

Use this task to initiate a rehire template transaction for an academic employee.

 $\label{eq:main_static} Navigation: Menu > Workforce \ Administration > Smart \ HR \ Template > Smart \ HR \ Transactions$

OR

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

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Select	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
	HIREJPM	11/01/2018	Gus Gonzalez		NEW	Hire	United States
	JOB	09/29/2018	Grisby,Elizabeth N		10000841	Terminatn	United States
	HIRE	11/01/2018	Tam Triet Ngo Duc		10008356	Hire	United States
	HIRE	11/01/2018	Cheong Yankura		10087236	Hire	United States
	HIRE	11/01/2018	Kirstin Bright		1000008	Hire	United States
	HIREJPM	11/01/2018	Maricar Sherck		10000023	Rehire	United States
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Step	Action
1.	Use the Smart HR Transactions page to initiate a rehire template transaction.
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 Select a template and press Create Transaction. Look Up Cancel Advanced Lookup Transaction Template Press/matched Lookup Search Results Select Template Press/matched Lookup Search Results View 100 First Press/matched Lookup Select Template UC_ADD_C/WR Add Contingent Worker / NN Position Data UC_ADD_C/WR Add Contingent Worker / NN Position Data UC_ADD_C/WR Add Contingent Worker / NN Position Data 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 USE Only UC_EXT_CWR Extend CWR Rybointhemt UC_EXT_CWR Extend CWR Rybointhemt UC_EXT_CWR Extend CWR Rybointhemt UC_RENIER_AC POSN Extend CWR Rybointhemt UC_RENIER_AC Ful Hire - Academic Loony UC_RENIER_E CL Rehine Resistatement - For Staff Appointments United States UC_RENIER_AC Reline Rever Contingent Worker - With Dosition United States UC_RENIER_E CL Rehine Reinstatement - For Staff Appointments United States UC_RENIER_E CL Rehine Reinstatement - For Staff Appointments United States UC_RENIER_REL Reline Rehine Reinstatement - For Staff Only UC_RENIER_REL Rehine Reinstatement - For Staff Only UC_RENIER_REL Reterime				Look Up Select Te	mplate	×		
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Step	Action
3.	Select the appropriate rehire template. Notice there are two rehire templates, one for staff and one for academic employees.
	Click the UC_REHIRE_AC list item.
	UC REHIRE AC
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 11/1/18.
6.	Click the Create Transaction button. Create Transaction



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o following transporting details are required	
Template Rehire - Academic	
Organizational Relationship Employee	
*Employee ID	
*Effective Date 11/01/2018	
Action Rehire	
*Reason Code	
*Address Format United States	
Continue Cancel	

Step	Action
7.	In the Employee ID field, enter the employee's ID number or use the lookup to search for and select it. You have access to employee records only within your business unit.
	Click in the Employee ID field.
8.	Enter the desired information into the Employee ID field. For this example, enter 10000098 .
9.	The Effective Date is populated based on your entry on the previous page. Ensure that you entered the correct date on which employment begins.If necessary, click the Cancel button to return to the previous page and correct the Effective Date.
10.	Click the button to the right of the Reason Code field.



