Click in the Legal Last Name field.
19.	Enter the desired information into the Legal Last Name field.
	For this example, enter Perry .



Step	Action
20.	The Date of Birth is required if the Effective Date of the template is <u>prior</u> to the current date.
	The Date of Birth is not required if the Effective Date of the template is <u>on or after</u> the current date.
	Click in the Date of Birth field.
21.	Enter the desired information into the Date of Birth field.
	For this example, enter 4/1/1970.
22.	Select the new hire's Highest Education Level , if known, or accept the default of A (Not Indicated).
	Click the Look up Highest Education Level button.

nter Transaction Information		
lick here to view Header Details		
Description (Date) Free Did (Freeburg Freeburg	Look Up Highest Education Loval	×
Personal Data Job Data Earns Dist Employee Experience		~
Employee Information		Help
Name - Legal Name/Name	Search by: Value v begins with	
*Legal First Name Cassandra	Look Up Cancel Advanced Lookup	
*Legal Last Name Perry	Search Depute	
	Search Results	
First Name	View 100 First (1-13 of 13) Last	
Last Name	A A-Not Indicated	
	C C-HS Graduate or Equivalent	
Birthday Information	D D-Doctorate	
Date of Birth 04/01/1970	G G-Bachelor's Level Degree	
	H H-High School Diploma or Equiv	
Person Education Level	I I-Master's Level Degree	
Highest Education Level A	K K-Doctorate (Professional)	
	L L-Post-Doctorate	
Person National ID United States	O O-Unique Nurse Dinloma	
National ID Type PP	P P-Prof Degree (Term Masters)	
	T T-Trade or Craft Certificate	
	Z Z-Associate's Degree	
Person Address 01 - United States		
*Address Type Home 🗸		
Address Line 2	4	+
State	*Postal Code	
County		

Step	Action
23.	For this example, click the I list item.
24.	In the National ID Type field, accept the default of PR for Social Security Number (SSN).



Step	Action
25.	The National ID (SSN) is required.
	Exceptions are Non-Resident Alien (NRA) or pre-hires where the template transaction approval date is before the effective date of the hire.
	UCPC WFA Production will cancel those that do not meet the standards.
	Leaving the National ID field blank has downstream impacts. For example, it impacts the employee's ability to enroll in benefits plans (including retirement).
26.	Click in the National ID field.
27.	Enter the Social Security number into the National ID field. For this example, enter 548906567 .

			•	New Window Help Personalize Page
Smart HR Transactions				
Enter Transaction Information				
Click here to view Header Details				
Personal Data Job Data Earns Dist Employ	vee Experience			
Employee Information				
Name - Legal Name/Name				
*Legal First Name Cassandra		Legal Middle Name		
*Legal Last Name Perry		Legal Suffix	Q	
First Name		Middle Name		
Last Name				
Birthday Information				
Date of Birth 04/01/1970				
Person Education Level				
Highest Education Level	Q			
Person National ID United States				
National ID Type PR	Q	National ID 548906567		
Person Address 01 - United States				
*Address Type Home		Address Line 1		
Address Line 2		City		
State	Q	*Postal Code		
County				

Step	Action
28.	Based on the Address Format you selected when initiating the template transaction, this section will display as either Person Address 01 - United States or Person Address 01 - Global.



	New Window I Heln I Personalize Pare I
Smart HR Transactions	
Enter Transaction Information	
Click born to view Header Datails	
Personal Data Job Data Earns Dist Employee Experience	
Employee Information	
Name - Legal Name/Name	
*Legal Last Name Perry Legal Suffix	Q
First Name Middle Name	
Last Name	
Birthday Information	
Date of Birth 04/01/1970	
Person Education Level	
Highest Education Level	
Person National ID United States	
National ID Type PR Q National ID	548906567
Person Address 01 - Global	
Country Q *Address Type	Home 🗸
Address Line 1 Address Line 2	
City Postal Code	
County	
County	

Step Action Note: If the Address Format selected was Global (for employees that have an 29. international address), this section would display as Person Address 01 - Global.

