

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

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**OR**

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**Smart HR Transactions**

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**Smart HR Transactions**

Select a template and press Create Transaction.

**Transaction Template** ?

Transaction Type: All Effective Date:

Select Template:

Create Transaction


Transaction Type: All Refresh

**Transactions in Progress** Personalize | Find |   First 1 of 7 Last

Select	Transaction Type	Effective Date	Name	Person ID	Action	Country
<input type="checkbox"/>	JOB	11/01/2018	Claire Ramirez	10005571	Transfer	United States
<input type="checkbox"/>	HIREJPM	11/01/2018	Cassandra Perry	NEW	Hire	United States
<input type="checkbox"/>	HIREJPM	11/01/2018	Gus Gonzalez	NEW	Hire	United States
<input type="checkbox"/>	JOB	09/29/2018	Grisby, Elizabeth N	10000841	Terminatn	United States
<input type="checkbox"/>	HIRE	11/01/2018	Tam Triet Ngo Duc	10008356	Hire	United States
<input type="checkbox"/>	HIRE	11/01/2018	Cheong Yankura	10087236	Hire	United States
<input type="checkbox"/>	HIRE	11/01/2018	Kirstin Bright	10000008	Hire	United States

Delete Selected Transactions

Go To Transaction Status

Step	Action
1.	Use the <b>Smart HR Transactions</b> page to initiate a rehire template transaction.
2.	<p>Click the <b>Look up Select Template</b> button.</p> <p><b>Note:</b> The <b>Transaction Type</b> field is not used by UC.</p> 

**Look Up Select Template**

Search by:  begins with

**Search Results**

View 100 First 1-21 of 21 Last

Template	Description
UC_ADD_CWR	Add Contingent Worker - No Position Data
UC_ADD_CWR_POSN	Add Contingent Worker With Position
UC_COM_CWR	Complete Contingent Worker Instance
UC_CONC_HIRE	Staff Concurrent Hire/Inter Location Transfer
UC_CONC_HIRE_AC	Academic Concurrent Hire/Inter Location Transfer
UC_EXT_CWR	Extend CWR Appointment
UC_EXT_CWR_POSN	Extend CWR (with Position) Appointment
UC_FULL_HIRE	Full Hire - Staff Only
UC_FULL_HIRE_AC	Full Hire - Academic Use Only
UC_INVOL_TERM	Involuntary Termination
UC_PERSON_DATA	UC Personal Data
<b>UC_REHIRE</b>	<b>UC Rehire - Staff Only</b>
UC_REHIRE_AC	Rehire - Academic
UC_REHIRE_REI	Rehire Reinstatement - For Staff Appointments
UC_REHIRE_REL_AC	Rehire Reinstatement - For Academic Appointments
UC_RENW_CWR	Renew Contingent Worker - Without Position
UC_RENW_CWR_POSN	Renew CWR Instance - with Position
UC_RETIREMENT	Retirement
UC_TRANSFER	Intra-Business Unit Transfer - Staff Only
UC_TRANSFER_AC	Intra-Business Unit Transfer - Academic Only
UC_VOL_TERM	Voluntary Termination

Step	Action
3.	<p>Select the appropriate rehire template. Notice there are two rehire templates, one for staff and one for academic employees.</p> <p>Click the <b>UC_REHIRE</b> list item.</p> <p><b>UC REHIRE</b></p>
4.	<p>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.</p> <p>Click in the <b>Effective Date</b> field.</p> <input type="text"/>
5.	<p>Enter the desired information into the <b>Effective Date</b> field. For this example, enter <b>11/1/18</b>.</p>
6.	<p>Click the <b>Create Transaction</b> button.</p> <p><b>Create Transaction</b></p>

**Smart HR Transactions**

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
Smart HR Transactions

[Enter Transaction Details](#)

The following transaction details are required.