Smart HK Transactions Enter Transaction Details Enter Transaction Details The following transaction details are required. Template Rehire - Academic Organizational Relationship Employee "Employee ID 10000098 Randy Sacks "Effective Date 11/01/2018 Action Rehire "Reason Code "Address Format Emeritus Faculty Rehire - Retirment Suppended Rehire fit LayofF-Np Tef, <120 Rehire fit	ransactions ansaction Details transaction details are required. Template Rehire - Academic panizational Relationship Employee *Employee ID 10000098 Randy Sacks *Effective Date 11/01/2018 Action Rehire *Reason Code *Address Format Academic Recall Concurrent Non Dual Employment Emeritus Faculty Rehine - Retirement Suspended Rehire fr Lagvift-Nep ref. v120 Rehine fr Lagvift-Pref. v120 Rehine fr Rehine Rehine fref. V120 Rehine fref. Rehine Rehine fref. V120 Rehine fref. V120 Rehine fref. Rehine Rehine fref. V120 Rehine fref. Rehine Rehine fref. V120 Rehine fref. Rehine Rehine fref. Rehine Rehine fref. Rehine Rehine fref. Rehine Rehine fref. V120 Re			New Window Help Personalize P
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*Effective Date 11/10/12018 Action Rehire *Reason Code *Address Format Continue Cont	*Employee ID 10000098 Q Randy Sacks *Effective Date 11/01/2018 Action Rehire *Reason Code *Address Format Concurrent Non Dual Employment Emerius Faculty Rehire - Retirement Suspended Rehire fr Lagvid-NP ref. <120 Rehire fr Lagvid-Pref. <120 Rehire fr Lagvid-Pref. <120 Rehire (F Lagvid-Pref. <120 Rehire (F Lagvid-Pref. <120 Rehire (F Lagvid-Pref. <120 Rehire, <120 days break Rehire, > or = 120 days break Rehire (Retire) = 120 days break Rehire Retirement	Organizational Relationship	Employee	
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Action Rehire *Reason Code *Address Format Concurrent Non Dual Employment Emeritus Faculty Continue Cancel Rehire fr Layoff-No Pref, <120 Rehire fr Layoff-No Pref, <120 Rehire fr Layoff-Pref, <120 Rehire fr Layoff-Pref, <120	Action Rehire *Reason Code Academic Recall *Address Format Concurrent Non Dual Employment Emeritus Faculty Rehire - Retirement Suspended Rehire - Retirement Suspended Rehire I Layoft-No Pref, <120	*Effective Date	11/01/2018	
*Reason Code *Address Format Concurrent Non Dual Employment Emeritus Faculty Rehire - Reterment Suspended Rehire fr Layoff-No Pref, <120 Rehire fr Layoff-No Pref, <120 Rehire fr Layoff-Pref, <120 Re	*Reason Code Academic Recall *Address Format Concurrent Non Dual Employment Emeritus Faculty Rehire - Retirement Suspended Rehire In - Retirement Suspended Rehire In Layoff-Nor Fref, <120	Action	Rehire	
*Address Format Concurrent Non Dual Employment Emeritus Faculty Rehire - Rehire fri Layoff-No Pref, <120 Rehire fri Layoff-No Pref, <120 Rehire fri Layoff-No Pref, <120 Rehire fri Layoff-Pref, <120	*Address Format Academic Recall Emeritus Faculty Rehine - Retirement Suspended Rehine f Layoff-Pref, <120 Rehine / 20 days break Rehine / 20 days break Rehine Retire	*Reason Code		
Continue Emeritus Faculty Continue Rehire - Retirement Suspended Rehire - Rizoff-No Pref < 120	Emeritus Faculty Rehite - Retirement Suspended Rehiter Layoft-No Pref, <120 Rehiter Layoft-Pref, <120 Rehiter Layoft-Pref, <120 Rehiter, <120 dqs break Rehite, 2 and = 120 dqs break Rehited Retired	*Address Format	Academic Recall Concurrent Non Dual Employment	
Continue Cancel Rehire in Suspense Rehire fr Layoff-No Pref < 120	weine Reinier - Reitrement: Suspended Cancel Reinier h Layorth-Pref, <120		Emeritus Faculty	
Rehire fr Layoff-No Pref>=120 Rehire fr Layoff-Pref < 120 Rehire fr Layoff-Pref. >120	Rehire fr LayofHo Pref,>=120 Rehire fr LayofHPref, >=120 Rehire fr LayofHPref, >=120 Rehire, <120 days break Rehire, > or = 120 days break Rehired Retiree	Continue Cancel	Rehire - Retirement Suspended Rehire fr Lavoff-No Pref. <120	
Rehire fr Layoff-Pref, < 120 Rehire fr Layoff-Pref, <=120	Rehire fr Layort-Pref, < 120 Rehire, < 120 days break Rehire, < 120 days break Rehire, ≥ or = 120 days break Rehired Retiree		Rehire fr Layoff-No Pref,>=120	
	Rehite, < 120 days break Rehite, > 00 = 720 days break Rehite, > 00 = 720 days break		Rehire fr Layoff-Pref, < 120	
Rehire. < 120 days break	Rehire, > or = 120 days break Rehired Retiree		Rehire. < 120 days break	
Rehire, > or = 120 days break	Rehired Retiree		Rehire, > or = 120 days break	
Rehired Retiree			Rehired Retiree	