				Name Maria	I I I I Dessenting Dessel
Smart HR Transactions				New Window	V Help Personalize Page
Enter Transaction Information					
2014 have to view the dee Dateila					
LICK here to view Header Details					
Personal Data Job Data Earns Dist E	Employee Experience				
Employee Information					
Name - Legal Name/Name					
*Legal First Name Cassandra		Legal Middle Name			
*Legal Last Name Perry		Legal Suffix	Q		
First Name		Middle Name			
Last Name					
Birthday Information					
Date of Birth 04/01/1970	Ħ				
Person Education Level					
Highest Education Level	Q				
Person National ID United States					
National ID Type PR	Q	National ID 54890	6567]	
Person Address 01 - United States					
*Address Type Home		Address Line 1			
Address Line 2		City			
State	Q	*Postal Code			
County					



Step	Action
30.	For this example, the Address Format selected was United States. Complete the Person Address 01 - United States section.
	Click in the Address Line 1 field.
31.	Enter the desired information into the Address Line 1 field.
	For this example, enter 5634 Oak Drive .
32.	Click in the City field.
33.	Enter the desired information into the City field.
	For this example, enter Riverside .
34.	Click in the State field.
35.	Enter the desired information into the State field.
	For this example, enter CA.
36.	Click in the Postal Code field.
37.	Enter the desired information into the Postal Code field. For this example, enter 92501 .
38.	Click the scroll bar.
39.	Enter the date the new hire signed the UC oath agreement. This date cannot be later than the current date.
	Click in the Oath Signature Date field.
40.	Enter the desired information into the Oath Signature Date field.
	For this example, enter 11/1/2018.
41.	Click the button to the right of the Phone Type field.



C Oath Date		
Oath Signature Date 11/01/2018		
erson Phone Number	Personalize Find View All 🔄 🗰 First 🕚 1 of 1 🕑 Last	
Phone Type	Telephone Preferred	
1		
Mobile - Personal	ersonalize Find View All 🖾 🔢 First 🕚 1 of 1 🕑 Last	
Work - Other Location	Email Address	
1	✓ -	
C Patent Acknowledgment		
Patent Acknowledgment Sign Dt	Modified Patent Ackmnt Sign Dt	
C I-9 Information		
Tracker Profile ID	Remote I-9 Section 2	
C External System ID		
Business Unit	External System	
External System ID		
omments		
Comments		
2		

Step	Action
42.	Select the appropriate phone type.
	For this example, click the Mobile - Personal list item. Mobile - Personal
43.	Click in the Telephone field.
44.	Enter the desired information into the Telephone field.
	For this example, enter 5902348787 .
45.	A Preferred phone number must be identified by selecting the check box.
	Click the Preferred option.
46.	Click the button to the right of the Email Type field.



UC Oath Date				
Oath Signature Date 11/01/2018				
Person Phone Number	Personalize Find View All	🗵 🔣 🛛 First 🕚 1 of 1	Last	
Phone Type	Telephone	Preferred		
1 Mobile - Personal	▶ 590/234-8787	V	+ -	
Person Email Address	Personalize Find View All	🔣 🛛 First 🕚 1 of 1 🖗	Last	
Email Type	Email Address			
1		•	-	
UC Dormitory Home				
Pi Other Sign Dt		Modified Patent Ackmn	Sign Dt	
UC I-9 Information				
Tracker Profile ID		Remote I-9 Section 2		
UC External System ID				
Business Unit	External System	1	Q	
External System ID				
Comments				
Comments				
<u></u>				
eturn to Enter Transaction Details Page				

Step	Action
47.	Select the appropriate email type.
	For this example, click the Home list item.
	Home
48.	Click in the Email Address field.
49.	Enter the desired information into the Email Address field.
	For this example, enter cperry@gmail.com .
50.	Enter the date on which the individual signed the UC patent acknowledgment. This date cannot be later than the current date.
	Click in the Patent Acknowledgment Sign Dt field.
51.	Enter the desired information into the Patent Acknowledgment Sign Dt field.
	For this example, enter 11/1/2018.
52.	Select the Modified Patent Ackmnt Sign Dt check box to indicate the employee
	and not originally sign the standard Patent Acknowledgment form.



Step	Action
53.	If the new hire has an existing tracker profile, then you can add their Tracker Profile ID and indicate whether their I-9 section 2 needs to be completed remotely. This information is copied to the employee's Person Profile component
54	Click in the Tracker Profile ID field
54.	
55.	Enter the desired information into the Tracker Profile ID field.
	For this example, enter 1234567 .
56.	If applicable, use the UC External System ID section to enter external system information to facilitate matching of IDs with IDM systems.
	If providing the information, you must enter values for all three fields. The Business Unit in this section must match the Business Unit associated with the Position Number you enter on the Job Data tab (the next tab).
57.	Use the Comments field to enter specific details or an explanation regarding the transaction. For example, this field can be used to indicate that the employee lives and works outside the US. For these employees, UCPC WFA Production will add the NRA Working Outside the US citizenship status on the Identification Data page.
	This field is referenced by UCPC WFA Production to assist with the processing of the transaction.
58.	Click the scroll bar.