**Template** UC Rehire - Staff Only

**Organizational Relationship** Employee

\*Employee ID  

\*Effective Date

**Action** Rehire

\*Reason Code

\*Address Format

Step	Action
7.	<p>In the <b>Employee ID</b> 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.</p> <p>Click in the <b>Employee ID</b> field.</p> <input type="text"/>
8.	<p>Enter the desired information into the <b>Employee ID</b> field. For this example, enter <b>10000023</b>.</p>
9.	<p>The <b>Effective Date</b> is populated based on your entry on the previous page. Ensure that you entered the correct date on which employment begins.</p> <p>If necessary, click the <b>Cancel</b> button to return to the previous page and correct the <b>Effective Date</b>.</p>
10.	<p>Click the button to the right of the <b>Reason Code</b> field.</p> <input type="text"/>

Smart HR Transactions

Smart HR Transactions

Enter Transaction Details

The following transaction details are required.

Template

UC Rehire - Staff Only

Organizational Relationship

Employee

\*Employee ID

10000023

Maricar Sherck

\*Effective Date

11/01/2018

Action

Rehire

\*Reason Code

Concurrent Dual Employment

Concurrent Non Dual Employment

Rehire - Retirement Suspended

Rehire fr Layoff-No Pref, <120

Rehire fr Layoff-No Pref, >=120

Rehire fr Layoff-Pref, < 120

Rehire fr Layoff-Pref, >=120

Rehire, < 120 days break

Rehire, > or = 120 days break

Rehired Retiree

Staff Recall, <120

Staff Recall, >=120

Transfer - Inter BU, Demotion

Transfer - Inter BU, Lateral

Transfer - Inter BU, Promotion

Transfer-Inter BU, Undefined

\*Address Format

Continue

Cancel

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

**Smart HR Transactions**New Window | Help | Personalize Page


Smart HR Transactions

Enter Transaction Details

The following transaction details are required.


Template UC Rehire - Staff Only


Organizational Relationship Employee

\*Employee ID 10000023  Maricar Sherck

\*Effective Date 11/01/2018

Action Rehire

\*Reason Code **Rehire, < 120 days break** 

\*Address Format United States 

Continue

Cancel

Step	Action
12.	<p>The <b>Address Format</b> field defaults to <b>United States</b>. If the employee has an international address, select the <b>Global</b> option.</p> <p>For this example, the <b>Address Format</b> of <b>United States</b> is selected.</p>

Smart HR Transactions

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Smart HR Transactions

Enter Transaction Details

The following transaction details are required.

Template UC Rehire - Staff Only

Organizational Relationship Employee

\*Employee ID 10000023  Maricar Sherck

\*Effective Date 11/01/2018

Action Rehire

\*Reason Code **Rehire, < 120 days break**

\*Address Format United States

Continue Cancel

Step	Action
13.	Click the <b>Continue</b> button. <div>Continue</div>

Smart HR Transactions

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Enter Transaction Details

The following transaction details are required.

Template UC Rehire - Staff Only

Organizational Relationship Employee

\*Employee ID 10000023  Maricar Sherck

\*Effective Date 11/01/2018

Action Rehire

\*Reason Code **Rehire**


\*Address Format United States

Continue Cancel

Message

Person ID 10000023 already exists in the system for Maricar Sherck. (1007,61)  
 Select OK to continue the hire process with this Person ID. Select Cancel to enter a new Person ID.

OK Cancel

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

**Smart HR Transactions**

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**Enter Transaction Information**

[Click here to Hide Header Details](#)

**Template:** UC\_REHIRE      **Name:** Maricar Sherck  
**Effective Date:** 11/01/2018      **Action/Action Reason:** REH/RE2 (Rehire, < 120 days break)  
**Employee ID:** 10000023      **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](#) [1 of 1](#) [Last](#)

