

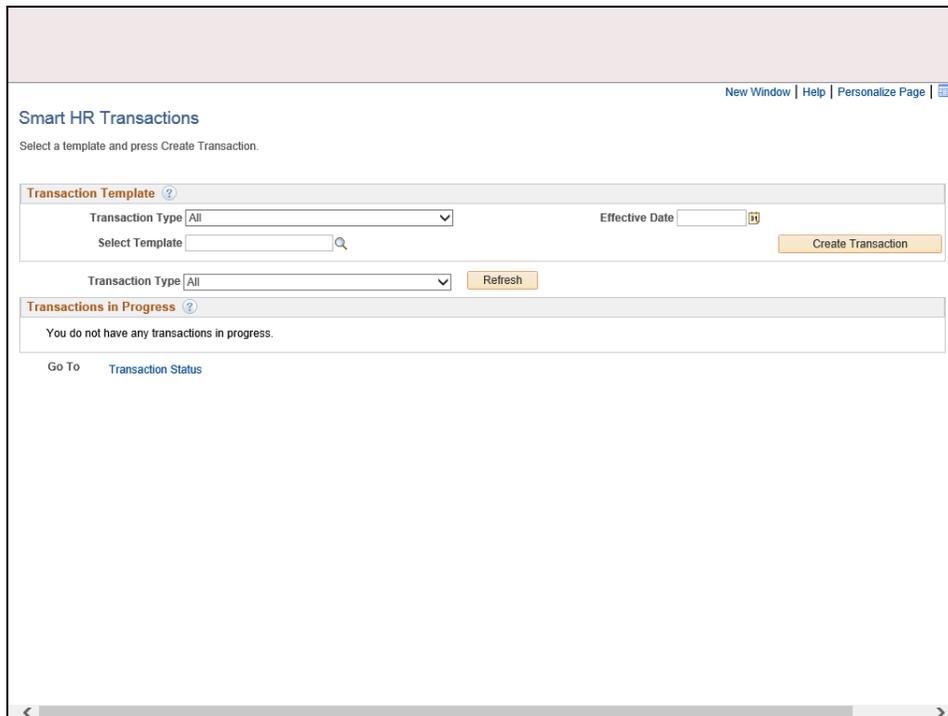
Use this task to initiate a full hire template transaction for an academic employee with prorated contract pay.

Navigation:

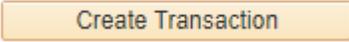
Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**

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 contract pay template transaction.
2.	Click the Look up Select Template button. Note: The Transaction Type field is not used by UC. 
3.	Click the UC_FULL_HIRE_AC list item. UC_FULL_HIRE_AC

Step	Action
4.	<p>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.</p> <p>Click in the Effective Date field.</p> <input type="text"/>
5.	Enter the desired information into the Effective Date field.
6.	<p>Click the Create Transaction button.</p> 

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

Step	Action
9.	Click the button to the right of the Reason Code field.

Smart HR Transactions New Window | Help | Personalize Page |

Enter Transaction Details

The following transaction details are required.

Template Full Hire - Academic Use Only

Organizational Relationship Employee

*Employee ID

*Effective Date

*Action

*Reason Code

*Address Format

- Academic Concurrent Hire
- Academic Hire w/ Contract Pay
- Academic Inter BU Transfer
- Hire - No Prior UC Affiliation
- Rehire, < 120 days break
- 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: Academic Recall
- Rehire: Emeritus Faculty
- Rehire: Rehired Retiree
- Rehire: Reinstatement
- Rehire: Retirement Suspended
- Transfer-Inter BU, Demotion
- Transfer-Inter BU, Lateral
- Transfer-Inter BU, Promotion
- Transfer-Inter BU, Undefined

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

*Effective Date

*Action

*Reason Code

*Address Format

Step	Action
11.	<p>The Address Format field defaults to United States. If the employee has an international address, select the Global option.</p> <p>For this example, the Address Format of United States is selected.</p>
12.	<p>Click the Continue button.</p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Continue"/> </div>