		New Window Help Personalize Page
Smart HR Transactions		
Enter Transaction Information		
Click here to view Header Details		
Personal Data Job Data Earns Dist Employee Experience		
Employee Information		
Primary Name - English		
*First Name Cassandra	Middle Name	
*Last Name Perry ×	Name Suffix 🗸 🗸	
Birthday Information		
Date of Birth 04/01/1970		
Person Education Level		
Highest Education Level I × Q		
Person National ID United States		
National ID Type PR	National ID 548906567	
Person Address 01 - United States		
*Address Type Home	Address Line 1 5634 Oak Drive	
Address Line 2	City Riverside	
State CA	*Postal Code 92501	×
County		

Step	Action
59.	Click the Job Data tab.
	Job Data

			New W	findow I Heln I Personalize Page I
nart HR Transactions				
nter Transaction Inform	nation			
ick here to view Header D	etails			
Personal Data Job Data Ea	arns Dist Employee Experien	ce		
mployee Information				
Work Location - Position Dat	a			
*Position Number	Q			
Work Location - Job Fields				
Business Unit		Department		
Location Code		Establishment ID	٩	
Job Information - Job Code				
Job Code				
Job Information - United Stat	es			
FLSA Status	\checkmark			
Job Labor - Union Code				
Union Code		Union Seniority Date	31	
Job Information - Reporting I	nformation			
Reports To Position Number				
Job Information - Employee	Classification			
*Employee Classification		Oleas Mad Manalas Mad Inc. 1	10.0 101 11 1	



Step	Action
60.	Concurrent jobs require FLSA alignment. If FLSA conflicts are identified, UCPath sends the template transaction back to the Location for review, alignment and resubmission.
	Enter the position number of the concurrent job or search for it using the look up. You only have access to position numbers within your business unit or related business unit.
	Click in the Position Number field.
61.	Enter the desired information into the Position Number field.
	For this example, enter 40000043.
62.	Press [Tab] to automatically populate the position-related fields.