Phone Type	Telephone	Preferred
1		<input type="checkbox"/>

**Person Email Address** [Personalize](#) [Find](#) [View All](#) [1 of 1](#) [Last](#)

Email Type	Email Address

Step	Action
15.	The rehire template appears. Five tabs are available on this template: <b>Personal Data</b> , <b>Job Data</b> , <b>Earns Dist</b> , <b>Addl Pay</b> and <b>Employee Experience</b> .
16.	Header details appear above the tabs. You can show/hide the header information as needed.
17.	<p>The employee's personal data automatically populates from the employee's existing personal data information.</p> <p>The <b>Person Phone Number</b> and <b>Person Email Address</b> sections do not display 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.</p>

**Smart HR Transactions**

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[Enter Transaction Information](#)

[Click here to Hide Header Details](#)

Template: UC\_REHIRE      Name: Maricar Sherck  
Effective Date: 11/01/2018      Action/Action Reason: REH/RE2 (Rehire, < 120 days break)  
Employee ID: 10000023      Employee Record:

[Personal Data](#) | [Job Data](#) | [Earns Dist](#) | [Employee Experience](#)

**Employee Information**

**Name - Legal Name/Name**

\*Legal First Name: Maricar      Legal Middle Name: L  
\*Legal Last Name: Sherck      Legal Suffix:   
First Name: Maricar      Middle Name: L  
Last Name: Sherck

**Birthday Information**

Date of Birth: 01/01/1967

**Person Education Level**

Highest Education Level: I

**Person Phone Number** [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Phone Type	Telephone	Preferred
1		<input type="checkbox"/>

**Person Email Address** [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Email Type	Email Address

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

**Smart HR Transactions**

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[Enter Transaction Information](#)

[Click here to Hide Header Details](#)

Template: UC\_REHIRE      Name: Maricar Sherck  
Effective Date: 11/01/2018      Action/Action Reason: REH/RE2 (Rehire, < 120 days break)  
Employee ID: 10000023      Employee Record:

[Personal Data](#) | [Job Data](#) | [Earns Dist](#) | [Employee Experience](#)

**Employee Information**

**Name - Legal Name/Name**

\*Legal First Name: Maricar      Legal Middle Name: L  
\*Legal Last Name: Sherck      Legal Suffix:   
First Name: Maricar      Middle Name: L  
Last Name: Sherck

**Birthday Information**

Date of Birth: 01/01/1967

**Person Education Level**

Highest Education Level: I





**Person Phone Number** [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Phone Type	Telephone	Preferred
Home		<input type="checkbox"/>
Mobile - Personal		<input type="checkbox"/>
Mobile - Work		<input type="checkbox"/>
Work - Other Location		<input type="checkbox"/>

**Person Email Address** [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Email Type	Email Address



Step	Action
19.	For this example, click the <b>Mobile - Personal</b> list item. 
20.	Click in the <b>Telephone</b> field. 
21.	Enter the desired information into the <b>Telephone</b> field. For this example, enter <b>5904531313</b> .
22.	Click the <b>Preferred</b> option. 
23.	Click the button to the right of the <b>Email Type</b> field. 

**Smart HR Transactions**

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[Enter Transaction Information](#)

[Click here to Hide Header Details](#)

**Template:** UC\_REHIRE    **Name:** Maricar Sherck  
**Effective Date:** 11/01/2018    **Action/Action Reason:** REH/RE2 (Rehire, < 120 days break)  
**Employee ID:** 10000023    **Employee Record:**

[Personal Data](#) | [Job Data](#) | [Earns Dist](#) | [Employee Experience](#)

**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**

**Person Phone Number** [Personalize](#) [Find](#) [View All](#) [1 of 1](#) [First](#) [Last](#)

Phone Type	Telephone	Preferred
1 Mobile - Personal	590/453-1313	<input checked="" type="checkbox"/>

**Person Email Address** [Personalize](#) [Find](#) [View All](#) [1 of 1](#) [First](#) [Last](#)

Email Type	Email Address
1 Campus	
2 Dormitory	
3 Home	

Step	Action
24.	For this example, click the <b>Home</b> list item. 
25.	Click in the <b>Email Address</b> field. 

Step	Action
26.	Enter the desired information into the <b>Email Address</b> field.  For this example, enter <b>mmarci@gmail.com</b> .
27.	Click the scroll bar.
28.	Confirm that the <b>National ID</b> 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 <b>National ID</b> field blank has downstream impacts.

