

Use this task to initiate a full hire template transaction for an academic employee with prorated contract pay.

## Navigation:

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

-			
			New Window   Help   Personalize Page
0 HID T			
Smart HR Transactions			
Select a template and press Create Transaction.			
Transaction Tomplate			
		Effective Date	
	$\checkmark$	Effective Date	(F)
Select Template			Create Transaction
		1	
Transaction Type All	✓ Refresh	J	
Transactions in Progress (2)			
You do not have any transactions in progress.			
Go To Transaction Status			
<			>

Step	Action
1.	Use the <b>Smart HR Transactions</b> page to initiate a full hire contract pay template transaction.
2.	Click the Look up Select Template button.
	Note: The Transaction Type field is not used by UC.
	0
3.	Click the UC_FULL_HIRE_AC list item.
	UC_FULL_HIRE_AC



Step	Action
4.	The <b>Effective Date</b> field is the effective date of the selected template action. The date you enter in this field automatically populates the <b>Effective Date</b> field on the <b>Enter Transaction Details</b> page. Click in the <b>Effective Date</b> field.
5.	Enter the desired information into the <b>Effective Date</b> field.
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 - Academic Use Only	
Organizational Relationship Employee	
*Employee ID NEW	
*Effective Date 01/29/2019	
*Action Hire v	
*Reason Code v	
*Address Format United States v	
Continue	

Step	Action
7.	In the <b>Employee ID</b> field, accept the default value of <b>NEW</b> .
	After UCPC WFA Production processes the transaction, the system automatically generates the next sequential UC Employee ID number for the employee.
8.	The <b>Effective Date</b> is populated based on your entry on the previous page. Ensure that you entered the correct <b>Effective Date</b> .
	If necessary, click the <b>Cancel</b> button to return to the previous page and correct the <b>Effective Date</b> .



Step	Action
9.	Click the button to the right of the <b>Reason Code</b> field.
	*



Step	Action
10.	Click the Academic Hire w/ Contract Pay list item.
	Academic Hire w/ Contract Pay



	New Window Help Personalize Page
Smart HR Transactions	
Enter Transaction Details	
The following transaction details are required.	
Template Full Hire - Academic Use Only	
Organizational Relationship Employee	
*Employee ID NEW	
*Effective Date 01/29/2019	
*Action Hire v	
*Reason Code Academic Hire w/ Contract Pay v	
*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 <b>Continue</b> button.



		New Window   Help   Personalize Page	e   💷 🏒
Smart HR Transactions			- 1
Inter Transaction Information			
Click here to Hide Header Details			- 1
Template: UC_FULL_HIRE_AC Nam Effective Date: 01/29/2019 Acti Employee ID: NEW Emp	e: mlAction Reason: HIR/ACP (Academic Hire w/ Contract Pay) loyee Record:		
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	Q	
First Name	Middle Name		
Last Name			
Birthday Information			
Date of Birth	<b>1</b>		
Person Education Level			
Highest Education Level A	٩		
Person Phone Number	Personalize   Find   View All   🔄   📑	irst 🜒 1 of 1 🕑 Last	
Phone Type	Telephone Preferred		
1	✓	÷ =	
Person Email Address	Personalize   Find   View All   🔁   📑 Fin	rst 🕢 1 of 1 🕟 Last	
Email Type	Email Address		

Step	Action
13.	The full hire template appears. There are four tabs on this template, <b>Personal Data</b> , <b>Job Data</b> , <b>Earns Dist</b> and <b>Person Profile</b> .
	Fields that are required by the system are indicated with an asterisk *.
14.	Header details appear above the tabs. You can show/hide the header information as needed.
15.	<ul> <li>Legal Name identifies a person for legal or certain official purposes. In UCPath,</li> <li>Legal Name is always labeled as "Legal Name". Its presentation and use are restricted to protect confidentiality.</li> <li>The Name fields are self-chosen or personal and/or preferred professional names 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.</li> <li>If no Name is specified, it is populated from the Legal Name.</li> </ul>
16.	Click in the Legal First Name field.
17.	Enter the desired information into the <b>Legal First Name</b> field. For this example, enter <b>Joaquin</b> .