Step	Action
13.	<p>The full hire template appears. There are four tabs on this template, Personal Data, Job Data, Earns Dist and Person Profile.</p> <p>Fields that are required by the system are indicated with an asterisk *.</p>
14.	Header details appear above the tabs. You can show/hide the header information as needed.
15.	<p>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.</p> <p>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.</p> <p>If no Name is specified, it is populated from the Legal Name.</p>
16.	<p>Click in the Legal First Name field.</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>
17.	<p>Enter the desired information into the Legal First Name field.</p> <p>For this example, enter Joaquin.</p>

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

Smart HR Transactions New Window | Help | Personalize Page |

Enter Transaction 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/ Contract Pay)
Employee ID: NEW **Employee 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

First Name Middle Name

Last Name

Birthday Information

Date of Birth

Person Education Level

Highest Education Level

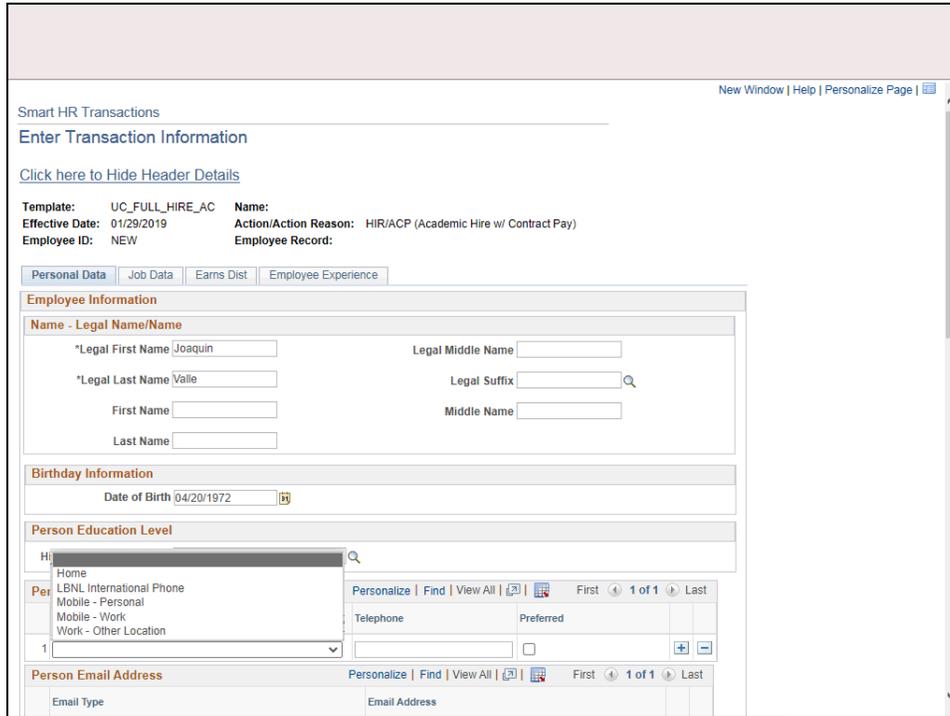
Person Phone Number Personalize | Find | View All | First 1 of 1 Last

Phone Type Telephone Preferred

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 Phone Type field. 



Smart HR Transactions New Window | Help | Personalize Page |

Enter Transaction Information

[Click here to Hide Header Details](#)

Template: UC_FULL_HIRE_AC Name: Action/Action Reason: HIR/ACP (Academic Hire w/ Contract Pay)
 Effective Date: 01/29/2019 Employee Record:
 Employee ID: NEW

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

Home
 LBNL International Phone
 Mobile - Personal
 Mobile - Work
 Work - Other Location

1

Person Email Address Personalize | Find | View All |

Email Type Email Address

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

Smart HR Transactions New Window | Help | Personalize Page |

Enter Transaction 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/ Contract Pay)
 Employee ID: NEW Employee Record:

Personal Data | Job Data | Earns Dist | Employee Experience

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: K

Person Phone Number Personalize | Find | View All | First 1 of 1 Last

Phone Type	Telephone	Preferred
1 Mobile - Personal	<input type="text"/>	<input type="checkbox"/>

Person Email Address Personalize | Find | View All | First 1 of 1 Last

Email Type	Email Address
<input type="button" value="v"/>	<input type="text"/>

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

Click here to Hide Header Details New Window | Help | Personalize Page |

Template: UC_FULL_HIRE_AC Name:
 Effective Date: 01/29/2019 Action/Action Reason: HIR/ACP (Academic Hire w/ Contract Pay)
 Employee ID: NEW Employee 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
 First Name Middle Name
 Last Name