Step	Action
29.	If the rehire has an existing tracker profile, then you can add their <b>Tracker Profile ID</b> .
30.	If applicable, use the <b>UC External System ID</b> 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 <b>Business Unit</b> in this section must match the <b>Business Unit</b> associated with the <b>Position Number</b> you enter on the <b>Job Data</b> tab (the next tab).

Step	Action
31.	<p>Use the <b>Comments</b> field to enter specific details or an explanation regarding the transaction. For example, this field can be used to indicate that the employee lives and works outside the US. For these employees, UCPC WFA Production will add the <b>NRA Working Outside the US</b> citizenship status on the <b>Identification Data</b> page.</p> <p>This field is referenced by UCPC WFA Production to assist with the processing of the transaction.</p>
32.	Click the scroll bar.

Smart HR Transactions

Smart HR Transactions

Enter Transaction Information

Click here to Hide Header Details

Template: UC\_REHIRE    Name: Maricar Sherck  
Effective Date: 11/01/2018    Action/Action Reason: REH/RE2 (Rehire, < 120 days break)  
Employee ID: 10000023    Employee Record:

Personal Data    Job Data    Earnings    Employee Experience

Employee Information

Name - Legal Name/Name

\*Legal First Name: Maricar    Legal Middle Name: L  
\*Legal Last Name: Sherck    Legal Suffix:   
First Name: Maricar    Middle Name: L  
Last Name: Sherck

Birthday Information

Date of Birth: 01/01/1967

Person Education Level

Highest Education Level: I

Person Phone Number

Personalize | Find | View All | 1 of 1 | Last

Phone Type: Telephone    Preferred:   
1 Mobile - Personal    590/453-1313

Person Email Address

Personalize | Find | View All | 1 of 1 | Last

Email Type:    Email Address:

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

**Smart HR Transactions**

Smart HR Transactions New Window | Help | Personalize Page

Enter Transaction Information

[Click here to Hide Header Details](#)

Template: UC\_REHIRE      Name: Maricar Sherck  
 Effective Date: 11/01/2018      Action/Action Reason: REH/RE2 (Rehire, < 120 days break)  
 Employee ID: 10000023      Employee Record:

Personal Data | **Job Data** | Earnings Dist | Employee Experience

**Employee Information**

**Work Location - Position Data**

\*Position Number

**UC Employee Review**

Review Type       Next Review Date

**Work Location - Job Fields**

Business Unit       Department   
 Location Code       Establishment ID

**Job Information - Job Code**

Job Code

**Job Information - United States**

FLSA Status

**Job Labor - Union Code**

Union Code       Union Seniority Date

**Job Information - Reporting Information**

Step	Action
34.	<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 <b>Position Number</b> field.</p> <input type="text"/>
35.	<p>Enter the desired information into the <b>Position Number</b> field.</p> <p>For this example, enter <b>40004853</b>.</p>
36.	<p>Press <b>[Tab]</b> to automatically populate the position-related fields.</p>

**Smart HR Transactions**

Smart HR Transactions [New Window](#) [Help](#) [Personalize Page](#)

Enter Transaction Information

[Click here to Hide Header Details](#)

Template: UC\_REHIRE    Name: Maricar Sherck  
Effective Date: 11/01/2018    Action/Action Reason: REH/RE2 (Rehire, < 120 days break)  
Employee ID: 10000023    Employee Record:

[Personal Data](#) | [Job Data](#) | [Earns Dist](#) | [Employee Experience](#)

**Employee Information**

**Work Location - Position Data**

\*Position Number 40004853

**UC Employee Review**

Review Type     Next Review Date

**Work Location - Job Fields**

Business Unit RVCMP    Department D01005  
Location Code P5261    Establishment ID UCR

**Job Information - Job Code**

Job Code 007375

**Job Information - United States**

FLSA Status Exempt

**Job Labor - Union Code**

Union Code 99    Union Seniority Date

**Job Information - Reporting Information**

Step	Action
37.	Enter <b>UC Employee Review</b> information, if applicable.
38.	Click the scroll bar.

