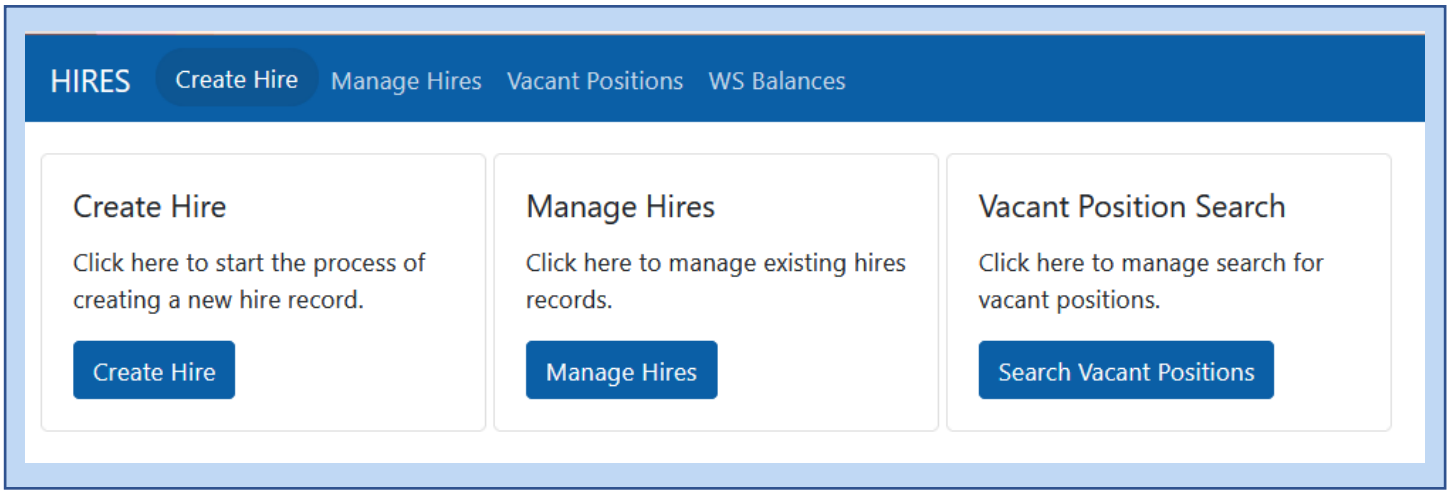
HIRES NAVIGATION

This guide contains a basic tutorial on navigating the hire system and using the various search pages within the system to support your hiring needs. For how to submit a hire request, please refer to the following guides

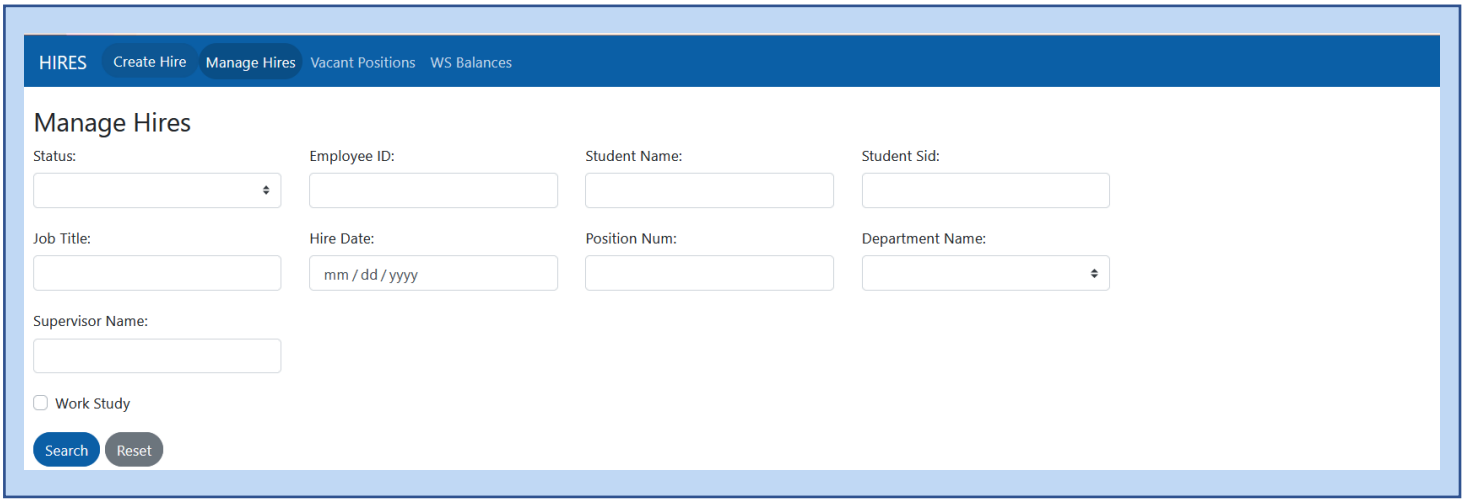
Create Hire Request with a Position
Create Hire Request without a Position

