



# CREATE HIRE REQUEST (with a position)

This guide contains instruction on completing a hire request when a position number is known.

Positions can be found through the Vacant Position page. This guide is intended for hiring managers (HM) only as unit approvers do not have a role when a position number is known.

## Before You Begin

The process begins with review of the vacant position page to determine available positions.

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 [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.



## Positions

Reports To Name:

Reports To Position Num:

Position Num:

Classification:

Vacant

Background Check

CANRA

Search

Reset

Export

< 1 2 3 4 5 6 >

Clear Sort

Rows per page:

10

| 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](#)

Once a position is selected and a student has been identified, a Create Hire Request form can be submitted within the system.

## Submission of Form

### Step 1 - **REQUIRED**

#### ● Hiring Work Study?

- Indicate work-study when hiring a work-study student that applied to a work-study posting in Handshake.
- Indicate non-work-study when hiring a student that applied to a non-work study posting in Handshake.
  - If a student with work study applies via Handshake to a 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. Students can authorize work-study by filling out a Work Study Authorization Form, distributed each year in mid-September by the PAT team.

- o Work Study Selection will drive eligible positions (for example, BYA titles and Resident Assistants are not eligible to be hired under work study positions).

### Create Hire x

Hiring Work Study?\*

Yes  No

Is this a LAEP hire?

Yes  No

Student:\*

Search by name, cruzid, or SID v

### Step 2 - **REQUIRED**

- Student Information
  - o Users can search by name, CruzID, or Student ID. It is recommended to use CruzID or Student ID as this will reduce the likelihood of selecting the wrong student.
- If a student is not appearing and work study is selected, the student does not have an eligible work study award within the current academic year.
  - o For fall hires, hiring can begin in early September as information will be present for the upcoming term. Exact dates will vary from year to year.
  - o The current work study award will be presented once a student is selected.
- If a student is not appearing and work study is not selected, a student is not registered for current term/future term and is not eligible for hire. Students must be currently registered to be eligible for casual-restricted employment.
  - o For fall hires, hiring can begin in early September as information will be present for the upcoming term. Exact dates will vary from year to year.



### Step 3 - **REQUIRED**

- Preferred Start Date
  - Date must be the current date or a future date.
    - Even though this should not occur, if there is a need to use a start date previous to the current date, please contact your Timekeeper in regards to the situation.
  - This date does not indicate actual hire date as students must have completed onboarding prior to starting work.
  - Students should not begin working until notice of onboarding completion is received.
- Estimated End Date
  - For work study hires, this date will default to work study end date (ex. 06/13/2024), but a later date may be selected. However, work-study will not fund wages after 6/13/2024.
  - For other hires, this date should not go beyond the current academic year.
    - For hires made during late spring, it is acceptable to request an end date beyond the current academic year and as far as the next academic year if it is anticipated that the student will be a registered student.
  - For students in continuing jobs:
    - Non-Work-Study: Units can request a job extension via email to their Timekeeper. A new hire request is NOT needed to extend students beyond the date indicated.
    - Work-Study: Units can request a job extension via email to their Timekeeper. A new hire request is NOT needed to extend students beyond the date indicated.
    - In addition, PAT will provide extension information to extend student jobs on an as-needed basis.



Preferred Start Date:\*

05 / 08 / 2022



Estimated End Date:\*

06 / 09 / 2022



#### Step 4 - **REQUIRED**

- UCPATH Department
  - This is the department indicated in UCPATH. Users will select via department name and this will drive available positions within the system.
  - Once selected, the UCPATH department code will display.

UCPATH Department:\*

Career Success



**Department Code:** SC3206

Supervisor:\*

Heiskell, Veronica (vheiskel)



#### Step 5 - **REQUIRED**

- Supervisor
  - Supervisor selected should be the person who will be indicated as the “Reports To” within UCPATH. This person will also complete the approval of timesheets within CruzPay.
  - Supervisor selection is dependent on the UCPATH department and access to the HIRES system. Supervisor must be indicated as a hiring manager associated with the selected department to be an available option to display.



## Step 6 - **REQUIRED**

- Working Title
  - Working Title should be the same title as advertised within Handshake. This will be used to help students identify the correct job within CruzPay for reporting time.

Working Title:\*

Career Success Student Assistant



## Step 7 - **REQUIRED for Work-Study jobs, OPTIONAL for other jobs**

- Handshake Job Posting ID Number
  - For work-study jobs you must include the seven digit Handshake job posting ID number (JobID). We highly encourage you to include the JobID for non-work-study jobs. You can find the JobID several ways:
    - You may click the “jobs” tab in your Handshake employer account. The “ID” number is the “ID” number column on the left.
    - You may also find the number when looking at a specific job posting as “Job #”.