**Smart HR Transactions**

**Job Labor - Union Code**

Union Code 99    Union Seniority Date

**Job Information - Reporting Information**

Reports To Position Number 40005374

**Job Information - Employee Classification**

\*Employee Classification     Classified/Unclassified Ind Professional & Support Staff

**Job Information - Standard Hours**

Standard Hours 40.000000    FTE 1.000000

**UC Job Data**

Probation Code None    Probation End Date

Trial Employment End Date     ERIT/Phased Retirement End Dt

Location Use End Date     Location Use Type

Alternate Work Week 7/40    PY Career Duration


Cubicle

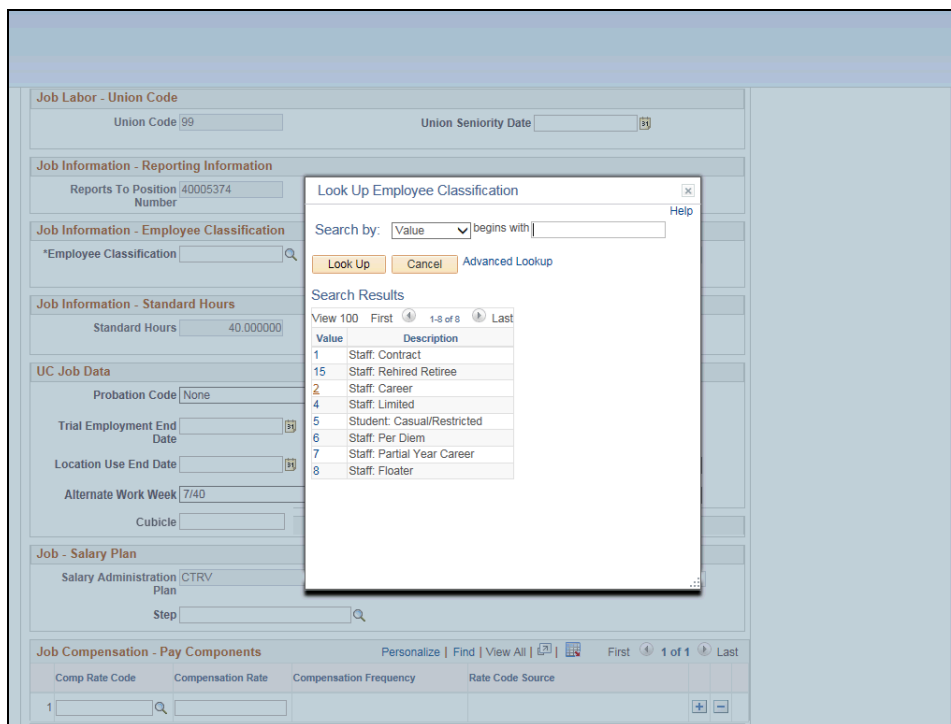
**Job - Salary Plan**


Salary Administration Plan CTRV    Salary Grade 23  
Step

**Job Compensation - Pay Components** [Personalize](#) | [Find](#) | [View All](#) | [1 of 1](#) | [First](#) | [Last](#)

Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Source
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step	Action
39.	<p>For staff hires, you must enter an <b>Employee Classification</b> value.</p> <p>Click the <b>Look up Employee Classification</b> button.</p> 



Step	Action
40.	<p>Select the appropriate <b>Employee Classification</b>.</p> <p>For this example, click the <b>2</b> list item.</p> <p><u>2</u></p>
41.	<p>In the <b>UC Job Data</b> section, enter or select the appropriate values as applicable.</p> <p>The <b>Probation Code</b> field is required if:</p> <ul style="list-style-type: none"> <li>the <b>Classified/Unclassified Ind</b> field is <b>Professional and Support Staff</b>, and</li> <li>the <b>Employee Class</b> is <b>Career</b> or <b>Partial Year Career</b>.</li> </ul> <p>The <b>Probation Date</b> field is required if the <b>Probation Code</b> field value is something other than <b>Completed</b> or <b>Probation Completed, Other Job</b>.</p>
42.	<p>Click the button to the right of the <b>Probation Code</b> field.</p> 