Please note, unit approvers will not see the "Create Hire" option unless they have both hiring manager and unit approver roles.

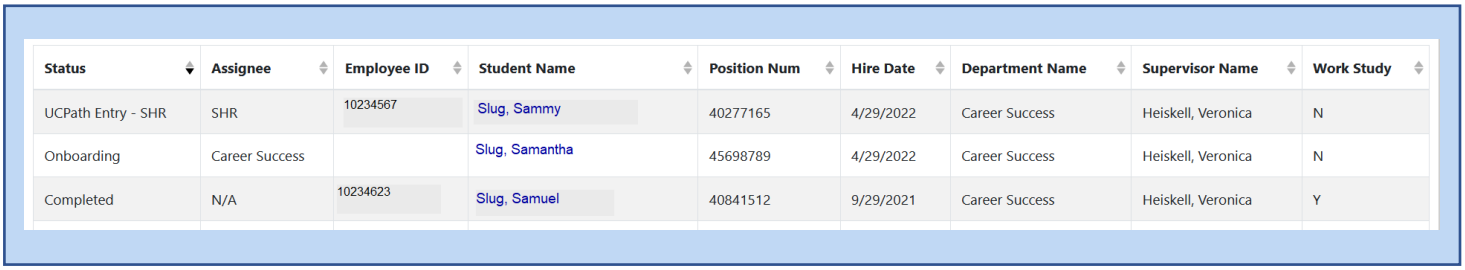


Manage Hires

Manage Hires will be used to determine the status of submitted hire requests. A user can search by various elements to locate the specific student record. Access for hiring managers and unit approvers will be limited to the departments which they are associated with.



To review a specific student record, the user will click on the student name which will display the record. Hiring Manager (HM) will only have access to act on a specific record in the following status - Returned to Supervisor, Position Rejection. Unit Approvers (UA) will only have access to act on a specific record in the following status - Position Approval.



Status	Assignee	Employee ID	Student Name	Position Num	Hire Date	Department Name	Supervisor Name	Work Study
UCPath Entry - SHR	SHR	10234567	Slug, Sammy	40277165	4/29/2022	Career Success	Heiskell, Veronica	N
Onboarding	Career Success		Slug, Samantha	45698789	4/29/2022	Career Success	Heiskell, Veronica	N
Completed	N/A	10234623	Slug, Samuel	40841512	9/29/2021	Career Success	Heiskell, Veronica	Y

Other statuses can be updated by SHR or Career Success depending on the action required.

The following is a table of status and what is expected within each status

Status	Assignee	What to Expect
Submitted	SHR	SHR will review request and based on type of request will move forward in the process
Returned to Supervisor	Supervisor	Request has been returned to the supervisor for update
Position Approval	Unit	Request is ready for approval by unit position approver
Position Rejection	Supervisor	Request has been rejected by the unit position approver. Unit position approver can determine if request should be updated or if request will not move forward
Create Position	SHR	Request is in queue for SHR to create position in UCPath
Background Check Review	SHR	Review to determine if student requires a background check
Background Check	Student	Student must complete background check prior to beginning work
Onboarding	Career Success	Student must complete onboarding with Career Success prior to beginning work
UCPath Entry – CS	Career Success	Onboarding has been completed. Entry is needed by Career Success into UCPath
UCPath Entry – SHR	SHR	No onboarding is needed. Entry is needed by SHR into UCPath
Completed	N/A	Student has been entered into UCPath (no further actions are needed)
Inactive – Incomplete	N/A	Hire Request was inactivated prior to UCPath Entry into UCPath.
Inactive	N/A	Student in no longer active in this position