Step	Action
11.	Select the appropriate Reason Code . It is important to select an accurate reason as it may impact the employee's benefits.
	For this example, click the Rehire , > or = 120 days break list item.
	For a description of Reason Codes refer to <i>Job Aid: Template Transactions -</i> <i>Action Reason Codes and Descriptions</i> .
	Rehire, ≻ or = 120 days break



	New Window Help Personalize P
Smart HR Transactions	
Enter Transaction Details	
The following transaction details are required.	
Template Rehire - Academic	
Organizational Relationship Employee	
*Employee ID 10000098 Q Randy Sacks	
*Effective Date 11/01/2018	
Action Rehire	
*Reason Code Rehire, > or = 120 days break	
*Address Format United States	
Continue Cancel	

Step	Action
12.	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.
13.	Click the Continue button.



New Window Help Personalize Page Tensactions Inter Transaction Details ae following transaction details are required. Template Rehire - Academic Organizational Relationship Employee *Employee ID Continue Person ID 10000098 already exists in the system for Randy Sacks. (1007,61) Select OK to continue the hire process with this Person ID. Select Cancel to enter a new Person ID. Continue Cancel Continue Cancel Continue
ter Transaction Details te following transaction details are required. Template Rehire - Academic Organizational Relationship Employee *Employee ID 10000098 Randy Sacks *Effective Date [110 Message Action Ref *Reason Code Ref *Reason Code Ref *Reason Code Ref *Address Format Unit Person ID 10000098 already exists in the system for Randy Sacks. (1007,61) Select OK to continue the hire process with this Person ID. Select Cancel to enter a new *Address Format Unit Person ID.
nter Transaction Details are following transaction details are required. Template Rehire - Academic Organizational Relationship Employee "Employee ID 10000098 Randy Sacks "Effective Date 110 Message Action Ref "Reason Code Ref "Reason Code Ref "Address Format Turn "Address Format Turn Continue Cancel Continue Cancel
te following transaction details are required. Template Rehire - Academic Organizational Relationship Employee *Employee ID 10000098 Randy Sacks *Effective Date 1110 Message Action Ref *Reason Code Ref *Reason Code Ref *Generation ID 10000098 already exists in the system for Randy Sacks, (1007,61) Select CA to continue the hire process with this Person ID. Select Cancel to enter a new Continue Cancel Continue Cancel
e following transaction details are required. Template Rehire - Academic Organizational Relationship Employee "Employee ID 10000098 Randy Sacks "Effective Date 110 Message Action Ref "Reason Code Ref "Reason Code Ref "Reason Code Ref "Address Format Unit Continue Cancel OK Cancel
Template Rehire - Academic Organizational Relationship Employee *Employee ID 10000098 Randy Sacks *Effective Date 110 Action Ref *Reason Code Person ID *Address Format Select OK to continue the hire process with this Person ID. Select Cancel to enter a new Person ID. Continue Cancel
Organizational Relationship Employee *Employee ID *Employee ID *Effective Date Message Action Ref *Reason Code *Address Format Unit Continue Cancel
*Employee ID 10000098 Q Randy Sacks *Effective Date 11/0 Message Action Ref *Reason Code Ref *Address Format Unit Continue Cancel OK Cancel
*Effective Date 11/0 Message Action Ref *Reason Code Ref *Address Format Unit Continue Cancel Cancel Concel to enter a new OK Cancel
Action Ref "Reason Code Ref "Address Format Unit Continue Cancel Cancel Content of Cancel Content o
*Reason Code [Ref Person ID 10000098 already exists in the system for Randy Sacks. (1007,61) *Address Format Unit Select OK to continue the hire process with this Person ID. Select Cancel to enter a new Person ID. Continue Cancel
*Address Format Unit Person ID. Continue Cancel Select OK to continue the hire process with this Person ID. Select Cancel to enter a new Person ID. OK Cancel
Continue Cancel OK Cancel
Continue Cancel

Step	Action
14.	UCPath displays a message indicating the individual already exists in the system.
	Verify that the displayed employee ID and name correspond with the individual you are rehiring.
	Click the OK button.
	OK