Smart HR Transaction Information					
ant HR Transactions nter Transaction Information lick here to view Header Details Personal Data Job Data Earns Dist Employee Experience Employee Information Work Location - Position Data *Position Number 40000043 Work Location - Job Fields Business Unit UCOP1 Department 805200 Location Code FRANKLIN Establishment ID UCOP Job Information - Job Code Job Code 007199 Job Information - United States FLSA Status Exempt Job Labor - Union Code Union Code 99 Union Seniority Date 15 Job Information - Reporting Information Reports To Position 40001077 Number			New W	/indow Help Personalize Page	
Inter Transaction Information Lick here to view Header Details Personal Dataobb Dataemployee Experience Employee Information Work Location - Position Data *Position Number 40000043	mart HR Transactions				
tick here to view Header Details Personal Data Job Data Eans Dist Employee Experience Personal Data Job Data Eans Dist Employee Experience Personal Data Yoo Data Position Data Yook Location - Job Fields Business Unit UCOP1 Department 805200 Location Code FRANKLIN Establishment ID UCOP Q Job Information - Job Code Job Code 007199 Job Information - United States FLSA Status Exempt Job Labor - Union Code Union Code 99 Union Seniority Date 15 Job Labor - District Information Reports To Position 40001077 Number Job Information - Reporting Information Reports To Position 40001077 Number	nter Transaction Information				
Personal Data Job Data Earns Dist Employee Experience imployee Information Work Location - Position Data *Position Number 40000043 Work Location - Job Fields Business Unit UCOP1 Location Code FRANKLIN Location Code FRANKLIN Department 805200 Location Code G07199 Job Information - Job Code Job Code 007199 Job Labor - Union Code Union Code 99 Union Seniority Date 15 Job Information - Reporting Information Reports To Position 40001077 Number	ick here to view Header Details				
vertoonal Data Job Data Eams Dist Employee Expenence imployee Information Imployee Information Imployee Expenence Vork Location - Position Data Imployee Expenence Vork Location - Job Fields Imployee Expenence Business Unit UCOP1 Department 805200 Location Code FRANKLIN Establishment ID UCOP Job Information - Job Code Job Code 007199 Job Code 007199 Imployee Expension Job Labor - Union Code Imployee Classification Union Code 99 Union Seniority Date Job Information - Reporting Information Imployee Classification Reports To Position (40001077 Number Imployee Classification					
Work Location - Position Data *Position Number 400000043 Work Location - Job Fields Business Unit UCOP1 Department 805200 Location Code FRANKLIN Establishment ID UCOP Job Code 007199 Job Code 007199 Job Information - United States FLSA Status Exempt Job Labor - Union Code Union Code 09 Union Code 09 Union Code Job Information - Reporting Information Reports To Position 40001077 Number	Personal Data Job Data Earns Dist Employee Experi	lence			
*Position Job Fields Business Unit UCOP1 Department 805200 Location Code FRANKLIN Establishment ID UCOP Job Information - Job Code Job Code [007199] Job Information - United States FLSA Status Exempt Voltable Labor - Union Code Union Code [99] Union Seniority Date Job Information - Reporting Information Reports To Position (40001077 Number	mployee Information				
Work Location - Job Fields Business Unit UCOP1 Department 805200 Location Code FRANKLIN Establishment ID UCOP Job Information - Job Code Job Code 007199 Job Code 007199 Job Code Job Information - United States Job Labor - Union Code Union Code 099 Union Seniority Date Job Information - Reporting Information Image: Comparison of the second o	*Position Number 40000043	q			
Business Unit, UCOP1 Department 805200 Location Code FRANKLIN Establishment ID UCOP Q Job Information - Job Code Job Code [007199 Job Information - United States FLSA Status Exempt V Job Labor - Union Code Union Code [99 Union Seniority Date]] Job Information - Reporting Information Reports To Position (40001077 Number	Work Location - Job Fields				
Location Code FRANKLIN Establishment ID UCOP Q Job Information - Job Code Job Code 007199 Job Information - United States FLSA Status Exempt V Job Labor - Union Code Union Code 99 Union Seniority Date B Job Information - Reporting Information Reports To Position (40001077 Number	Business Unit UCOP1	Department 805200			
Job Information - Job Code Job Code 007199 Job Information - United States FLSA Status Exempt Job Labor - Union Code Union Code 99 Union Seniority Date Job Information - Reporting Information Reports To Position 40001077 Number Job Information - Employee Classification	Location Code FRANKLIN	Establishment ID UCOP	Q		
Job Code (07199 Job Information - United States Iunion Code (99 Union Seniority Date (1)) Job Information - Reporting Information Reports To Position (40001077 Number Job Information - Employee Classification	Job Information - Job Code				
Job Information - United States FLSA Status Exempt Job Labor - Union Code Union Code Union Code Job Information - Reporting Information Reports To Position 40001077 Number Job Information - Employee Classification	Job Code 007199				
FLSA Status Exempt Job Labor - Union Code Union Code Union Code 99 Job Information - Reporting Information Reports To Position 40001077 Number Job Information - Employee Classification	Job Information - United States				
Job Labor - Union Code Union Code 99 Union Seniority Date 99 Union Seniority Date 90 Job Information Reports To Position 40001077 Number Job Information - Employee Classification	FLSA Status Exempt				
Union Code 99 Union Seniority Date 10 Job Information - Reports To Position 40001077 Number Job Information - Employee Classification	Job Labor - Union Code				
Job Information - Reporting Information Reports To Position (40001077 Number Job Information - Employee Classification	Union Code 99	Union Seniority Date			
Reports To Position 40001077 Number Job Information - Employee Classification	Job Information - Reporting Information				
Job Information - Employee Classification	Reports To Position 40001077 Number				
	Job Information - Employee Classification				
-Employee Classified Professional & Support Staff	*Employee Classification	Classified/Unclassified Professional & Support Staff	~		

Step	Action
63.	Click the scroll bar.



Job Information - Emp	lovee Classificati	on						
*Employee Classificatio	n	_Q	Classif	ied/Unclassified Profe	ssional & Support S	taff 🗸		
Job Information - Stan	dard Hours							
Standard Hour	s 40.0000	DO		FTE	1.000000			
UC Job Data								
Probation Cod	e None	~	Pro	bation End Date	31			
Trial Employment En Dat	d	31	ERIT/Ph	ased Retirement End Dt	31			
Location Use End Dat	e	Ħ	Lo	cation Use Type		~		
Alternate Work Wee	k 7/40	~	PY	Career Duration		~		
Cubicl	e							
UC Employee Review								
Review Typ	e	~	N	ext Review Date	DI			
Job - Salary Plan								
Salary Administratio	n CTOP			Salary Grade 23				
Ste	p		ع					
Job Compensation - Pa	ay Components		Personalize	Find View All 🔄	First 🕚	1 of 1 🛞	Last	
Comp Rate Code	Compensation Rate	Compensatio	n Frequency	Rate Code Source				
1Q						+		
Work Location - Expec	ted Job End Date							

Step	Action
64.	For staff hires, the Employee Classification field must be entered.
	Click the Look up Employee Classification button.