Step	Action
18.	Click in the Legal Last Name field.
19.	Enter the desired information into the Legal Last Name field.
	For this example, enter Valle.
20.	Click in the Date of Birth field.
21.	Enter the desired information into the <b>Date of Birth</b> field.
	For this example, enter 4/20/1972.
22.	Select the <b>Highest Education Level</b> , if known, or accept the default of <b>A</b> ( <b>Not Indicated</b> ).
	Click in the Highest Education Level field.
	A
23.	Enter the desired information into the Highest Education Level field.
	For this example, enter <b>K</b> ( <b>K-Doctorate Professional</b> ).

		New Window   Help   Personalize Page   🗄	
Smart HR Transactions			
Enter Transaction Information			
Click here to Hide Header Details			
Template: UC_FULL_HIRE_AC Name: Effective Date: 01/29/2019 Action/Action Reas Employee ID: NEW Employee Record:	on: HIR/ACP (Academic Hire w/ Contract Pay)		
Personal Data Job Data Earns Dist Employee Exp	erience		
Employee Information			
Name - Legal Name/Name			
*Legal First Name Joaquin	Legal Middle Name		
*Legal Last Name Valle	Legal Suffix		
First Name	Middle Name		
Last Name			
Birthday Information			
Date of Birth 04/20/1972			
Person Education Level			
Highest Education Level	٩		
Person Phone Number	Personalize   Find   View All   🔄   📑 First 🕢 1	of 1 🕟 Last	
Phone Type	Telephone Preferred		
1		+ -	
Person Email Address	Personalize   Find   View All   🔄   🔢 First 🕢 1	of 1 🕟 Last	
Email Type	Email Address		



Step	Action
24.	Click the button to the right of the <b>Phone Type</b> field.

ment LID Transactions		New	Window   Help   Personalize Page   🗐
Inter Transaction Information			
Click here to Hide Header Details			
Implate:         UC_FULL_HIRE_AC         Name:           Effective Date:         01/29/2019         Action/Action           Employee ID:         NEW         Employee Rec	Reason: HIR/ACP (Academic Hire w/ Contract Pay) ord:		
Personal Data Job Data Earns Dist Employe	ee Experience		_
Employee Information			
Name - Legal Name/Name			
*Legal First Name Joaquin	Legal Middle Name		
*Legal Last Name Valle	Legal Suffix	Q	
First Name	Middle Name		
Last Name			
Birthday Information			
Date of Birth 04/20/1972			
Person Education Level			
H	٩		
Per LBNL International Phone Mobile - Personal	Personalize   Find   View All   🖉   🔜 Find	st 🕢 1 of 1 🕟 Last	
Mobile - Work Work - Other Location	Telephone Preferred		
1	✓ □	÷ =	
Person Email Address	Personalize   Find   View All   🔄   🔜 Firs	t 🕢 1 of 1 🕟 Last	
Email Type	Email Address		

Step	Action
25.	Select the appropriate <b>Phone Type</b> .
	For this example, click the <b>Mobile - Personal</b> list item. Mobile - Personal



			New	v Window   Help   Personalize Page   📰
mart HR Transactions				
enter Transaction Information				
lick here to Hide Header Details				
Complete: UC EULI LUDE AC Name				
Effective Date: 01/29/2019 Action/Ac	tion Reason: HIR/ACP (Academic Hi	re w/ Contract Pay)		
mployee ID: NEW Employee	Record:			
Personal Data Job Data Earns Dist Em	ployee Experience			
Employee Information				
Name - Legal Name/Name				
*Legal First Name Joaquin	Legal Middle	Name		
*Legal Last Name Valle	Legal	Suffix		
First Name	Middle	Namo		
	middle	Marite		
Last Name				
Birthday Information				
Date of Birth 04/20/1972	]			
Person Education Level				
Highest Education Level K	Q			
Person Phone Number	Personalize   Find   View	All   🔄   📑 🛛 First 🕢 1 of 1	● Last	
Phone Type	Telephone	Preferred		
1 Mobile - Personal	~		+ -	
Person Email Address	Personalize   Find   View	All   🖉   🔣 🛛 First 🕢 1 of 1	Last	
Email Type	Email Address			