Birth Information

Date of Birth

Person Education Level

Highest Education Level

Person Phone Number Personalize | Find | View All | First 1 of 1 Last

Phone Type	Telephone	Preferred
1 Mobile - Personal	209/354-4851	<input checked="" type="checkbox"/>

Person Email Address Personalize | Find | View All | First 1 of 1 Last

Per	Email Address
1 Campus	
Dormitory	
Home	
Other	

Person National ID United States

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

UCPath Task:
Initiate Full Hire Contract Pay Template
Transaction (Acad)

Click here to Hide Header Details New Window | Help | Personalize Page |

Template: UC_FULL_HIRE_AC Name:
Effective Date: 01/29/2019 Action/Action Reason: HIR/ACP (Academic Hire w/ Contract Pay)
Employee ID: NEW Employee 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
 First Name Middle Name
 Last Name

Birth Information

Date of Birth

Person Education Level

Highest Education Level

Person Phone Number Personalize | Find | View All | First 1 of 1 Last

Phone Type	Telephone	Preferred
1 Mobile - Personal	209/354-4851	<input checked="" type="checkbox"/>

Person Email Address Personalize | Find | View All | First 1 of 1 Last

Email Type	Email Address
1 Home	

Person National ID United States

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.

Step	Action
35.	In the National ID Type field, accept the default PR (for Social Security number).
36.	<p>The National ID (SSN) is required.</p> <p>Exceptions are Non-Resident Alien (NRA) or pre-hires where the template transaction approval date is before the effective date of the hire.</p> <p>UCPC WFA Production will cancel those that do not meet the standards.</p> <p>Leaving the National ID field blank has downstream impacts. For example, it impacts the employee's ability to enroll in benefits plans (including retirement).</p> <p>Click in the National ID field.</p> <div style="border: 1px solid black; width: 100px; height: 15px; margin-left: 20px;"></div>
37.	<p>Enter the desired information into the National ID field.</p> <p>For this example, enter 545381119.</p>
38.	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 .

Person National ID United States

National ID Type PR National ID 545381119

Person Address 01 - Global

Country *Address Type Home

Address Line 1 Address Line 2

City Postal Code

County

UC External System ID

Business Unit External System

External System ID

UC I-9 Information

Tracker Profile ID Remote I-9 Section 2

Comments

Comments

[Return to Enter Transaction Details Page](#)

[Supporting documents](#)

Transaction ID: NEW

Initiator Comments:

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 United States

National ID Type PR National ID 545381119

Person Address 01 - United States

*Address Type Home Address Line 1

Address Line 2 City

State *Postal Code

UC External System ID

Business Unit External System

External System ID

UC I-9 Information

Tracker Profile ID Remote I-9 Section 2

Comments

Comments

[Return to Enter Transaction Details Page](#)

[Supporting documents](#)

Transaction ID: NEW

Initiator Comments:

Step	Action
40.	<p>For this example, the Address Format selected was United States. Complete the Person Address 01 - United States section.</p> <p>Click in the Address Line 1 field.</p> <input data-bbox="391 432 756 470" type="text"/>
41.	<p>Enter the desired information into the Address Line 1 field.</p> <p>For this example, enter 432 W Main St.</p>
42.	<p>Click in the City field.</p> <input data-bbox="391 653 756 690" type="text"/>
43.	<p>Enter the desired information into the City field.</p> <p>For this example, enter Merced.</p>
44.	<p>Click in the State field.</p> <input data-bbox="391 877 756 915" type="text"/>
45.	<p>Enter the desired information into the State field.</p> <p>For this example, enter CA.</p>
46.	<p>Click in the Postal Code field.</p> <input data-bbox="391 1104 756 1142" type="text"/>
47.	<p>Enter the desired information into the Postal Code field.</p> <p>For this example, enter 90045.</p>
48.	<p>Use the Comments field to enter specific details or an explanation regarding the transaction.</p> <p>For contract pay entries you must enter the contract pay reason and the contract period begin and end dates.</p> <p>This field is referenced by UCPC WFA Production to assist with the processing of the transaction.</p> <p>Click in the Comments field.</p>
49.	<p>Enter the desired information into the Comments field.</p> <p>For this example, enter: Contract Pay. Late Start. Prorated. Contract Start Date: 1/29/2019. Contract End Date: 5/11/2019..</p>
50.	<p>Use the Supporting documents link to attach supporting documents for the new hire, if needed.</p>

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

Step	Action
52.	Click the Job Data tab. 