Job Information - Standard Hours Standard Hours 40.000000 Look Up Employee Classification Probation Code None Trial Employment End Date Date Location Use End Date Baternate Work Week [7/40 15 Staff. Rehird Relinee 2 Staff. Rehird Relinee 2 Staff. Contract 15 Staff. Rehird Relinee 2 Staff. Prolein 5 Staff. Prolein 5 Staff. Prolein Staff. Photale Batt Partal Year Career 8 Staff. Ploater Staff. Pointed Staff. Ploater Job Compensation - Pay Components	*Employee Classification	Classified/Unclassified Professional & Support Staff V
Review Type 0 Statt. Per Dem Job - Salary Plan 7 Statt. Partal Vear Career Salary Administration CTOP Plan 8 Statt. Floater Job Compensation - Pay Components Image: Component state Image: Component state	ob Information - Standard Hours Standard Hours 40.000000 IC Job Data Probation Code None Trial Employment End 19 Location Use End Date 19 Atternate Work Week 7/40 Cubicle 10 IC Employee Review	Look Up Employee Classification Help Search by: Value V begins with Help Look Up Cancel Advanced Lookup Search Results view 100 First I 1.8 or Description 1 Staff: Contract 15 Staff: Carter 4 Staff: Limited 5 Student: Casual/Restricted
	Review Type	7 Staff: Partial Year Career 3 Staff: Floater

Step	Action
65.	Select the appropriate Employee Classification.
	For this example, click the 2 (Staff: Career) list item.
	2
66.	In the UC Job Data section, enter or select the appropriate values as applicable.
67.	The Probation Code field is required if:
	 the Classified/Unclassified Ind field is Professional and Support Staff, and the Employee Class is Career or Partial Year Career.
	The Probation End Date field is required if the Probation Code value is something other than Completed or Probation Completed , Other Job .
68.	Click the button to the right of the Probation Code field.



lob Information - Emplo	yee Classification				
*Employee Classification	2 × Q	Classified	Unclassified Profession Ind	al & Support Staff 🔽	
lob Information - Standa	ard Hours				
Standard Hours	40.000000		FTE	1.000000	
JC Job Data					
Probation Code	None	✓ Probat	ion End Date	31	
Trial Employment End Date	None Probation Complete, Other	ERIT/Phase	d Retirement End Dt	3	
Location Use End Date	Probation Completed Within Prob,Ext-Chg of Spvs	r Locati	ion Use Type	~	
Alternate Work Week	Within Prob,Ext-Dept Head Within Prob.Ext-Job Transfe	PY Car	reer Duration	~	
Cubicle	Within Prob,Ext-LOA Within Prob,Ext-Lack of Trai	1			
JC Employee Review	Within Probation	ny -			
Review Type		✓ Next	Review Date	1	
lob - Salary Plan					
Salary Administration	CTOP		Salary Grade 23		
Step		Q			
lob Compensation - Pay	/ Components	Personalize Fi	nd View All 🖉 📑	First 🕚 1 of 1 🕑 Las	.t
Comp Rate Code C	Compensation Rate Comp	nsation Frequency	Rate Code Source		
1				.	

Step	Action
69.	Select the appropriate Probation Code .
	For this example, click the Within Probation list item.
	Within Probation
70.	Click in the Probation End Date field.
71.	Enter the desired information into the Probation End Date field.
	For this example, enter 5/1/2019.
72.	Location Use Type and the associated Location Use End Date are used for reporting purposes. If a Location Use Type is selected you should select a Location Use End Date.
	Location Use Type options include: - Funding End Date - Review Remaining Budget - Review Job - NSTP Review - Temporary Off-Scale
	- LA: Dual Employment Job - Temporary Increase in Time
73.	Enter UC Employee Review information, if applicable.



Step	Action
74.	Some job codes have steps associated with them. When a Step is entered, UCPath automatically updates the Job Compensation - Pay Components fields and the compensation information cannot be changed. Use caution when selecting the appropriate step value. For some jobs, there are half steps, so be sure to use the Look up icon and review the Hourly Rate to ensure you are selecting the correct step value.
	Some job codes do not have steps associated with them, in which case the Job Compensation - Pay Components fields must be manually entered.
	If the job has an above scale component of pay, then the step does not need to be selected. Enter the applicable above scale comp rate codes in Job Compensation-Pay Components section.
75.	For this example, click the Look up Comp Rate Code button.