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mart HR Transactions			
inter Transaction Information			
lick here to Hide Header Details			
emplate: UC_REHIRE_AC Name: ffective Date: 11/01/2018 Action/Action Reaso imployee ID: 10000098 Employee Record:	Randy Sacks n: REH/REH (Rehire, ≫ or = 120 days break)		
Personal Data Job Data Earns Dist Person Profile			
Employee Information			
Name - Legal Name/Name			
*Legal First Name Randy	Legal Middle Name K		
*Legal Last Name Sacks	Legal Suffix	Q	
First Name Randy	Middle Name K		
Last Name Sacks			
Birthday Information			
Date of Birth 01/01/1979			
Person Education Level			
Highest Education Level G	٩		
Person Phone Number	Personalize Find View All 🔄 📑 F	irst 🕢 1 of 1 🛞 Last	
Phone Type	Telephone Preferred		
1		÷ =	

Step	Action
15.	The rehire template appears. Five tabs are available on this template: Personal Data , Job Data , Earns Dist , Addl Pay and Person Profile .
16.	Header details appear above the tabs. You can show/hide the header information as needed.
17.	The employee's personal data automatically populates from the employee's existing personal data information.
	the employee's existing data. You must enter the information for these sections as necessary. Any new information entered in these sections will override the employee's existing personal data information.
18.	Click the button to the right of the Phone Type field.
19.	For this example, click the Mobile - Personal list item.
	Mobile - Personal
20.	Click in the Telephone field.
21.	Enter the desired information into the Telephone field.
	For this example, enter 5097685766 .



Step	Action
22.	Click the Preferred option.
23.	Click the button to the right of the Email Type field.
	\checkmark
24.	For this example, click the Home list item.
	Home
25.	Click in the Email Address field.
26.	Enter the desired information into the Email Address field.
	For this example, enter randy@gmail.com
27.	Click the scroll bar.

Person National ID United States				
National ID Type PR	Q	National ID 604101616		
Person Address 01 - United States				
*Address Type Home		Address Line 1 300 Lakeside Dr		
Address Line 2		City Oakland		
State CA	Q	*Postal Code 94612		
County				
UC I-9 Information				
Tracker Profile ID		Remote I-9 Section 2		
UC External System ID				
Business Unit		External System	Q	
External System ID				
Comments				
Comments				
[]				
Return to Enter Transaction Details Page				
Save and Submit Save for Later	Cancel	Supporting documents		
ransaction ID: NEW				

Step	Action
28.	Confirm that the National ID field is populated with the employee's Social Security Number (SSN). If it is blank, be sure to include the SSN before submitting the template. Leaving the National ID field blank has downstream impacts.
29.	If the rehire has an existing tracker profile, then you can add their Tracker Profile ID .



Step	Action
30.	If applicable, use the UC External System ID section to enter external system information to facilitate matching of IDs with IDM systems. You must enter values for all three fields in this section. 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).
31.	 Use the Comments field to enter specific details or an explanation regarding the transaction. For example, this field can be used to: Enter details about a contract pay transaction, such as contract begin date and contract end date. 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.
32.	Click the scroll bar.

		New Window Help Personalize F
mart HR Transactions		
Enter Transaction Information	1	
lick here to Hide Header Details		
femplate: UC_REHIRE_AC Effective Date: 11/01/2018 Employee ID: 10000098	lame: Randy Sacks ction/Action Reason: REH/REH (Rehire, > or = 120 days break) imployee Record:	
Personal Data Job Data Earns Di	Person Profile	
Name - Legal Name/Name		
*Legal First Name Randy	Legal Middle Name K	
*Legal Last Name Sacks	Legal Suffix	
First Name Randy	Middle Name K	
Last Name Sacks		
Birthday Information		
Date of Birth 01/01/1979	10	
Person Education Level		
Highest Education Level G	Q	
Person Phone Number	Personalize Find View All 🔄 🔣 First 🕚 1 of 1 🕖 Last	
Phone Type	Telephone Preferred	
1 Mobile - Personal	✓ 509/768-5766	
Person Email Address	Personalize Find View All 🖾 🎚 First 🕚 1 of 1 🕑 Las	t
Email Type	Email Address Preferred	
1 Home	V randv@gmail.com	

Step	Action
33.	Click the Job Data tab.