Step	Action
53.	<p>Concurrent jobs require FLSA alignment. If FLSA conflicts are identified, UCPath sends the template transaction back to the Location for review, alignment and resubmission.</p> <p>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.</p> <p>Click in the Position Number field.</p> <input type="text"/>
54.	<p>Enter the desired information into the Position Number field.</p> <p>For this example, enter 40002610.</p>
55.	<p>Press [Tab] to automatically populate the position-related fields.</p>
56.	<p>Scroll down to display additional fields and page functions.</p> <p>Click the scroll bar.</p>

Job Information - Employee Classification
Employee Classification 9 Classified/Unclassified Academic Ind

Job Information - Standard Hours
Standard Hours 40.000000 FTE 1.000000

UC Job Data
Academic Duration of Appt Location Use End Date
Location Use Type Post Docs Anniversary Date
Cubicle

Job - Salary Plan
Salary Administration Plan T001 Salary Grade 2
Step

Job Compensation - Pay Components Personalize | Find | View All | First 1 of 1 Last
Comp Rate Code Compensation Rate Compensation Frequency Rate Code Source
1 None

Job Compensation - Payroll Currency and Frequency
*Compensation UC912 Frequency

Work Location - Expected Job End Date
Expected Job End Date End Job Automatically

Return to Enter Transaction Details Page
Save and Submit Save for Later Cancel Supporting documents

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

Job Information - Employee Classification
Employee Classification 9 Classified/Unclassified Academic Ind

Job Information - Standard Hours
Standard Hours 40.000000 FTE 1.000000

UC Job Data
Academic Duration of Appt Location Use End Date
Location Use Type Post Docs Anniversary Date
Cubicle

Job - Salary Plan
Salary Administration Plan T001 Salary Grade 2
Step

Job Compensation - Pay Components Personalize | Find | View All | First 1 of 1 Last
Comp Rate Code Compensation Rate Compensation Frequency Rate Code Source
1 None

Job Compensation - Payroll Currency and Frequency
*Compensation UC912 Frequency

Work Location - Expected Job End Date
Expected Job End Date End Job Automatically

Return to Enter Transaction Details Page
Save and Submit Save for Later Cancel Supporting documents

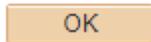
Step	Action
58.	<p>Some job codes have steps associated with them. You should always check to see if a step exists in the list of values. When you enter or select a step, UCPath automatically populates the Job Compensation - Pay Components fields. If the contract pay must be prorated, you must override the Comp Rate Code by entering UCCNTR in the Comp Rate Code field.</p> <p>Some job codes do not have steps associated with them, in which case the Job Compensation - Pay Components fields must be manually entered.</p> <p>For this example, a step must be entered and the default Compensation Rate must be prorated for a late start contract pay.</p>
59.	<p>Click in the Step field.</p> <div style="border: 1px solid black; width: 200px; height: 20px; margin: 5px 0;"></div>
60.	<p>Enter the desired information into the Step field.</p> <p>For this example, enter 1.</p>

The screenshot displays the UCPath system interface for entering job information. The form is organized into several sections:

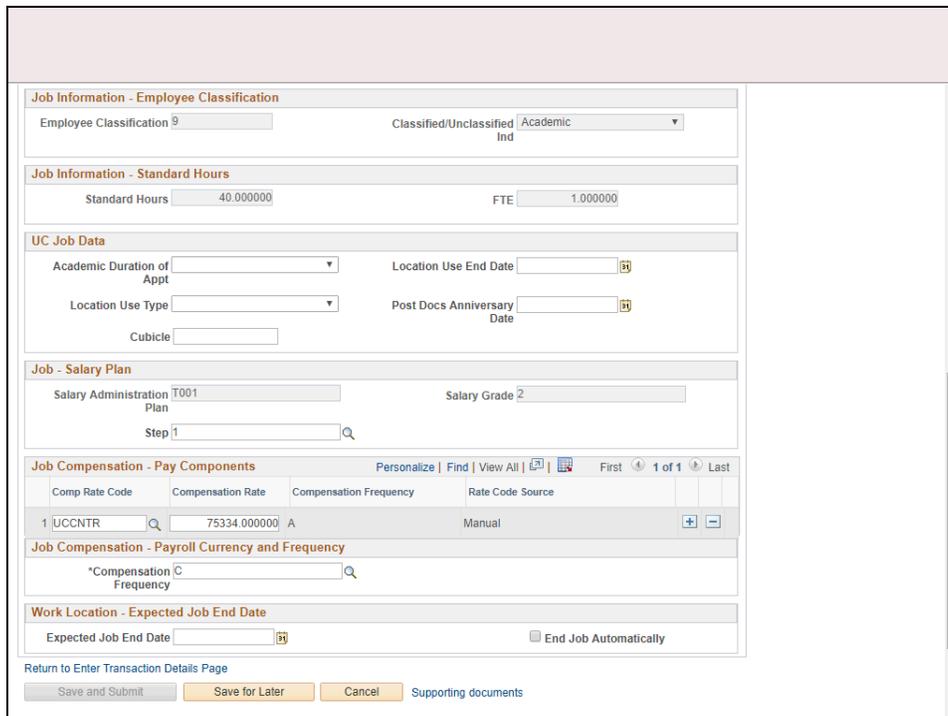
- Job Information - Employee Classification:** Includes fields for Employee Classification (dropdown), Classified/Unclassified (radio buttons), and Academic (dropdown).
- Job Information - Standard Hours:** Includes Standard Hours (text input: 40.000000) and FTE (text input: 1.000000).
- UC Job Data:** Includes Academic Duration of Appt (dropdown), Location Use End Date (calendar icon), Location Use Type (dropdown), Post Docs Anniversary Date (calendar icon), and Cubicle (text input).
- Job - Salary Plan:** Includes Salary Administration Plan (text input: T001), Salary Grade (text input: 2), and Step (text input: 1).
- Job Compensation - Pay Components:** A table with columns: Comp Rate Code (UCANNL), Compensation Rate (78100.000000), Compensation Frequency (A), and Rate Code Source (Salary Step). It includes a search icon and navigation buttons (+, -).
- Job Compensation - Payroll Currency and Frequency:** Includes a field for Compensation Frequency (UC912).
- Work Location - Expected Job End Date:** Includes Expected Job End Date (calendar icon) and an End Job Automatically checkbox.

At the bottom, there are buttons for "Save and Submit", "Save for Later", "Cancel", and a link for "Supporting documents".

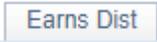
Step	Action
61.	<p>After you enter the Step, the Comp Rate Code and Compensation Rate fields default. Delete the default compensation to enter the prorated contract pay:</p> <ol style="list-style-type: none"> 1. Delete the existing compensation row. 2. Enter Comp Rate Code as UCCNTR. 3. Enter the prorated Compensation Rate. 4. Enter Compensation Frequency of C. <p>Note: If the employee is to receive the full compensation during the contract period, leave the default compensation and only change the Compensation Frequency to C.</p>
62.	<p>Click the Delete Row button.</p> 

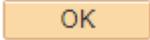
Step	Action
63.	<p>Click the OK button.</p> 
64.	<p>Click in the Comp Rate Code field.</p> 
65.	<p>Enter UCCNTR into the Comp Rate Code field.</p>