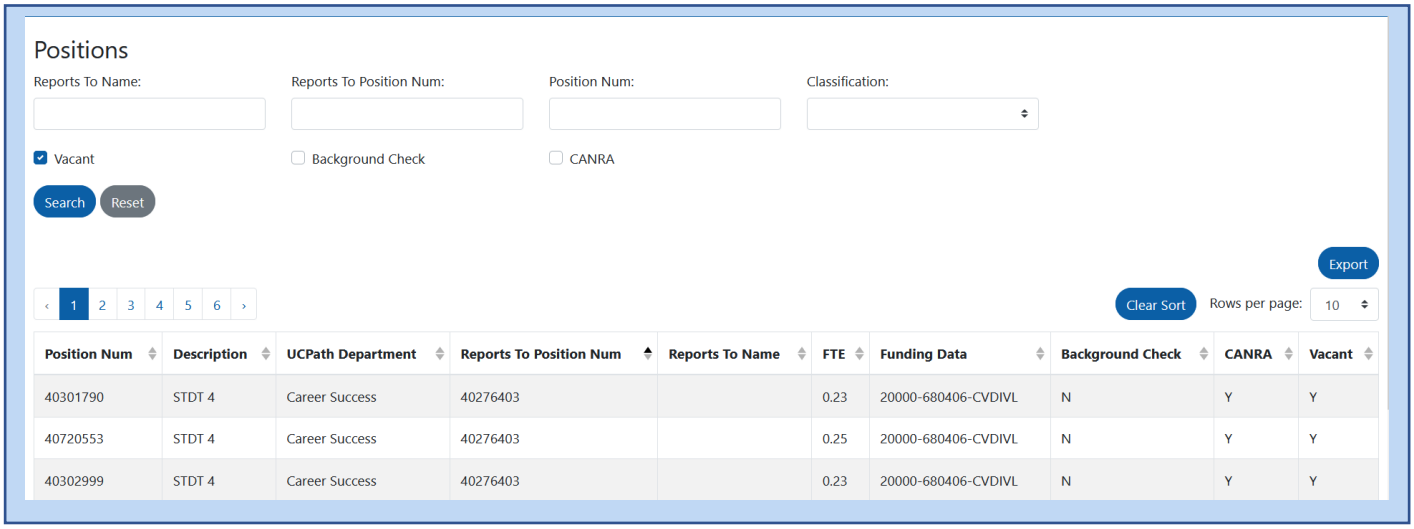
Vacant Positions

Vacant Positions is a search page for positions which do not have an active hire request associated with them. Only positions within a user's department(s) will display.

When selecting a position, the user should only select positions which are assigned to them as reflected within the “Reports To” name. If the user is submitting on behalf of the hiring manager, select the position with the “Reports To” of the individual who will supervise the student.

If a “Reports To” change is needed for a vacant position, Units can request a vacant position update via email to their Operations Timekeeper. Once the update has been made in UCPath, the updated “Reports To” on the vacant position will feed into HIRES the following day.

- Alternatively, the change may be requested within the Hire Request “Comments” section. The “Reports To” update request must include the Supervisor Name and Position Number of the new supervisor.



Position Num	Description	UCPath Department	Reports To Position Num	Reports To Name	FTE	Funding Data	Background Check	CANRA	Vacant
40301790	STDT 4	Career Success	40276403		0.23	20000-680406-CVDIVL	N	Y	Y
40720553	STDT 4	Career Success	40276403		0.25	20000-680406-CVDIVL	N	Y	Y
40302999	STDT 4	Career Success	40276403		0.23	20000-680406-CVDIVL	N	Y	Y

A user should also review if a vacant position already has indicated a background check is required and/or CANRA.

For more information on background checks, please click here
For more information on CANRA, please click here

If a user cannot find a vacant position which matches the attributes of the job, this will be submitted via the Create Hire Request without a position process.

Work Study Balances

Work Study Balances provides information for the current academic year. Balances are reflected based on the last pay confirm within UCPath.

If a student applies via a Handshake posting which is designated for work study, this is authorization that they would like to use their work study for this specific job. If a student applies via a Handshake posting which is designated as non-work study, the student has not authorized the use of work study for this job even if there are work study funds available.

Selections for students should not be based upon work study balance availability.

When the work study program ends in June, a new hire request is NOT needed to update the position to non-work study for the summer. SHR has a process to make position updates at this time.

If a student's work study balance is exhausted before June, a new hire request is NOT needed to update the position to non-work study.

For students in continuing jobs, the student can authorize work study via the Work Study Authorization form, and a new hire request is **NOT** needed to complete this action. This process is facilitated by SHR, and email communication is provided out to students and supervisors in early fall.