				New Window Help Personalize Page
inter Transaction Informati	on			
	on			
lick here to Hide Header Deta	ils			
emplate: UC_REHIRE_AC ffective Date: 11/01/2018 imployee ID: 10000098	Name: Action/Action Reason: Employee Record:	Randy Sacks REH/REH (Rehire, ≻ or = 120 days break)		
Personal Data Job Data Earns	Dist Person Profile			
Employee Information				
Work Location - Position Data				
*Position Number	C	2		
Work Location - Job Fields				
Business Unit		Department		
Location Code		Establishment ID	٩	
Job Information - Job Code				
Job Code				
Job Information - United States				
FLSA Status	~			
Job Labor - Union Code				
Union Code		Union Seniority Date	Ħ	
Job Information - Reporting Info	rmation			
Denote To Decider				-

Step	Action
34.	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.
35.	Enter the desired information into the Position Number field.
	For this example, enter 40004647.
36.	Press [Tab] to automatically populate the position-related fields.



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mart HR Transactions				
nter Transaction Information	on			
lick here to Hide Header Detai	S			
emplate: UC_REHIRE_AC ffective Date: 11/01/2018 mployee ID: 10000098	Name: Action/Action Reason: Employee Record:	Randy Sacks REH/REH (Rehire, > or = 120 days break)		
Personal Data Job Data Earns D	Dist Person Profile			
Employee Information				
Work Location - Position Data				
*Position Number 40004647	Q			
Work Location - Job Fields				
Business Unit RVCMP		Department D01030		
Location Code P5373		Establishment ID UCR	্	
Job Information - Job Code				
Job Code 001200				
Job Information - United States				
FLSA Status Exempt	~			
Job Labor - Union Code				
Union Code A5		Union Seniority Date	Ħ	
Job Information - Reporting Infor	mation			
Reports To Position 40004825				

Step	Action
37.	Click the scroll bar.

Job Information - Reporting Ir	formation			
Reports To Position 40004 Number	825			
Job Information - Employee C	lassification			
Employee Classification 9				
Job Information - Standard Ho	ours			
Standard Hours	40.000000	FTE	1.000000	
UC Job Data				
Trial Employment End Date	31	Academic Duration of Appt	~	
Location Use End Date	31	Location Use Type	~	
Post Docs Anniversary Date	31	Cubicle		
Job - Salary Plan				
Salary Administration T001 Plan		Salary Grade 2		
Step	C	2		
Job Compensation - Pay Com	ponents	Personalize Find View All 💷 🛄	First 🕚 1 of 1 🕑 Last	
Comp Rate Code Comper	sation Rate Compensation	n Frequency Rate Code Source		
1Q			+ -	
Work Location - Expected Job	End Date			
Expected Job End Date	31	🗆 End J	lob Automatically	
Job Compensation - Payroll C	urrency and Frequency			



Step	Action
38.	For academic hires, the Employee Classification field automatically populates based on the job code and cannot be changed.
39.	In the UC Job Data section, enter or select the appropriate values as applicable.
40.	The Academic Duration of Appointment options allow Locations to track additional information relating to the Expected Job End Date field (when entered at the bottom of this page).
	Academic Duration of Appt options include:
	• Continuing (Unit 18) • End Date (Academic Term Annte)
	• Indefinite
	Potential Security
	• Security (LSOE)
	• Tenured
41.	Post Docs Anniversary Date is used to help maintain years of experience for Post Docs and assists with calculating accruals for vacation and sick leave for Post Docs.
42.	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.
	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 above scale component of pay, then step does not need to be selected. Enter applicable above scale comp rate codes in Job Compensation- Pay Components section.
	For contract-based pay hires, refer to the <i>Initiate Contract Pay Template Transaction</i> simulation for specific steps on contract pay entries.
43.	For this example, the job code is associated with steps.
	Click the Look up Step button.



Job Information Departing Information		
Sob Information - Reports To Position 40004825 Number Job Information - Employee Classification Employee Classification 9 Job Information - Standard Hours Standard Hours 40.000000 UC Job Data Trial Employment End Date Location Use End Date Post Docs Anniversary Date Job - Salary Plan Salary Administration Step	Isook Up Step Bearch by: Value v begins with Look Up Cancel Advanced Lookup Search Results New 100 First Isor Isor Isor Isor Isor Isor Isor Isor	
Job Compensation - Pay Components Comp Rate Code Compensation Rate 1 Work Location - Expected Job End Date Expected Job End Date Job Compensation - Payroll Currency and	End Job Automatically	
*Compensation UC912 Frequency Return to Enter Transaction Details Page	Q.	