**Smart HR Transactions**

**Job Labor - Union Code**

Union Code  Union Seniority Date

**Job Information - Reporting Information**

Reports To Position Number

**Job Information - Employee Classification**

\*Employee Classification  Classified/Unclassified  Ind

**Job Information - Standard Hours**

Standard Hours  FTE

**UC Job Data**

Probation Code  Probation End Date

Trial Employment End Date  ERIT/Phased Retirement End Dt

Location Use End Date  Location Use Type

Alternate Work Week  PY Career Duration

Cubicle

**Job - Salary Plan**

Salary Administration Plan  Salary Grade

Step

**Job Compensation - Pay Components** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Source
1	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Step	Action
43.	For this example, click the <b>Probation Completed</b> list item. <div>Probation Completed</div>
44.	Click in the <b>Probation End Date</b> field. <div></div>
45.	Enter the desired information into the <b>Probation End Date</b> field. For this example, enter <b>5/1/17</b> .
46.	Click the scroll bar.

### Smart HR Transactions

Probation Code

Probation Completed

Probation End Date

5/1/17

Trial Employment End Date

ERIT/Phased Retirement End Dt

Location Use End Date

Location Use Type

Alternate Work Week

7/40

PY Career Duration

Cubicle

#### Job - Salary Plan

Salary Administration Plan

CTRV

Salary Grade

23

Step

#### Job Compensation - Pay Components

Personalize

Find

View All

1 of 1

Last

Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Source
1			

#### Work Location - Expected Job End Date

Expected Job End Date

#### Job Compensation - Payroll Currency and Frequency

\*Compensation M Frequency

Return to Enter Transaction Details Page

Save and Submit

Save for Later

Cancel

Supporting documents

Transaction ID:

NEW


Initiator Comments:

Requester ID:

10095340

Ima Gudadmin

Requested:

Step	Action
47.	<p>Some job codes have steps associated with them. When a <b>Step</b> is entered, UCPath automatically updates the <b>Job Compensation - Pay Components</b> fields and the compensation information cannot be changed. Use caution when selecting the appropriate step value. For some jobs, there are half steps, so be sure to use the <b>Look up</b> icon and review the <b>Hourly Rate</b> to ensure you are selecting the correct step value.</p> <p>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.</p> <p>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 the <b>Job Compensation- Pay Components</b> section.</p>
48.	<p>For this example, the job code is not associated with steps so the compensation fields must be entered manually.</p> <p>Click the <b>Look up Comp Rate Code</b> button.</p> 



