



# 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

HYPERLINK "[https://careers.ucsc.edu/staff/docs/hires\\_create-with-a-position.pdf](https://careers.ucsc.edu/staff/docs/hires_create-with-a-position.pdf)"

[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.

HIRES [Create Hire](#) [Manage Hires](#) [Vacant Positions](#) [WS Balances](#)

## Create Hire

Click here to start the process of creating a new hire record.

[Create Hire](#)

## Manage Hires

Click here to manage existing hires records.

[Manage Hires](#)

## Vacant Position Search

Click here to manage search for vacant positions.

[Search Vacant Positions](#)

## 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.



## Manage Hires

Status:  Employee ID:  Student Name:  Student Sid:

Job Title:  Hire Date:  Position Num:  Department Name:

Supervisor Name:

Work Study

[Search](#) [Reset](#)

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 Number	Submitted Date	Department Name	Supervisor Name	Work Study
Submitted	PAT	10531276	<a href="#">Slug, Sammy</a>	40789246	9/7/2023	SSE Resource Centers	Salamanca, Caz	N
Onboarding	Career Success		<a href="#">Slug, Samantha</a>	40992935	9/7/2023	History	Sullivan, Elaine	N
Onboarding	Career Success		<a href="#">Slug, Samuel</a>	40809386	9/7/2023	DOS Slug Support	Rodriguez, Estefania	N

Other statuses can be updated by PAT 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
<b>Submitted</b>	PAT	PAT will review request and based on type of request will move forward in the process
<b>LAEP Submitted</b>	Career Success	Career Success will review LAEP request and based on type of request will move forward in the process
<b>Returned to Supervisor</b>	Supervisor	Request has been returned to the supervisor for update
<b>Position Approval</b>	Unit	Request is ready for approval by unit position approver
<b>Position Rejection</b>	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
<b>Create Position</b>	PAT	Request is in queue for PAT to create position in UCPATH
<b>Mandatory Disclosure Review</b>	Career Success	Career Success will send a mandatory employment misconduct disclosure to the student via docusign
<b>Mandatory Disclosure</b>	Student	Student must complete a mandatory employment misconduct disclosure via docusign within 2 weeks. Hire will be inactivated if the form is not completed within 2 weeks.
<b>Background Check Review</b>	PAT	Review to determine if student requires a background check
<b>Background Check</b>	Student	Student must complete background check prior to beginning work
<b>Onboarding</b>	Career Success	Student must complete onboarding with Career Success prior to beginning work
<b>UCPATH Entry – CS</b>	Career Success	Onboarding has been completed. Entry is needed by Career Success into UCPATH
<b>UCPATH Entry – PAT</b>	PAT	No onboarding is needed. Entry is needed by PAT into UCPATH
<b>Completed</b>	N/A	Student has been entered into UCPATH (no further actions are needed)
<b>Inactive – Incomplete</b>	N/A	Hire Request was inactivated prior to UCPATH Entry into UCPATH.
<b>Inactive</b>	N/A	Student is 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 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

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](#)

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

The Work-study Balance tab in HIRES tracks a student's current Federal or Presidential award balance (see Type column). Balances are reflected based on the last pay confirm within UCPATH. Hire selections should not be based upon a student's work-study balance availability.

### Work Study Balances

During the academic year, this page provides work study awards. 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 your position.

Please do not make selections for students based upon work study balance availability.

For continuing students, work study can be authorized via the [Work Study Authorization Form](#), and a new hire request is NOT needed to complete this action.

If you have questions, please reach out to your [timekeeper](#).

[Advanced Search](#)

< 1 2 3 4 5 ... 32 >[Clear Sort](#) Rows per page: 50

Name	Sid	Award	Balance	Employee ID	Type
Sam Slug	1112222	2600.00	2600.00		Presidential
Samantha Slugger	1111122	2600.00	2600.00		Federal

### Federal and Presidential Work-study:

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. For a student to authorize the use of their work-study funds in a non-work-study job, the student must fill out a Work-Study Authorization Form distributed by PAT in mid-September each year.



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. PAT 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 PAT, and email communication is provided out to students and supervisors in early fall.