Step	Action
26.	Click in the <b>Telephone</b> field.
27.	Enter the desired information into the <b>Telephone</b> field.
	For this example, enter 2093544851.
28.	A <b>Preferred</b> phone number must be identified by selecting the check box.
	Click the <b>Preferred</b> option.
29.	Click the scroll bar.
30.	Click the button to the right of the <b>Email Type</b> field.
	<u>→</u>



lick here to Hide Header Details						Nev	v Window   Help   Personalize Page	1
emplate: UC_FULL_HIRE_AC Na ffective Date: 01/29/2019 Ad mployee ID: NEW Er	ame: ction/Action Reason: nployee Record:	HIR/ACP (Academic Hire w	/ Contract Pay)					
Personal Data Job Data Earns Dist	Employee Experier	ice						
mployee Information								
Name - Legal Name/Name								
*Legal First Name Joaquin		Legal Middle Nar	ne					
*Legal Last Name Valle		Legal Suf	fix	Q				
First Name		Middle Na	ne					
Last Name								
Birthday Information								
Date of Birth 04/20/1972	81							
Person Education Level								
Highest Education Level K	٩							
Person Phone Number	Pe	ersonalize   Find   View All	🔄 📘 📰 🛛 First	④ 1 of 1	۱.	ast		
Phone Type	Te	lephone	Preferred					
1 Mobile - Personal	✓ 2	09/354-4851			+	-		
Per	e	rsonalize   Find   View All	🖉 🛛 🙀 🛛 First	🚯 1 of 1	🕑 La	ist		
Campus								

Step	Action
31.	Select the appropriate <b>Email Type</b> .
	For this example, click the <b>Home</b> list item.



lick here to Hide Header Details emplate: UC_FULL_HIRE_AC Name: ffective Date: 01/29/2019 Action/Action Motovee I0: NEW Employee R	n Reason: HIR/ACP (Academic Hire w/ Contract Pay) ecord:	New V	findow   Help   Personalize Page   📰	
Personal Data Job Data Earns Dist Emplo	yee Experience			
mployee Information				
Name - Legal Name/Name				
*Legal First Name Joaquin	Legal Middle Name			
*Legal Last Name Valle	Legal Suffix			
First Name	Middle Name			
Last Name				
Birthday Information				
Date of Birth 04/20/1972				
Person Education Level				
Highest Education Level K	Q			
Person Phone Number	Personalize   Find   View All   🔄   🧱 First 🕢 1 of 1	(b) Last		
Phone Type	Telephone Preferred			
1 Mobile - Personal	✓ 209/354-4851	+ -		
Person Email Address	Personalize   Find   View All   🔄   🏢 First 🕢 1 of 1	Last		
Email Type	Email Address			
1 Home	<b>v</b>	IFI IFI		

Step	Action
32.	Click in the Email Address field.
33.	Enter the desired information into the Email Address field.
	For this example, enter joaquin.valle@gmail.com.
34.	Click the scroll bar.



Person National ID United S	tates				
National ID Type PK			National ID		
Person Address 01 - United	States				
*Address Type Hon	ne 🔻		Address Line 1		
Address Line 2			City		
State		٩	*Postal Code		
UC External System ID					
Business Unit	Q		External System	٩	
External System ID					
UC I-9 Information					
Tracker Profile ID			Rem <sup>®</sup>	ote I-9 Section 2	
Comments					1
Comments				li l	
<u>رم</u>					
teturn to Enter Transaction Detail	is Page		_		
Save and Submit	Save for Later	Cancel	Supporting documents		
ransaction ID:					
NEW					
itiator Comments:					

Step	Action
35.	In the National ID Type field, accept the default PR (for Social Security number).
36.	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 <b>National ID</b> field blank has downstream impacts. For example, it impacts the employee's ability to enroll in benefits plans (including retirement).
	Click in the <b>National ID</b> field.
37.	Enter the desired information into the <b>National ID</b> field. For this example, enter <b>545381119</b> .
38.	Based on the <b>Address Format</b> you selected when initiating the template transaction, this section will display as either <b>Person Address 01 - United States</b> or <b>Person Address 01 - Global</b> .