Look Up Comp Rate Code

Search by: Comp Rate Code begins with

Look Up Cancel Advanced Lookup

Search Results

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Comp Rate Code	Description	Comp Base	Rate Code	Rate Code
		Pay Switch	Type	Class
UCABVE	Above Scale [Acad]	Y	Flat Amt	BASSAL
UCABVS	Above Scale [Staff, Per Agmt]	Y	Flat Amt	BASSAL
UCANNL	Annual Rate [Staff/Academic]	Y	Flat Amt	BASSAL
UCANTR	UC Contract Pay [Acad]	Y	Flat Amt	BASSAL
UCDEC5	Decoupled - Half Step [Acad]	Y	Flat Amt	BASSAL
UCDEC9	Decoupled < \$100 [Acad]	Y	Flat Amt	BASSAL
UCFELL	Post Doc Fellow - Annual Rate	Y	Flat Amt	BASSAL
UCFELM	Post Doc Fellow - Monthly Rate	Y	Flat Amt	BASSAL
UCGCY	NSTP- Negotiated Amt [Acad]	Y	Flat Amt	BASSAL
UCGCYN	NSTP- Negotiated -NOT FIRM	Y	Flat Amt	BASSAL
UCGRNA	Green Cir Annual Rt [Staff]	Y	Flat Amt	BASSAL
UCGRNH	Green Cir Hourly Rt [Staff]	Y	Hourly Rate	BASSAL
UCHD51	HSCP - Dec 5 - Eligible	Y	Flat Amt	BASSAL
UCHD52	HSCP - Dec 5 - Ineligible	Y	Flat Amt	BASSAL
UCHD53	HSCP - Dec 5 - Decrease	Y	Flat Amt	BASSAL
UCHD91	HSCP - Dec 9 - Eligible	Y	Flat Amt	BASSAL
UCHD92	HSCP - Dec 9 - Ineligible	Y	Flat Amt	BASSAL
UCHD93	HSCP - Dec 9 - Decrease	Y	Flat Amt	BASSAL
UCHMAP	HSCP Min - Above Sc X Prime	Y	Flat Amt	BASSAL
UCHMO1	HSCP Min-Off Scale 1 (Elig)	Y	Flat Amt	BASSAL
UCHMO2	HSCP Min-Off Scale 2 (Inelig)	Y	Flat Amt	BASSAL
UCHMO3	HSCP Min-Off Scale 3 (Decr)	Y	Flat Amt	BASSAL
UCHRLY	Hourly Rate [Staff/Acad]	Y	Hourly Rate	BASSAL
UCHSAP	HSCP Above Scale - X Prime	Y	Flat Amt	BASSAL
UCHSAX	HSCP Above Scale - X	Y	Flat Amt	BASSAL
UCHSMA	HSCP Min Scale - Above Sc X	Y	Flat Amt	BASSAL
UCHSMP	HSCP Min Scale - X Prime	Y	Flat Amt	BASSAL
UCHSMX	HSCP Min Scale - X	Y	Flat Amt	BASSAL

Step	Action
49.	<p>Select the appropriate <b>Comp Rate Code</b>.</p> <p>For this example, click the <b>UCANNL</b> link.</p> <p><b>UCANNL</b></p>
50.	<p>Click in the <b>Compensation Rate</b> field.</p> <p><input type="text"/></p>
51.	<p>Enter the desired information into the <b>Compensation Rate</b> field.</p> <p>For this example, enter <b>76000</b>.</p>
52.	<p>If the employment is a short term assignment or temporary hire, enter the date the position ends in the <b>Expected Job End Date</b> field. UCPC runs a process to automatically terminate the employee on the date entered in this field.</p> <p>An <b>Expected Job End Date</b> is required for following employee classes:</p> <p><b>1</b> - Staff: Contract</p> <p><b>5</b> - Student: Casual/Restricted</p> <p><b>8</b> - Staff: Floater</p> <p><b>15</b> - Staff: Rehired Retiree</p> <p>An <b>Expected Job End Date</b> is recommended but not required for following employee classes:</p> <p><b>4</b> - Staff: Limited</p> <p><b>6</b> - Staff: Per Diem</p>

Step	Action
53.	<p>Concurrent jobs require <b>Compensation Frequency</b> alignment. If <b>Compensation Frequency</b> conflicts are identified, UCPath sends the template transaction back to the Location for review, alignment and resubmission.</p> <p>The payroll-related <b>Compensation Frequency</b> field automatically populates based on the job code. This field defines how the total compensation is paid out to the employee per paycheck.</p>
54.	Click the scroll bar.

