



# CREATE HIRE REQUEST (without a position)

This guide contains instruction on completing a hire request when a position number is not known.

This guide is intended for hiring managers (HM) and Unit Approver (UA) within the system. Unit Approver can [review this section](#) for specific tasks.

## Before You Begin

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

If no position is available, the hiring manager will request through the submission of a Create Hire Request form. A position will not be created until it has been approved by the Unit Approver.

### Positions

Reports To Name:  Reports To Position Num:  Position Num:  Classification:

Vacant  Background Check  CANRA

< 1 2 3 4 5 6 >

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

## 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.
- 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 ×

Hiring Work Study?\*

Yes  No

Is this a LAEP hire?

Yes  No

Student:\*

Search by name, cruzid, or SID ▼

### Step 2 - **REQUIRED**

- **Student Information**

- 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
  - o 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.
  - o This date does not indicate actual hire date as students must have completed onboarding prior to starting work.
  - o Students should not begin working until notice of onboarding completion is received.
- Estimated End Date
  - o For work study hires, this date will default to work study end date (ex. 06/13/2024), but a later date may be selected.
  - o 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.
  - o For students in continuing jobs, 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 table of job postings. The table has columns for ID, Job, Applicants, School, Expires, Status, and Campus Interview. The first row is circled in red, highlighting the ID number 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
4161986	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



[← Jobs](#)

## Experiential Learning Student Assistant

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

Edit

More Actions ▾

[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](#)

Handshake Job Posting ID Number:

1234567



### 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?
  - No should be selected when requesting a new position.

Is the position number known? \*  

Yes  No

### Step 10 – **REQUIRED**

- Classification Title

Classification Title: \*

STDT 4 

**Job Code:** 004919

- This is not the working title but the payroll title used within UCPATH. Most students' jobs are considered STDT 4.
- STDT AID OUTSIDE AGENCY is strictly for use by the Off Campus Work Study department.
- STDT RSDNC HALLS is used by CHES for Resident Assistants.
- The respective UCPATH job code will display once selected.

### Step 11 – **REQUIRED**

- Job Duties

Job Duties: \*

- This information should be copied from the position duties section of the Handshake posting.

## Step 12 – Optional

- Funding Data
  - The funding for the applicable position should be included here. This information will be transmitted as part of the notification once the position has been created in UCPATH.

Funding Data:

## Step 13 - **REQUIRED**

- CANRA, E-Verify, & Background Check
  - Users will select if the position requires CANRA, e-Verify screening, and background check.
  - For more information on CANRA, please click [here](#)
  - For more information on background checks, please click [here](#)

CANRA Mandated Reporter?\*  

Yes  No

E-Verify Required?\*

Yes  No

Background Check Required?\*  (PDF) 

Yes  No





## Step 14 – **REQUIRED**

- Pay Rate
  - System will default to the current minimum wage for non-BYA titles.
  - 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.
  - 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 15 – Optional

- Additional Pay Details
  - BYA Titles - Additional pay details should be the same as advertised within Handshake.
    - For 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 16 - Optional

- Comments
  - The requestor may include any pertinent information in this section that was not covered elsewhere in the form.

Comments:

Submit Hire

Once all required 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.


## Unit Position Approval

The unit position approver will receive an email notification to complete approval. If approvals are needed, this will display automatically on the **Manage Hires** page.

Status	Assignee	Employee ID	Student Name	Position Num	Hire Date	Department Name	Supervisor Name	Work Study
Position Approval	Unit	10234597	Slug, Sammy		5/9/2022	Career Success	Heiskell, Veronica	N

The user will click on the student name, and this will display the entire request as submitted by the manager for review by the approver.

Approvers will have the option to approve or reject the position request. When rejecting a position request, it is recommended that the Approver provide comments to explain the rejection.

A red rounded rectangular button with the text "Reject Position" in white.A blue rounded rectangular button with the text "Approve Position" in white.

If approved, the request will route to PAT for creation of the position in UCPATH.

If rejected, the request will remain in that state until action is taken.

For updates to pay rate, FTE, and funding, these updates can be made by the hiring manager once rejected and resubmitted for approval.

If other updates are needed (i.e. job duties), the hire request must be rejected and a new hire request submitted.

## Next Steps

- Once a position has been created by PAT, the 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.