Step	Action
44.	Use caution when selecting the appropriate step value. For some jobs, there are half steps, so be sure to review the Hourly Rate to ensure you are selecting the correct step value.
45.	Select the appropriate Step . For this example, click the 1 list item. 1
46.	The Comp Rate Code , Compensation Rate and Compensation Frequency fields are automatically populated based on the Step that was entered. If necessary, you can enter additional pay components, if the employee has multiple components of pay (MCOP). Certain employees have MCOP because they have either an off-scale or negotiated/incentive component.
47.	If the employment is a short term assignment or temporary, enter the date the position ends in the Expected Job End Date field. An expected end date is required for the following employee classes: 3 - Academic: Recall 11 - Academic: Academic Student 23 - Academic: Post Docs An expected end date is recommended but not required for the following employee class: 22 - Academic:Deans/Faculty Admin



Step	Action
48.	If the End Job Automatically check box is selected the UCPath Center will run a process to terminate the employee as of the Expected Job End Date .
49.	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.
	The payroll-related Compensation Frequency field automatically populates based on the job code. This field defines how the total compensation is paid out to the employee per paycheck.
	This field is changed only for specific exceptions, such as contract based pay. Any time this field is changed from the default enter a Comment (on the first tab) to explain why the field was changed.
50.	Click the scroll bar.

Smart HR Transactions	
	New Window Help Personalize Page
Smart HR Transactions	
Enter Transaction Information	
Click here to Hide Header Details	
Template: UC_REHIRE_AC Name: Randy Sacks Effective Date: 11/01/2018 Action/Action Reason: REH/REH (Rehire, > or = 120 days break) Employee ID: 10000098 Employee Record:	
Personal Data Job Data Earns Dist Person Profile	_
Employee Information	
Work Location - Position Data	
*Position Number 40004647	
Work Location - Job Fields	
Business Unit RVCMP Department D01030	
Location Code P5373 Establishment ID UCR Q	
Job Information - Job Code	
Job Code 001200	
Job Information - United States	
FLSA Status Exempt	
Job Labor - Union Code	
Union Code A5 Union Seniority Date	
Job Information - Reporting Information	
Reports To Position 40004825 Number	
Job Information - Employee Classification	Ň

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

			New Window Help Personalize Pa
mart HR Transactions			
Inter Transaction Infor	mation		
lick here to Hide Header I	Details		
femplate: UC_REHIRE_AC ffective Date: 11/01/2018 Employee ID: 10000098	Name: Randy Sacks Action/Action Reason: REH/REH (Rehire, > or = 120 days break) Employee Record:		
Personal Data Job Data E	Earns Dist Person Profile		
Employee Information			
Job Earnings Distribution T	уре		
Earnings Distribution No Type	ne V 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	s Page		
Save and Submit	Save for Later Cancel Supporting documents		
ransaction ID:			
NEW NEW			
nuator comments:			
Requester ID: 1000534	0 Ima Gudadmin		
1003034			

Step	Action
52.	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.
53.	 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%.
54.	For certain academic comp rate codes, such as Health Science Comp Plan, earnings codes are defaulted based on the Comp Rate Code entered in the Job Compensation - Pay Components section. Also in those cases, the earning distribution type is By Amount and amounts are automatically calculated.
55.	Click the Person Profile tab. Person Profile



mart UP Transactions				New Window Help Personalize Pag
Inter Transaction In	formation			
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lick here to Hide Head	ler Details			
emplate: UC_REHIRE ffective Date: 11/01/2018 imployee ID: 10000098	_AC Name: Action/Action Reaso Employee Record:	Randy Sacks on: REH/REH (Rehire, > or = 120	0 days break)	
Personal Data Job Data	Earns Dist Person Profile			
Employee Information				
JPM Degrees				
Effective Date	31	Deg	Ince Q	
Education Field		Coun	ntry Q	
State		C School Co	ode Q	
School Description	ſ	7	Graduated	
Year Acquired]	Terminal Degree for Discipline	
UC Oath Date				
Oath Signature Date	i ii			
UC Patent Acknowledge	nent			
Patent Acknowledgment Sign Dt			Modified Patent Ackmnt Sign Dt	
		Demonstree Find Men		ast
Employee Experience		Personalize Find view	VAIII 🔤 🖬 🖬 👘 Filst 🐨 Fol Filst	dSL

Step	Action
56.	Use the Person Profile page to enter the employee's Degrees , Oath Signature Date and Patent Acknowledgement signature date.
	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.
	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.
57.	Click the scroll bar.