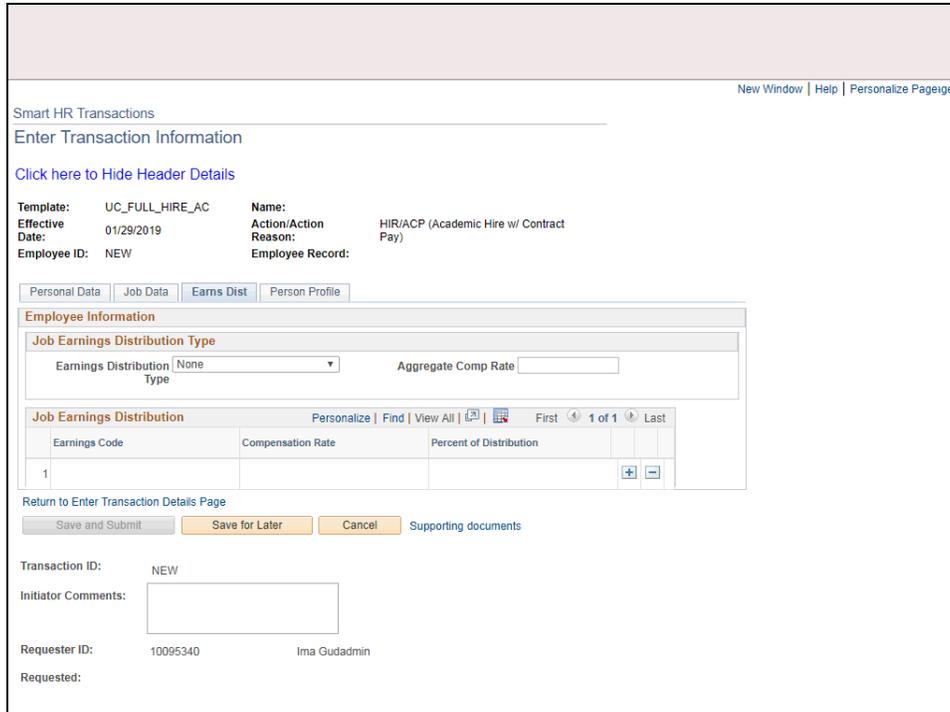
Step	Action
66.	Click in the Compensation Rate field. 
67.	Enter the prorated compensation into the Compensation Rate field. For this example, enter 75334 .
68.	The Compensation Frequency must be C for contract. Click the Look up Compensation Frequency button. 
69.	Click the C (Contract) list item. 
70.	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.



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

Step	Action
72.	Click the Earns Dist tab. 

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



Smart HR Transactions New Window | Help | Personalize Page

Enter Transaction 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/ Contract Pay)
Employee ID: NEW **Employee Record:**

[Personal Data](#) | [Job Data](#) | [Earns Dist](#) | [Person Profile](#)

Employee Information

Job Earnings Distribution Type

Earnings Distribution Type: Aggregate Comp Rate:

Job Earnings Distribution [Personalize](#) | [Find](#) | [View All](#) | [Print](#) First 1 of 1 Last

Earnings Code	Compensation Rate	Percent of Distribution
1		

Return to Enter Transaction Details Page

 Supporting documents

Transaction ID: NEW

Initiator Comments:

Requester ID: 10095340 Ima Gudadmin

Requested:

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

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 Reason:** HIR/ACP (Academic Hire w/ Contract Pay)
Employee ID: NEW **Employee Record:**

[Personal Data](#) | [Job Data](#) | [Earns Dist](#) | [Person Profile](#)

Employee Information

Job Earnings Distribution Type

Earnings Distribution Type: Aggregate Comp Rate:

Job Earnings Distribution Personalize | Find | View All | First 1 of 1 Last

Earnings Code	Compensation Rate	Percent of Distribution
1		

[Return to Enter Transaction Details Page](#)

 Supporting documents

Transaction ID: NEW
Initiator Comments:
Requester ID: 10095340 Ima Gudadmin
Requested:

Step	Action
75.	<p>The Job Earnings page can be used to manually enter distribution information. Use the Earnings Distribution Type field to enter distribution By Amount or By Percent.</p> <p>After the Earnings Distribution Type is selected, the Aggregate Comp Rate field is populated with the monthly amount.</p> <ul style="list-style-type: none"> - 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%.