	Look Up	Comp Rate Code				х	
ob Information - Employee Classification	Search by	/: Comp Rate Code 🗸 begin	s with		Help	^	
*Employee Classification 2	Look Up	Cancel Advanced Loc	okup				
	Search Re	esults					
ob Information - Standard Hours	View 100		First (1-57 of 5	7 🕑 Last		
Standard Hours 40.000000	Comp Rate Code	Description	Comp Base Pay Switch	Rate Code Type	Rate Code Class		
0.1.1.0.4	UCABVE	Above Scale [Acad]	Y	Flat Amt	BASSAL		
JOD Data	UCABVS	Above Scale [Staff, Per Agmt]	Y	Flat Amt	BASSAL		
Probation Code Within Probation	UCANNL	Annual Rate [Staff/Academic]	Y	Flat Amt	BASSAL		
	UCCNTR	UC Contract Pay [Acad]	Y	Flat Amt	BASSAL		
Trial Employment End	UCDEC5	Decoupled - Half Step [Acad]	Y	Flat Amt	BASSAL		
Date	UCDEC9	Decoupled < \$100 [Acad]	Y	Flat Amt	BASSAL		
Location Use End Date	UCFELL	Post Doc Fellow - Annual Rate	Y	Flat Amt	BASSAL		
	UCFELM	Post Doc Fellow - Monthly Rate	Y	Flat Amt	BASSAL		
Alternate Work Week 7/40	UCGCY	NSTP- Negotiated Amt [Acad]	Y	Flat Amt	BASSAL		
Cubicle	UCGCYN	NSTP- Negotiated -NOT FIRM	Y	Flat Amt	BASSAL		
Cubicie	UCGRNA	Green Cir Annual Rt [Staff]	Y	Flat Amt	BASSAL		
C Employee Deview	UCGRNH	Green Cir Hourly Rt [Staff]	Y	Hrly Rate	BASSAL		
, Employee Review	UCHD51	HSCP - Dec 5 - Eligible	Y	Flat Amt	BASSAL		
Review Type	UCHD52	HSCP - Dec 5 - Ineligible	Y	Flat Amt	BASSAL		
	UCHD53	HSCP - Dec 5 - Decrease	Y	Flat Amt	BASSAL		
h Calaas Diaa	UCHD91	HSCP - Dec 9 - Eligible	Y	Flat Amt	BASSAL		
D - Salary Plan	UCHD92	HSCP - Dec 9 - Ineligible	Y	Flat Amt	BASSAL		
Salary Administration CTOP	UCHD93	HSCP - Dec 9 - Decrease	Y	Flat Amt	BASSAL		
Plan	UCHMAP	HSCP Min - Above Sc X Prime	Y	Flat Amt	BASSAL		
Step	UCHMO1	HSCP Min-Off Scale 1 (Elig)	Y	Flat Amt	BASSAL		
	UCHMO2	HSCP Min-Off Scale 2 (Inelig)	Y	Flat Amt	BASSAL		
oh Companyation Pay Components	UCHMO3	HSCP Min-Off Scale 3 (Decr)	Y	Flat Amt	BASSAL		Last
b compensation - Pay components	UCHRLY	Hourly Rate [Staff/Acad]	Y	Hrly Rate	BASSAL		Last
Comp Rate Code Compensation Rate	UCHSAP	HSCP Above Scale - X Prime	Y	Flat Amt	BASSAL		
	UCHSAX	HSCP Above Scale - X	Y	Flat Amt	BASSAL		
	UCHSMA	HSCP Min Scale - Above Sc X	Y	Flat Amt	BASSAL		
lork Location Expected Job End Date	UCHSMP	HSCP Min Scale - X Prime	Y	Flat Amt	BASSAL	V	
ork Location - Expected Job Lift Date	UCHSMX	HSCP Min Scale - X	Y	Flat Amt	BASSAL		

Step	Action
76.	Select the appropriate Rate Code . For this example, click the UCANNL list item. <u>UCANNL</u>



Step	Action
77.	Click in the Compensation Rate field.
78.	Enter the desired information into the Compensation Rate field. For this example, enter 75000 .
79.	If the employment is a short term assignment or temporary hire, enter the date the job ends in the Expected Job End Date field. UCPC runs a process to automatically terminate the employee on the date entered in this field. An Expected Job End Date is required for the following employee classes: 1 - Staff: Contract 5 - Student: Casual/Restricted 8 - Staff: Floater 15 - Staff: Rehired Retiree An Expected Job End Date is recommended but not required for the following employee classes: 4 - Staff: Limited 6 - Staff: Per Diem
80.	Click the scroll bar.