PM Degrees						
Effective Date	•	31		Deg	ee	Q
Education Field			Q	Coun	try	Q
State	9		Q	School Co	de	Q
School Description	1				Graduated	
Year Acquired	1				Terminal Degree fo	r Discipline
C Oath Date						
Oath Signature Date	•	Ħ				
C Patent Acknowledg	ment					
Patent Acknowledgmen Sign D	t t	×			Modified Patent Ac	kmnt Sign Dt
nployee Experience			P	ersonalize Find View	All 🖉 🔢 🛛 First 🔇	🕅 1 of 1 🛞 Last
Employer Name	Job Description	Start Date		End Date	IC Relevant Experience	UC Relevant Se
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ator Comments:						
uester ID: 100	95340	Ima Gud	ladmin			

Step	Action
58.	Enter the date the employee signed the UC oath agreement. This date cannot be later than today's date.
	Click in the Oath Signature Date field.
59.	Enter the desired information into the Oath Signature Date field. For this example, enter 11/1/18 .
60.	Enter the date on which the individual signed the UC patent acknowledgement. This date cannot be later than today's date.
	Click in the Patent Acknowledgment Sign Dt field.
61.	Enter the desired information into the Patent Acknowledgment Sign Dt field.
	For this example, enter 11/1/18.
62.	For post docs, use the fields in the Employee Experience section to enter data related to the employee's prior work experience. Having this information is helpful in determining new compensation rates for the employee who is being rehired.



Step	Action		
63.	Use the Supporting documents link to attach supporting documents for the reh		
	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.		
64.	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.		
65.	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		

				New Window Help Personalize Page
Smart HR Transactions				
Select an Action				
Name Randy Sach	(S			
This person already exists in the the system.	Human Resources system. You must	decide what action s	should be used to hire this person into	
Search for Matching Persons found this	person has one or more inactive Emp	loyee Instances in t	ne system.	
Person Org Summary				
Select an Action				
 Select existing employee insta 	nce as a Rehire.		Instance # 0 🗸	
Edit Transaction Details				
Save and Submit	Save for Later	Cancel		

Step	Action
66.	Review the rehire warning message, which indicates this employee's record already exists in UCPath.



Step	Action		
67.	If the employee has only one inactive employee record within your business unit, then that number is defaulted. If the employee has more than one inactive employee record within your business unit, then the lowest number defaults. If needed, select the record to add rehire action.		
	For this example, accept the default.		
68.	Click the Save and Submit button. Save and Submit		

Smart	HR Transactions	New Window Help Personalize P
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
69.	Click the OK button.



Smart H ielect a ter	HR Transactions mplate and press Create 1	Transaction.			N	ew window neip neisonalize
Transac	tion Template 👔					
	Transaction Type	I		Effective Date	31	
	Select Template		Q			Create Transaction
Transac	tions in Progress		✓ Refres	Personalize	Eind I 💷 I 📑	First 🕢 1-9 of 9 🕑 La
elect	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
	HIREJPM	11/01/2018	Gus Gonzalez	NEW	Hire	United States
	JOB	09/29/2018	Grisby,Elizabeth N	10000841	Terminatn	United States
	HIRE	11/01/2018	Tam Triet Ngo Duc	10008356	Hire	United States
	HIRE	11/01/2018	Cheong Yankura	10087236	Hire	United States
	HIRE	11/01/2018	Kirstin Bright	1000008	Hire	United States
	HIREJPM	11/01/2018	Maricar Sherck	10000023	Rehire	United States
		11/01/2010	Randy Sacks	1000098	Rehire	United States

Step	Action
70.	The template transaction is routed for approval and appears in the Transactions in Progress section until it is processed.
71.	You have initiated a rehire template transaction for an academic employee. End of Procedure.