UCPath represents a significant transformation in the way UC works and handles human resources and payroll services.
Onboarding

Hiring

The UCSB recruitment process will remain the same, with departments continuing to hire the workforce.

Hiring Prerequisites

Job Description | Position Management | Funding Entry | Recruitment
Offer/Acceptance | Background Check

Who We Hire in UCPath

Employees (EMP) are those paid by campus payroll.
Contingent Workers (CWR) are those who are not paid by campus payroll.

The hiring process includes new hires, rehires, concurrent hires and transfers.
Roles and Responsibilities

**Departments**
- Perform hiring due diligence
- Select/enter employee into one of the three UCPath Smart HR Templates
- Approves transactions
- Compliance tasks
- Onboarding tasks

**APO**
- Approves transactions for AP non-student employees

**UCPath Center**
- Creates the person job record, as needed
- Reviews submitted hire/reehre for policy, process control of approved transactions
Hiring Processes

Campus Units
- New Hire, Rehire, Transfer, Accepted Offer

UCPath Center
- Checks for processing errors
- Creates person job record as needed
- AWE Approver

HR/APO
- Approve transactions for AP non-student employees
- AWE Approver

(1) HR Smart Template: Employees/Rehires/Concurrent Hires (enter transaction)
- AWE Initiator

Dept
- AWE Approver

Approved

Denied

Initiator/transaction ends

Emails are automatically generated and sent to Initiator with approvals/denials along with any comments on the transaction.
Work Authorization

Federal Compliance
Form I9
Identification information
Verification of source documents
E-verify, as required

UCSB Policies
Background Check
Signing of the Oath
Patent Agreement (UCPath)
Glacier setup (NRAs only)

Payroll
Quality control
Information safeguard
NRA administration (re-verification)
What has changed?

Current State

PANs (Personnel Action Notifications)

Happens after the transaction is entered in the system table(s)

VS

UCPath

Approval Workflow Engine (AWE)

Required before the transaction is entered in the appropriate system tables(s)

The UCPATH Center plays a role in the process

Funding entry has a new role in UCPATH process

Position # is required to complete the hire

Longer fulfillment cycle
### Hiring/Onboarding
- Recruitment processes remain the same
- Departments remain involved
- Hire request will require AWE approval
- Hiring Templates
  - Hire - Rehire - Transfer
- With Employee Self Service (ESS) employees can handle many of their own onboarding needs

### Approval Workflow Engine (AWE)
- Departments select approvers for transactions/employee groups
- Only one department approver has to approve the transaction
- Dept. transaction for AP non-students will be approved by the APO
- If you initiate a transaction, someone else has to approve it
- AWE approval requires clicking a button in UCPath

### Work Authorization
- Departments will continue be involved in the I-9 process of verification
- Patent acknowledgement will be online in UCPath