Location Use End Dat	te	31	Location Use Type	~	
Alternate Work Wee	ek 7/40	\checkmark	PY Career Duration	~	1
Cubic	le				
UC Employee Review					
Review Typ	e	~	Next Review Date	ii)	
Job - Salary Plan					
Salary Administratio	n CTOP		Salary Grade 23		
Ste	p	٩			
Job Compensation - P	ay Components	Pers	onalize Find View All 💷 🔜	First 🕚 1 of 1 🕑 Last	
Comp Rate Code	Compensation Rate	Compensation Frequent	cy Rate Code Source		
1 UCANNL	75000	A	Manual	± =	
Work Location - Expect	ted Job End Date				
Expected Job End Dat	te	Ħ			
Job Compensation - P	ayroll Currency and	Frequency			
*Compensatio Frequence	m M Sy	٩			
Return to Enter Transaction	Details Page				
Save and Submit	Save for Late	r Cancel	Supporting documents		
Fransaction ID:					
nitiator Comments:					
Requester ID: 10	095340	Ima Gudadmin			



Step	Action
81.	The payroll-related Compensation Frequency field automatically populates based on the job code.
	If the Compensation Frequency in the Job Compensation - Pay Components section is A , then the Compensation Frequency in the Job Compensation - Payroll Currency and Frequency section can be any of the following:
	B, M, UC912, UC_10, UC_11, UC_12, UC_9M or UC_FY.
	If the Compensation Frequency in the Job Compensation - Pay Components section is H , then the Compensation Frequency in the Job Compensation - Payroll Currency and Frequency section should be H .
82.	Concurrent jobs require Compensation Frequency alignment. If Compensation Frequency conflicts are identified, UCPath sends the template transaction back to the Location for review, alignment and resubmission.
83.	Click the scroll bar.

		New	Window Help Personalize Page
mart HR Transactions			
nter Transaction Information			
liek bere te view Header Detaile			
lick here to view header Details			
Personal Data Job Data Earns Dist Employee Exper	rience		
Employee Information			
Work Location - Position Data			
*Position Number 40000043	Q		
Work Location - Job Fields			
Business Unit UCOP1	Department 805200		
Location Code FRANKLIN	Establishment ID UCOP	Q	
Job Information - Job Code			
Job Code 007199			
Job Information - United States			
FLSA Status Exempt			
Job Labor - Union Code			
Union Code 99	Union Seniority Date		
Job Information - Reporting Information			
Reports To Position 40001077 Number			
Job Information - Employee Classification			
*Employee Classification 2	Classified/Unclassified Professional & Support	t Staff 🔽	
	Ind		

Step	Action
84.	Click the Earns Dist tab.
	Earns Dist



						Ne	w Window Help Personalize Page
mart HR Transactio	ns						
nter Transactio	n Informatio	n					
lick here to view I	leader Details						
			-				
Personal Data Job	Data Earns Di	st Employee	Experience				
Inployee Information	in in the second						
Sob Earnings Distri	ution Nono				aregate Comp Date		
Carnings Distric	Туре		•	Ag	gregate Comp Rate		
Job Farnings Distr	ibution		Personalize Ein	a I V	iow All 🔄 📰 Eiret 🚯 1 of 1 🛞 Loct		
Famings Code	button	Compensation P	ersonalize 1 m	ulv	Percent of Distribution		
Lunnings couc		compensation N	ate				
1					± =		
Return to Enter Transac	tion Details Page	for Lator	Canaal				
Save and Submit	Save	e IUI Later	Calicel	J Su	ipporting documents		
ransaction ID:	NEW						
nitiator Comments:							
leguester ID:	10095340	Ima	Gudadmin				
equested:							

Step	Action
85.	In most cases, the Job Earnings Distribution section is automated. If the Comp Rate code entered on the Job Data tab has a mapped Earnings Code , the Job Earnings Distribution section is updated automatically.
86.	 The Job Earnings Distribution section also can be used to manually enter distribution information. Use the Earnings Distribution Type field to enter distribution By Amount or By Percent. After the Earnings Distribution Type is selected, the Aggregate Comp Rate field is populated with the monthly amount. If By Amount is selected, the total of all compensation rates entered must add up to the monthly comp rate. If By Percent is selected, the total of all percentages entered must add up to 100%.
87.	Click the Employee Experience tab. Employee Experience



mart HP Transactiv	200				Nev	v Window Help Personalize Page
nter Transactio	n Information					
inter transactio	in mormation					
lick here to view	Header Details					
Personal Data Jot	Data Earns Dist E	mployee Experience				
Employee Informat	on					
Employee Experie	nce	Pe	ersonalize Find Vie	w All 🖾 🔜 🛛 Fir	st 🕚 1 of 1 🕑 Last	
Employer Name	Job Description	Start Date	End Date	UC Relevant Experience	UC Relevant Se	
1		8				
<					>	
Return to Enter Transa	tion Details Page					
Save and Subm	t Save for La	ter Cancel	Supporting docume	ents		
ransaction ID:	NEW					
nitiator Comments:						
	10095340	Ima Gudadmin				
lequester ID:						
lequester ID: lequested:						
Requester ID: Requested:						
Requester ID: Requested:						