Smart HR Transactions New Window | Help | Personalize Page

Enter Transaction 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/ Contract Pay)
Employee ID: NEW **Employee Record:**

[Personal Data](#) | [Job Data](#) | [Earns Dist](#) | [Person Profile](#)

Employee Information

Job Earnings Distribution Type

Earnings Distribution Type: Aggregate Comp Rate:

Job Earnings Distribution Personalize | Find | View All | | First 1 of 1 Last

Earnings Code	Compensation Rate	Percent of Distribution
1		

Return to Enter Transaction Details Page

 Supporting documents

Transaction ID: NEW
Initiator Comments:
Requester ID: 10095340 Ima Gudadmin
Requested:

Step	Action
76.	Click the Person Profile tab. <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-top: 5px;">Person Profile</div>

Smart HR Transactions New Window | Help | Personalize Page

Enter Transaction 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/ Contract Pay)
Employee ID: NEW **Employee Record:**

[Personal Data](#) | [Job Data](#) | [Earns Dist](#) | [Person Profile](#)

Employee Information

JPM Degrees

Effective Date: Degree:
 Education Field: Country:
 State: School Code:
 School Description: Graduated
 Year Acquired: Terminal Degree for Discipline

UC Oath Date

Oath Signature Date:

UC Patent Acknowledgment

Patent Acknowledgment Sign Dt: Modified Patent Ackmnt Sign Dt

Employee Experience Personalize | Find | View All | | First 1 of 1 Last

Employer Name	Job Description	Start Date	End Date	UC Relevant Experience	UC Relevant
1					

Step	Action
77.	<p>Use the Person Profile page to enter the new hire's degree information, as well as their oath and patent acknowledgment signature dates.</p> <p>Degree information is optional. The Graduate Divisions may want to enter this information for Post Docs at the time of hire.</p> <p>The information entered in the JPM Degrees, UC Oath Date and UC Patent Acknowledgement sections is copied to the employee's Person Profile component after the template is processed by UCPC WFA Production.</p> <p>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.</p>
78.	<p>Click in the Effective Date field.</p> <input data-bbox="391 814 610 852" type="text"/>
79.	<p>Enter the desired information into the Effective Date field.</p> <p>For this example, enter 6/1/1995.</p>
80.	<p>Click in the Degree field.</p> <input data-bbox="391 1037 753 1075" type="text"/>
81.	<p>Enter the desired information into the Degree field.</p> <p>For this example, enter DED.</p>
82.	<p>Enter the date the new hire signed the UC oath agreement. This date cannot be later than the current date.</p> <p>Click in the Oath Signature Date field.</p> <input data-bbox="391 1360 610 1398" type="text"/>
83.	<p>Enter the desired information into the Oath Signature Date field.</p> <p>For this example, enter 12/03/2018.</p>
84.	<p>Enter the date on which the individual signed the UC patent acknowledgment. This date cannot be later than the current date.</p> <p>Click in the Patent Acknowledgment Sign Dt field.</p> <input data-bbox="391 1684 610 1722" type="text"/>
85.	<p>Enter the desired information into the Patent Acknowledgment Sign Dt field.</p> <p>For this example, enter 12/03/2018.</p>

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

Employee Information

JPM Degrees

Effective Date: 06/01/1995

Degree: DED

Education Field:

Country:

State:

School Code:

School Description:

Year Acquired:

Graduated

Terminal Degree for Discipline

UC Oath Date

Oath Signature Date: 12/03/2018

UC Patent Acknowledgment

Patent Acknowledgment Sign Dt: 12/03/2018

Modified Patent Ackmnt Sign Dt

Employee Experience Personalize | Find | View All | | First 1 of 1 Last

Employer Name	Job Description	Start Date	End Date	UC Relevant Experience	UC Relevant
1 <input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="B"/>	<input type="text"/> <input type="button" value="B"/>	<input type="checkbox"/>	<input type="checkbox"/>

Return to Enter Transaction Details Page

[Supporting documents](#)