National ID Type P	R	Q	National ID 545381119	
Person Address 01 - Glo	al			
Country		Q	*Address Type Home	
Address Line 1			Address Line 2	
City			Postal Code	
County				
UC External System ID				
Business Unit	٩		External System	
External System ID				
UC I-9 Information				
Tracker Profile ID			Remote I-9 Section 2	
Comments				
Comments	a)			
eturn to Enter Transaction Dr	taile Page			
	tails i aye	Cancol	Supporting documents	

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

Person National ID Unite	d States					
National ID Type F	ŶŔ	Q	National ID 54	5381119		
Person Address 01 - Unit	ed States					
*Address Type	Home v		Address Line 1			
Address Line 2			City			
State		Q	*Postal Code			
UC External System ID						
Business Unit	٩		External System		Q	
External System ID						
UC I-9 Information						
Tracker Profile ID				Remote I-9 Section 2		
Comments						
Comments						
	7					
Return to Enter Transaction De	etails Page					
Save and Submit	Save for Later	Cancel	Supporting documents			
Transaction ID: NEV	v					
Initiator Comments:						



Step	Action
40.	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.
41.	Enter the desired information into the Address Line 1 field.
	For this example, enter 432 W Main St.
42.	Click in the <b>City</b> field.
43.	Enter the desired information into the <b>City</b> field.
	For this example, enter Merced.
44.	Click in the <b>State</b> field.
45.	Enter the desired information into the <b>State</b> field.
	For this example, enter CA.
46.	Click in the <b>Postal Code</b> field.
47.	Enter the desired information into the <b>Postal Code</b> field.
	For this example, enter 90045.
48.	Use the <b>Comments</b> field to enter specific details or an explanation regarding the transaction.
	For contract pay entries you must enter the contract pay reason and the contract period begin and end dates.
	This field is referenced by UCPC WFA Production to assist with the processing of the transaction.
	Click in the <b>Comments</b> field.
49.	Enter the desired information into the <b>Comments</b> field.
	For this example, enter: Contract Pay. Late Start. Prorated. Contract Start Date: 1/29/2019. Contract End Date: 5/11/2019.
50.	Use the <b>Supporting documents</b> link to attach supporting documents for the new hire, if needed.



Step	Action
51.	If necessary, scroll up to the display the <b>Job Data</b> tab.
	Click the scroll bar.

								New Window   He	elp   Personalize Pa
mart HR Trai	nsactions								
Enter Trans	saction Information								
Click here to	Hide Header Details								
Template:	UC_FULL_HIRE_AC	Name:							
Effective Date:	01/29/2019	Action/Action Reason:	HIR/ACP (Academic Hire w/ Pay)	Contract					
Employee ID:	NEW	Employee Record:							
Personal Data	Job Data Earns Dis	t Person Profile							
Employee Inf	formation								
Primary Nam	ne - English								
	*First Name Joaquin		Middle Name						
	*Last Name Valle		Name Suffix	٣					
Birthday Info	ormation								
I	Date of Birth 04/20/1972	31							
Person Educ	ation Level								
Highest Edu	cation Level A	Q							
	ne Number		Personalize   Find   View All	🗏 🔜 🛛 First	<li>1 o</li>	f 1 @	Last		
Person Phor	io manibor								
Person Phor Phone Type	e		Telephone	Preferred					
Person Phor Phone Type 1 Mobile - P	ersonal	•	Telephone 209/354-4851	Preterred		+	-		
Person Phor Phone Type 1 Mobile - P Person Emai	e ersonal il Address	▼] Pe	Telephone 209/354-4851 vrsonalize   Find   View All   2	First	1 of 1	۰ ۲	= ast	]	

Step	Action
52.	Click the <b>Job Data</b> tab.
	Job Data



					New Window   Help   Personalize Page
Smart HR Transa	ctions				
inter Transac	ction Information				
Click here to Hid	de Header Details				
Template: UC	_FULL_HIRE_AC	Name:			
Effective 01/ Date: 01/	/29/2019	Action/Action Reason:	HIR/ACP (Academic Hire w/ Contract Pav)		
Employee ID: NE	W	Employee Record:			
Personal Data	Job Data Earns Dis	t Person Profile			
Employee Inform	nation				
Work Location	- Position Data				
*Positio	n Number	Q			
Work Location	- Job Fields				
Busi	ness Unit		Department		
Locat	tion Code		Establishment ID	٩	
Job Information	n - Job Code				
	Job Code				
Job Information	n - United States				
FL	SA Status	Ŧ			
Job Labor - Un	ion Code				
Un	ion Code		Union Seniority Date	1	
Job Information	n - Reporting Informa	ation			
Reports To	o Position				