The screenshot shows the Handshake interface with a list of jobs. The 'Jobs' tab is selected in the left sidebar. The main content area displays a table of job postings. The first row is circled in red, highlighting the Job ID 4223564.

| ID      | Job   | Applicants | School                               | Expires    | Status   | Campus Interview |
|---------|---|------------|--------------------------------------|------------|----------|------------------|
| 4223564 | UCSC On Campus - Events Assistant                             | 1          | University of California, Santa Cruz | 12/1/2020  | Expired  | No               |
| 4161686 | TEST 2 - On-Campus - Job and Internship Developer Assistant   | 1          | University of California, Santa Cruz | 11/3/2020  | Expired  | No               |
| 4138088 | I   | 0          | University of California, Santa Cruz | 10/31/2020 | Declined | No               |
| 3788164 | UCSC On Campus - Events Assistant                             | 2          | University of California, Santa Cruz | 5/30/2020  | Expired  | No               |
| 3787959 | UCSC On Campus - Employer Outreach & Job Approval Assistant   | 2          | University of California, Santa Cruz | 5/30/2020  | Expired  | No               |
| 3769127 | TEST To ER-On-Campus - Job and Internship Developer Assistant | 1          | University of California, Santa Cruz | 5/13/2020  | Expired  | No               |
| 3762214 | TEST 2 - On-Campus - Job and Internship Developer Assistant   | 1          | University of California, Santa Cruz | 5/8/2020   | Expired  | No               |
| 3762177 | TEST - On-Campus - Job and Internship Developer Assistant     | 0          | University of California, Santa Cruz | 5/5/2020   | Expired  | Yes              |

## Experiential Learning Student Assistant

Job #6363970 • Created 4/20/2022 by Taylor Harrison • Expired 4/20/2022

[Overview](#) [Schools](#) [Matches](#) [Applicants \(0\)](#) [Details](#)

### 🕒 This job is expired

No students can apply to this job currently. It has expired at all schools it was posted to.

#### WHAT YOU CAN DO

##### View your applicants

Browse your applicants, and check out resumes and profiles

[View applicants](#)

##### Renew this job

Get more applicants by renewing this job

[Renew job](#)

### Step 8 – **REQUIRED**

- Hours Per Week
  - During the academic school year, it is recommended that students work on average less than 20 hrs per week between all jobs.
  - The hours per week should be the average number of hours per week that is anticipated by this individual.
  - For BYA jobs, 0 hours per week should be indicated.

Hours per Week:\*

5





FTE: 12.5

### Step 9 – **REQUIRED**


- Is Position Number Known?
  - If position number was not determined prior, the magnifying glass can be used as a link to the Vacant Position page.



- o Position numbers will be limited to the department selected above.
- o Once selected, position will display information which is current within UCPATH including:
  - Job Code
  - Reports To
  - FTE (% of time)
  - Funding Data
  - Security Clearance(s) (CANRA or Background Check)

Is the position number known? \*  

Yes  No

Position Number: \* 

40716105 

**Position Job Code:** 004919  
**Position Job Code Description:** STDT 4  
**Position Reports to:** 40766757 - Heiskell, Veronica  
**Position FTE:** 0.25  
**Position Funding Data:** 20000-680586-CVADOP  
**Position Security Clearance(s) Required:**

- CANRA

### Step 10 – **REQUIRED**

- Pay Rate
  - o System will default to the current minimum wage for non-BYA titles.
  - o For 4919 BYAs - Please indicate 29.99 as the pay rate. It is required that pay details be provided within the additional pay details section.
  - o Other BYA Titles (i.e. 4329, 4331, 9920) – Please indicate 0.00 as pay rate. It is required that pay details be provided within the additional pay details section.

Pay Rate:

15.50

Min rate: 15.50; Max rate: 30.00





### Step 11 – Optional

- Additional Pay Details
  - BYA Titles - Additional pay details should be the same as advertised within Handshake.
    - Example: A \$500 payment will be made at the end of each quarter.
    - Example: May receive up to \$200 every pay period, depending on [description of work completed].
    - BYA positions must still meet California minimum wage requirements.

Additional pay details:

### Step 12

- Comments - Optional

Comments:

Submit Hire

- The requestor may include any pertinent information in this section that need to be addressed or were not covered elsewhere in the form.
  - Examples:
    - Please correct “Reports To” to [New Supervisor Name] [New Supervisor position number].
    - Please update the Dept Code from SC##### to SC####.



- Please update position to add/remove Background Check Required.
- Please update position to add/remove CANRA Required.

Once all applicable fields have been completed, **Submit Hire** button will be available for completion.

## PAT Review

PAT will review the request and once processed, the system will determine if the student requires onboarding, background check, or PAT entry to UCPATH.

Note - If incomplete or inaccurate data is submitted, PAT might return it to the supervisor for update. If it is returned, a notification will be provided to the supervisor with what updates are required.

This information can also be viewed within the comments section of the request. Once information has been corrected, the user can resubmit the data.

## Next Steps

- Next steps are dependent on job requirements related to a background check and student status in UCPATH.
- If the job does not require a background check and the student is not active in UCPATH, the student will require onboarding. Notifications will be provided to the student and supervisor.
  - Work should not begin until **Virtual Blue Card** is received
- If a student does not require a background check and is active in UCPATH, the student still needs to complete the mandatory disclosure form. This is required for every new hire. Notifications will be provided to the student and supervisor once the student may begin work.
- After the hire request has been processed within HIRES, funding notifications will be provided with position number, department information, and start/end dates of applicable hire

## Background Check (Conditional Step)

- If a job requires a background check, the system will route the student for a review by PAT prior to completing onboarding.
- If a student has completed a background check in a previous job, student will be indicated as background check completed and emails will be provided to student and supervisor based on whether or not onboarding is needed.
- If a student requires a background check, the student and supervisor will receive applicable emails providing instruction on how to complete the background process.
  - Student cannot begin work prior to completing and clearing background check and onboarding (if applicable).
- Once background check results are received and reviewed, the background check will be marked completed in the system.
  - Student will be provided notifications to determine if onboarding is needed.