Step	Action
88.	For represented staff, use the fields on this page to enter data related to the employee's prior work experience. Having this information is helpful in determining new compensation rates for the new hire.
	The information entered in the Employee Experience section is copied to the employee's UC Employee Experience page after the template is fully processed by UCPC WFA Production.
89.	Use the Supporting documents link to attach supporting documents for the new hire.
	Note: For Dual Employment and/or Multi Location Agreement (MLA) transactions, approval forms must be attached. Transactions submitted without the corresponding forms/approvals are sent back to the Location for review and resubmission.
	Click the Supporting documents link. Supporting documents



		Unloaded by	Attachment Date Time		
	Upload	opioadcu by		+	
OK					
UN					
UK					
UK					
κ					

Step	Action
90.	Click the Upload button.
	Upload

Attached File	Upload	Uploaded by	Attachment Date Time			
	Upload			+		
OK	File	Attachment			× Help	
		d Cancel		Browse		
	_				_	



Step	Action
91.	Click the Browse button.
	Browse

Organize New folder Pesktop I bownloads I bownloads <	Choose File to Upload		
Organize New folder Bit P I P I P I P I P I P I P I P I P I P	OO Desktop		- 4 ₇ Search Desktop P
Image: Second Secon	Organize 🔻 New fold	er	₿ • □ 0
File name:	 ✓ Favorites ■ Desktop Downloads Secent Places ⇒ Libraries ⇒ Documents → Music ≅ Pictures ≅ Videos ♥ Computer ▲ Local Disk (C:) ⇒ UCPC Shared (K:) ⇒ WCP Shared (K:) ⇒ WCP ath Resource (V ♥ Network 	igi Libraries ∰ Signed_MLA.docx igi Zoom	Select a file to preview.
	File n	ame:	✓ All Files (*,*) ✓ Open Cancel

Step	Action
92.	Select the appropriate document to attach. For this example, double-click the Signed_MLA list item.



Template-Based Hire - Suppo	ting Documents	New Window Help Personalize Page 🖬
Attached File	Upload Uploaded by Attachment Date Time	
	Eile Attachment	
OK		

Step	Action
93.	Click the Upload button.
	Upload

mplate-Based Hire - S	upporting Docur	nents				
Attached File	View	Delete	Uploaded by	Attachment Date Time		
Signed_MLA.docx	View	Delete	UCINITIATOR	10/09/18 2:39:45PM	÷	

_



Step	Action
94.	You also can view and delete the attachments from this page.
95.	Click the OK button.
	ОК

art HR Transactions	5					New Win	dow Help Personalize P
ter Transaction	Information						
sk boro to viow Ho	ador Dotails						
ersonal Data Job Da	ata Earns Dist Em	ployee Experience					
Inployee information	0	D	reonalize Find Vie	W ALL 12 L	Einet (1) 1 of 1 () Last	
Employee Experience	Job Description	Start Date	End Date	UC Relevant Experie	nce UC R	elevant Se	
1			31				
<						>	
turn to Enter Transactio	n Details Page						
Save and Submit	Save for Late	r Cancel	Supporting docum	ents			
pagation ID:							
insaction ib.	NEW						
tiator Comments:							
L							
quester ID:	10095340	Ima Gudadmin					
quested:							

Step	Action
96.	Enter comments for the Approver in the Initiator Comments field.
	Comments you enter here appear only with the request; they do not appear on the employee's record after the transaction is processed to completion.
	You can enter Initiator Comments on any of the tabs within this template.
97.	The Save and Submit button is not available until all required fields on each tab are completed.
	Click the Save and Submit button.
	Save and Submit
	Save and Submit



_

		New Window Help Personalize Page
Smart	HR Transactions	
Subr	nit Confirmation	
~	The submit was successful. The Human Resources department will review the person's data and update the HR system.	
	Go to the Transaction Status page to review the status of this person.	
OK		

Step	Action
98.	Click the OK button.
	OK

Fransact	ion Template 👔					
	Transaction Type All		~	Effective Dat	e	
	Select Template		Q			Create Transaction
	Transaction Type All		✓ Refre	esh		
ransact	ions in Progress			Personali	ze Find 🗖 🔣	First 🕚 1-2 of 2 🛞 Last
lect	Transaction Type	Effective Date	Name	Person ID	Action	Country
]	JOB	11/01/2018	Claire Ramirez	10005571	Transfer	United States
]	HIREJPM	11/01/2018	Cassandra Perry	NEW	Hire	United States
Go To	Transaction Status					



Step	Action
99.	The template transaction is routed for approval and appears in the Transactions in Progress section until it is processed.
100.	You have initiated a full hire template transaction for a staff employee. End of Procedure.