Step	Action
53.	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 <b>Position Number</b> field.
54.	Enter the desired information into the <b>Position Number</b> field.
	For this example, enter 40002610.
55.	Press [Tab] to automatically populate the position-related fields.
56.	Scroll down to display additional fields and page functions.
	Click the scroll bar.



	yee Classification							
Employee Classification	g	C	lassified/Un	classified Acaden Ind	lic	Ŧ		
Job Information - Stand	ard Hours							
Standard Hours	40.000000			FTE	1.000000			
UC Job Data								
Academic Duration of Appt		v L	ocation Use	End Date	31			
Location Use Type		v p	ost Docs An	niversary Date	31			
Cubicle								
Job - Salary Plan								
Salary Administration Plan	T001		Sal	ary Grade 2				
Step		Q						
Job Compensation - Pa	/ Components	Pers	onalize   Fin	d   View All   💷	📕 🛛 First 🕚	1 of 1 🛞	Last	
Comp Rate Code	Compensation Rate	Compensation Freque	псу	Rate Code Source				
1Q				None		+		
Job Compensation - Pa	roll Currency and I	Frequency						
*Compensation	UC912	٩						
Frequency								
Frequency Work Location - Expect	ed Job End Date							

Step	Action
57.	For academic hires, the <b>Employee Classification</b> field automatically populates based on the job code and cannot be changed.

Employee Classification	9		Classified/U	nclassified Academic Ind		Ŧ	
lob Information - Stand	dard Hours						
Standard Hours	s 40.000000			FTE 1.0	000000		
JC Job Data							
Academic Duration of Appt	ft	Ŧ	Location Use	e End Date	81		
Location Use Type			Doet Doce A		150		
			POSt DOCS M	Date			
Cubicle	e		POSt DOCS A	Date			
Cubicle lob - Salary Plan	e		FUSEDUCAN	Date			
Cubicle lob - Salary Plan Salary Administration Plan	e		Sa	Date			
Cubicle Iob - Salary Plan Salary Administration Plan Step	e	Q	Sa	Date			
Cubick lob - Salary Plan Salary Administration Plan Step lob Compensation - Pa	a Toon	Q	sa sa sa	alary Grade 2	First ④ 1 ol	1 🛞 Las	
Cubick Iob - Salary Plan Salary Administration Plan Step Ob Compensation - Paa Comp Rate Code	e	Q, P Compensation Freq	Sa ersonalize   Fir juency	nd   View All   [2]   [2] Rate Code Source	First 🚯 1 of	1 🕑 Las	
Cubick tob - Salary Plan Salary Administration Plan Step tob Compensation - Pa Comp Rate Code	TOO1	P. Compensation Freq	sa sa ersonalize   Fit	nd   View All   🖓   🙀 Rate Code Source None	First 🚯 1 of	(1 ) Las	
Cubick tob - Salary Plan Salary Administration Plan Step tob Compensation - Pa Comp Rate Code	a Too1	Q P Compensation Freq Frequency	Sa ersonalize   Fil uency	nd   View All   🔊   🙀 Rate Code Source None	First (1) 1 of	f1 🕭 Las	
Cubick bob - Salary Plan Salary Administration Plan Step tob Compensation - Paa Comp Rate Code 1Q tob Compensation - Paa *Compensation - Paa *Compensation - Paa	e	Q P Compensation Freq Frequency Q	Sa ersonalize   Fil juency	nd   View All   [2]   [2] Rate Code Source None	First ④ 1 of	1 🕭 Las	
Cubick lob - Salary Plan Salary Administration Plan Step lob Compensation - Paa Comp Rate Code 1Q lob Compensation - Paa *Compensation - Paa *Compensation - Paa *Compensation - Paa *Compensation - Paa	e T 001 ay Components Compensation Rate  ayroll Currency and n UC912 y ted Job End Date	Q Compensation Freq Frequency Q	Sa ersonalize   Fil uency	nd   View All   12   12   12   12   12   12   12	First ④ 1 of	(1 ) Las	



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Step	Action
58.	Some job codes have steps associated with them. You should always check to see if a step exists in the list of values. When you enter or select a step, UCPath automatically populates the <b>Job Compensation - Pay Components</b> fields. If the contract pay must be prorated, you must override the <b>Comp Rate Code</b> by entering <b>UCCNTR</b> in the <b>Comp Rate Code</b> field.
	Some job codes do not have steps associated with them, in which case the <b>Job Compensation - Pay Components</b> fields must be manually entered.
	For this example, a step must be entered and the default <b>Compensation Rate</b> must be prorated for a late start contract pay.
59.	Click in the <b>Step</b> field.
60.	Enter the desired information into the <b>Step</b> field.
	For this example, enter 1.