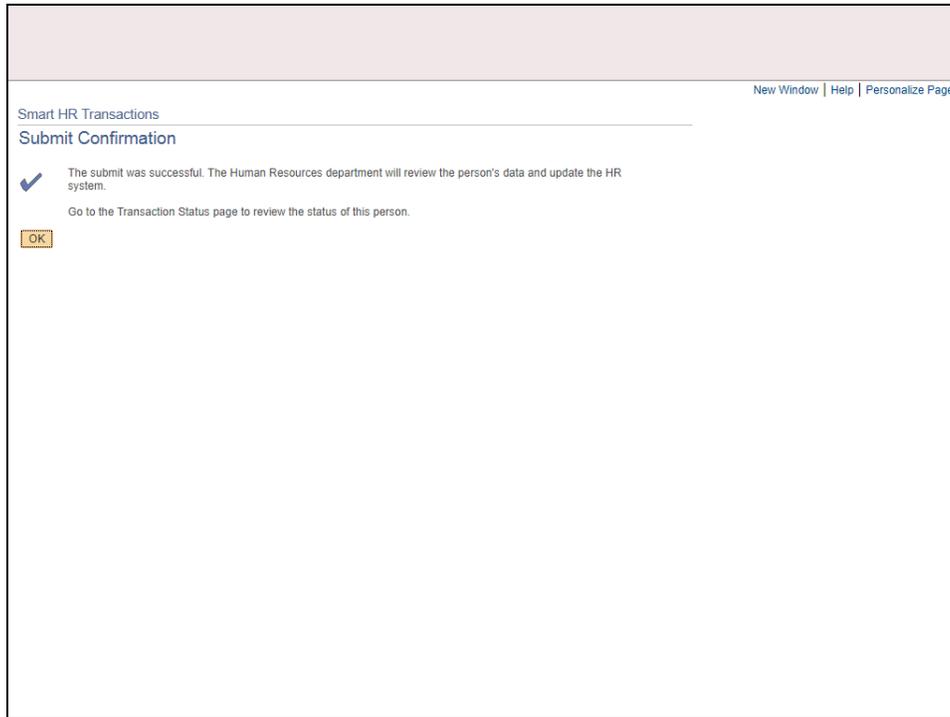
Transaction ID: NEW

Initiator Comments:

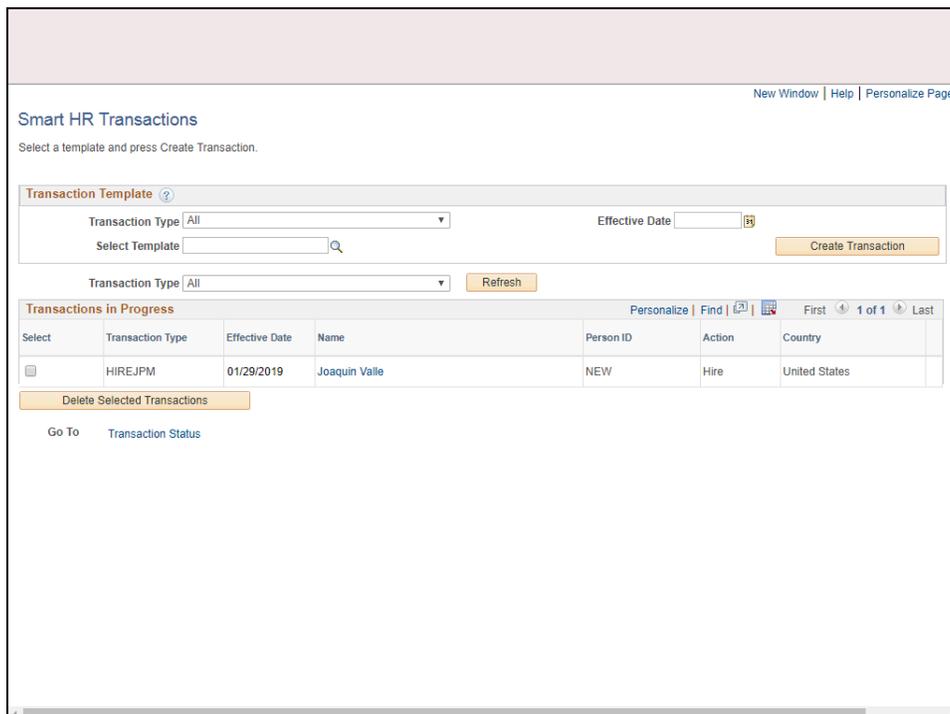
Requester ID: 10095340 Ima Gudadmin

Requested:

Step	Action
88.	<p>The Save and Submit button is not available until all required fields on each tab are completed.</p> <p>Click the Save and Submit button.</p> <p style="text-align: center;"><input type="button" value="Save and Submit"/></p>



Step	Action
89.	Click the OK button. 



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