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[Enter Transaction Information](#)

[Click here to Hide Header Details](#)

**Template:** UC\_REHIRE    **Name:** Maricar Sherck  
**Effective Date:** 11/01/2018    **Action/Action Reason:** REH/REZ (Rehire, < 120 days break)  
**Employee ID:** 10000023    **Employee Record:**

[Personal Data](#) | [Job Data](#) | [Earns Dist](#) | [Employee Experience](#)

**Employee Information**

**Work Location - Position Data**

\*Position Number 40004853

**UC Employee Review**

Review Type  Next Review Date

**Work Location - Job Fields**

Business Unit RVCMP Department D01005  
Location Code P5261 Establishment ID UCR

**Job Information - Job Code**

Job Code 007375

**Job Information - United States**

FLSA Status Exempt

**Job Labor - Union Code**

Union Code 99 Union Seniority Date

**Job Information - Reappointment Information**

Step	Action
55.	<p>Click the <b>Earns Dist</b> tab.</p> <p><a href="#">Earns Dist</a></p>

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Smart HR Transactions

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Template: UC\_REHIRE    Name: Maricar Sherck  
Effective Date: 11/01/2018    Action/Action Reason: REH/RE2 (Rehire, < 120 days break)  
Employee ID: 10000023    Employee Record:

Personal Data | Job Data | **Earns Dist** | Employee Experience

**Employee Information**

**Job Earnings Distribution Type**  
Earnings Distribution Type: None    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

Save and Submit    Save for Later    Cancel    Supporting documents

Transaction ID: NEW

Initiator Comments:

Requester ID: 10095340    Ima Gudadmin

Requested:

Step	Action
56.	In most cases, the <b>Job Earnings Distribution</b> 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.
57.	The <b>Job Earnings Distribution</b> section also 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> . After the <b>Earnings Distribution Type</b> is selected, the <b>Aggregate Comp Rate</b> field is populated with the monthly amount. - If <b>By Amount</b> is selected, the total of all compensation rates entered must add up to the monthly comp rate. - If <b>By Percent</b> is selected, the total of all percentages entered must add up to 100%.
58.	Click the <b>Employee Experience</b> tab. 

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Smart HR Transactions

Enter Transaction Information

Click here to Hide Header Details

Template:

 UC\_REHIRE

Name:

 Maricar Sherck

Effective Date:

 11/01/2018

Action/Action Reason:

 REH/RE2 (Rehire, < 120 days break)

Employee ID:

 10000023

Employee Record:

Personal Data

Job Data

Earns Dist

Employee Experience

Employee Information

Employee Experience

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

Employer Name	Job Description	Start Date	End Date	UC Relevant Experience	UC Relevant Se
1				<input type="checkbox"/>	<input type="checkbox"/>

[Return to Enter Transaction Details Page](#)

Save and Submit

Save for Later

Cancel

Supporting documents

Transaction ID:

 NEW

Initiator Comments:

Requester ID:

 10095340

Ima Gudadmin

Requested:


Step	Action
59.	<p>For represented staff, use the fields on this page to enter data related to the employee's prior work experience. Having this information is helpful in determining new compensation rates for the employee who is being rehired.</p> <p>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.</p>
60.	<p>Use the <b>Supporting documents</b> link to attach supporting documents for the rehire.</p> <p><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.</p>
61.	<p>Enter comments for the Approver in the <b>Initiator Comments</b> field.</p> <p>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 <b>Initiator Comments</b> on any of the tabs within this template.</p>
62.	<p>The <b>Save and Submit</b> button is not available until all required fields on each tab are completed.</p> <p>Click the <b>Save and Submit</b> button.</p> <div>Save and Submit</div>

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Smart HR Transactions

Select an Action

Name Maricar Sherck

 This person already exists in the Human Resources system. You must decide what action should be used to hire this person into the system.

Search for Matching Persons found this person has one or more inactive Employee Instances in the system.

Person Org Summary

Select an Action

☒ Select existing employee instance as a Rehire. Instance #

[Edit Transaction Details](#)


Step	Action
63.	Review the rehire warning message, which indicates this employee's record already exists in UCPath.
64.	<p>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.</p> <p>For this example, accept the default.</p>
65.	<p>Click the <b>Save and Submit</b> button.</p> <div><input type="button" value="Save and Submit"/></div>

**Smart HR Transactions**

Smart HR Transactions

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**Submit 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
66.	Click the <b>OK</b> button. 
67.	You have initiated a rehire template transaction for a staff employee. <b>End of Procedure.</b>