ob mormation - Empl	oyee Classification				
Employee Classification	9	Classified/U	nclassified Academic Ind	Ŧ	
ob Information - Stand	ard Hours				
Standard Hours	40.000000		FTE 1.00	0000	
JC Job Data					
Academic Duration of Appt		<ul> <li>Location Us</li> </ul>	e End Date	31	
Location Use Type		Post Docs A	nniversary	<b>FI</b>	
Cubicle			butt		
lob - Salary Plan					
Salary Administration Plan	T001	Sé	alary Grade 2		
Step	1	Q			
lob Compensation - Pa	y Components	Personalize   Fi	ind   View All   💷   🔣	First 🕚 1 of 1	Last
Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Source		
1 UCANNL	78100.000000	A	Salary Step	[	+ -
lob Compensation - Pa	yroll Currency and	Frequency			
*Compensation	UC912	٩			
Frequency					
Frequency Vork Location - Expect	ed Job End Date				



Step	Action
61.	After you enter the <b>Step</b> , the <b>Comp Rate Code</b> and <b>Compensation Rate</b> fields default. Delete the default compensation to enter the prorated contract pay:
	1. Delete the existing compensation row.
	2. Enter Comp Rate Code as UCCNTR.
	3. Enter the prorated <b>Compensation Rate</b> .
	4. Enter <b>Compensation Frequency</b> of <b>C</b> .
	<b>Note:</b> If the employee is to receive the full compensation during the contract period, leave the default compensation and only change the <b>Compensation Frequency</b> to <b>C</b> .
62.	Click the <b>Delete Row</b> button.

Job Information - Empl	ee Classification			
Employee Classification		Classified/Unclassified Academic Ind	¥	
Job Information - Stand	rd Hours			
Standard Hours	40.000000	FTE 1.000000		
JC Job Data				
Academic Duration of Appt		Location Use End Date	31	
Location Use Type	Delete Confirmation			
Cubicle	Delete current/selected row	s from this page? The delete will occur when th	ne transaction is	
Job - Salary Plan	saved.			
Salary Administration Plan	001 OK Cance	l		
Step	Q.			
Job Compensation - Pa	Components Pe	ersonalize   Find   View All   🔄   🛄 Firs	1 of 1 🕑 Last	
Comp Rate Code	ompensation Rate Compensation Freq	Rate Code Source		
1 UCANNL Q 78100.000000 A Salary Step + -				
Job Compensation - Pa	oll Currency and Frequency			
*Compensation Frequency	(C912 Q			
Nork Location - Expect	Job End Date			
	ita .	Card Jak Autor	and and the	

Step	Action
63.	Click the <b>OK</b> button.
	ОК
64.	Click in the Comp Rate Code field.
65.	Enter UCCNTR into the Comp Rate Code field.



Step	Action
66.	Click in the Compensation Rate field.
67.	Enter the prorated compensation into the Compensation Rate field.
	For this example, enter 75334.
68.	The <b>Compensation Frequency</b> must be <b>C</b> for contract.
	Click the Look up Compensation Frequency button.
69.	Click the C (Contract) list item.
	C
70.	Concurrent jobs require <b>Compensation Frequency</b> alignment. If <b>Compensation</b> <b>Frequency</b> conflicts are identified, UCPath sends the template transaction back to the Location for review, alignment and resubmission.

Job mormation - Empi	oyee Classification					
Employee Classification	9	Classif	ied/Unclassified Acader Ind	nic	v	
Job Information - Stand	lard Hours					
Standard Hours	40.000000		FTE	1.000000		
UC Job Data						
Academic Duration of Appl		<ul> <li>Location</li> </ul>	on Use End Date	31		
Location Use Type		• Post D	ocs Anniversary Date	) i		
Cubicle	•					
Job - Salary Plan						
Salary Administration Plan	T001		Salary Grade 2			
Step	1	٩				
Job Compensation - Pa	y Components	Personaliz	e   Find   View All   🔄	📕 🛛 First 🕚 1 c	f 1 🕑 Last	
Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Source			
	75334.000000	A	Manual		• -	
Job Compensation - Pa	yroll Currency and	Frequency				
*Compensation Frequency	C	٩				
	ad tab East Date					
Work Location - Expect	ed Job End Date					

Step	Action
71.	If necessary, scroll up to display the <b>Earns Dist</b> tab. Click the scroll bar.



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Employee Information						
Work Location - Position Data						
*Position Number 40002610						
Work Location - Job Fields						
Business Unit MECMP	Department E31600					
Location Code CAMPUS	Establishment ID UCM	٩				
Job Information - Job Code						
Job Code 001200						
Job Information - United States						
FLSA Status Exempt *						
Job Labor - Union Code						
Union Code AM	Union Seniority Date	Ħ				
Job Information - Reporting Information						
Reports To Position 40003769 Number						
Job Information - Employee Classification						
Employee Classification 9	Classified/Unclassified Academic	Ŧ				



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Requester ID: Ima Goodadmin	
Requested:	



Step	Action
73.	The system displays a message prompting you to confirm the comp frequency update you made.
	Click the <b>OK</b> button.

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Step	Action
74.	In most cases, the Job Earnings Distribution section is automated.
	If the <b>Comp Rate</b> code entered on the <b>Job Data</b> tab has a mapped <b>Earnings Code</b> , the <b>Job Earnings Distribution</b> section is updated automatically.



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Step	Action
75.	The <b>Job Earnings</b> page can be used to manually enter distribution information. Use the <b>Earnings Distribution Type</b> field to enter distribution <b>By Amount</b> or <b>By Percent</b> .
	<ul> <li>After the Earnings Distribution Type is selected, the Aggregate Comp Rate field is populated with the monthly amount.</li> <li>If By Amount is selected, the total of all compensation rates entered must add up to the monthly comp rate.</li> <li>If By Percent is selected, the total of all percentages entered must add up to 100%.</li> </ul>



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Step	Action
77.	Use the <b>Person Profile</b> page to enter the new hire's degree information, as well as their oath and patent acknowledgment signature dates.
	Degree information is optional. The Graduate Divisions may want to enter this information for Post Docs at the time of hire.
	The information entered in the <b>JPM Degrees</b> , <b>UC Oath Date</b> and <b>UC Patent</b> <b>Acknowledgement</b> sections is copied to the employee's <b>Person Profile</b> component after the template is processed by UCPC WFA Production.
	The information entered in the <b>Employee Experience</b> section is copied to the employee's <b>UC Employee Experience</b> page after the template is fully processed by UCPC WFA Production.
78.	Click in the <b>Effective Date</b> field.
79.	Enter the desired information into the <b>Effective Date</b> field.
	For this example, enter 6/1/1995.
80.	Click in the <b>Degree</b> field.
81.	Enter the desired information into the <b>Degree</b> field.
	For this example, enter <b>DED</b> .
82.	Enter the date the new hire signed the UC oath agreement. This date cannot be later than the current date.
	Click in the <b>Oath Signature Date</b> field.
83.	Enter the desired information into the <b>Oath Signature Date</b> field.
	For this example, enter 12/03/2018.
84.	Enter the date on which the individual signed the UC patent acknowledgment. This date cannot be later than the current date.
	Click in the <b>Patent Acknowledgment Sign Dt</b> field.
85.	Enter the desired information into the <b>Patent Acknowledgment Sign Dt</b> field.
	For this example, enter 12/03/2018.



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Employer Name	Job Description	Start Date	End Date	UC Relevant Experience	UC Relevant	

Step	Action
86.	If necessary, scroll down to display additional fields and the <b>Save and Submit</b> button.
	Click the scroll bar.
87.	Use the <b>Supporting documents</b> link to attach supporting documents for the concurrent hire.
	<b>Note:</b> 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.



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Step	Action
88.	The <b>Save and Submit</b> 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



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		New Window Help Personalize Pa
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Subn	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
89.	Click the <b>OK</b> button.
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Delet	e Selected Transactions						
Go To	Transaction Status						



Step	Action
90.	The template transaction is routed for approval and appears in the <b>Transactions in Progress</b> section until it is processed.
91.	You have initiated a full hire template transaction for an academic employee with prorated contract pay. <b>End of Procedure.</b>