Job Concurrent Hire

Concurrent Hire - Adding a new job record to an existing employee

A concurrent hire is when a staff or academic employee adds an additional job, which is concurrent to their existing job.

Concurrent hire templates are also used for *Interlocation* transfers.

This job aid covers the following scenario:

A current part-time employee in one department will start working part time in another department. The employee can either add the additional job in the same employee class (academic to academic or staff to staff) or can add the additional job in a different employee class (academic to staff or staff to academic).

In this example Chris, who already works in the Physics department half time, begins work in the Chemistry department effective 10/1/2018. Chris’ combined FTE will be 1.0 with the addition of the second job.

Chris’ current *Job Record* looks like this:

<table>
<thead>
<tr>
<th>EFFDT</th>
<th>EMPL RCD</th>
<th>DEPT</th>
<th>POSITION NBR</th>
<th>HR STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1/2018</td>
<td>0</td>
<td>PHYS</td>
<td>40001234</td>
<td>Active</td>
</tr>
</tbody>
</table>

**Before You Begin**

Things you need:

- Vacant *Academic/Staff* Position
- Position Funded
- Employee’s Employee ID number
Job Concurrent Hire

The Process

Once an approval for a Job/Position has been obtained, you can begin the UCPath process to hire an employee into the new position.

1. The hiring department requests a Position via the Position Control Request transaction as necessary or uses an existing vacant position.
2. Once the position is created, setup accounting and allocation information for the position via Funding Entry transaction.
3. Recruit and select your candidate. A concurrent hire indicates that a candidate who holds an active part time position from a different department has been selected to occupy another part time position. The candidate will not vacate their current position and will add the second part time position.
4. The hiring department initiates the Concurrent Hire via the Smart HR Template transaction by selecting the appropriate Concurrent Hire template to add the Staff/Academic position: (UC_CONC_HIRE or UC_CONC_HIRE_AC).
Job Concurrent Hire

Smart HR Template Transaction

Navigate to the Smart HR Transactions page from your homepage in UCPath Online.

Reminder: Prior to beginning Smart HR Hire Transactions, perform an employee search to confirm employee previous job history:

Use the Person Organizational Summary and Job Data pages.

PeopleSoft Menu > Workforce Administration > Smart HR Template > Smart HR Transactions

Smart HR Transactions Page

All HR Hiring transactions begin at the Smart HR Transactions page. Here you select the appropriate staff or academic template.

1) Click on the Select Template look up icon to view all the Smart HR Templates.

2) Select the appropriate concurrent hire template:
   UC_CONC_HIRE
   UC_CONC_HIRE_AC
Enter the transfer effective date in the **Effective Date** field:

**NOTE:** The effective date you use is not necessarily Today’s date. This is the **hire** date or the date the employee will begin work, earning hours for pay and benefits.

After selecting the appropriate template and entering the **Effective Date**, click the **Create Transaction** button to continue.
Enter Transaction Details Page

The Enter Transaction Details page appears. Required fields are identified with an Asterisk (*).

Continue entering the concurrent hire data in each required field.

Enter the employee’s **Employee ID** number.

Select the appropriate **Reason Code**.

Click **Continue** to move to the next page.

**NOTE:** Navigate to the UCPath Help site and refer to the Template Transactions - Action Reason Codes and Descriptions Job Aid for more information about Reason Codes.

**Message**

This Message will appear after you click the **Continue** button. It confirms that the employee number you entered exists in the System, and the employee name associated with it. Click **OK** to continue.

Click **OK** to move to the next page.
Enter Transaction Information Component

The **Enter Transaction Information** component appears. Because this employee has a current employee record, the **Personal Data** tab defaults with their information. You cannot edit or update greyed out fields. Any necessary personal data changes can be updated by the employee on the **Employee Self Service** pages.

Remember: You must navigate through all four tabs before the **Save and Submit** button is enabled.

**Personal Data Tab**
Things to Remember:

- **Comments** field:
  - Anything entered in this field will follow the history of this employee. Enter only information that is appropriate to keep in the employee’s historical records.

  **NOTE:** Do not confuse the transaction **Comments** box with the separate boxes for **Initiator Comments** and **Approver Comments**.
Things to Remember:

- Several fields default after the **Position Number** is entered. The fields are highlighted in **grey** and cannot be edited.

**NOTE:** For staff, the **Employee Classification** field does not default and must be manually entered. For academic personnel, the **Employee Classification** field defaults, is view-only and cannot be changed.
Things to Remember:

- **Job Code** determines the following data fields:
  - Salary Admin Plan
  - Salary Grade
  (Note: Some **Job Codes** do not have an established Salary Plan)

- **Academic Duration of Appt**: Some academic jobs require this field to be populated. Select the appropriate option from the dropdown list.

- **Expected Job End Date**: Most Academic appointments must have an end date. If you want the job to terminate automatically on the expected end date, select the **End Job Automatically** checkbox.

For many **Job Codes**, a **Step** must be entered to populate compensation fields. If a **Step** is not applicable, you must manually enter the compensation data.

The **Compensation Frequency** field in this section defines how the quoted compensation amount is presented:
- **A** = Annual amount
- **H** = Hourly amount

The **Compensation Frequency** field in this section defines how the total compensation is actually paid out to the employee per paycheck.
Things to Remember:

- Job earnings distributions can be used to indicate if the compensation should be paid using a different Earn Code other than REG pay. For example, ERIT (Employee Reduction In Time).

- The majority of your transactions will not require this tab to be completed.
Additional Pay Tab

Things to Remember:

- There are some cases where an employee's base salary is paid through Additional Pay using a flat dollar amount (i.e., BYA).

- **Additional Pay** is also used for recurring payments.
  - Recurring payments are paid over multiple, consecutive pay periods in the same amount.
  - Recurring additional pay can be submitted on the hire templates (Full Hire, Rehire, and Concurrent Hire).

- **Initiator Comments** field: Enter any comments necessary for your department approver to consider when reviewing this transaction for approval.
Save and Submit

When complete, click the **Save and Submit** button on the last tab to submit the transaction for review and approval.

You can also click the **Save for Later** button to save this transaction when it is not ready to be submitted.
Transactions In Progress Section
You can access Saved for Later transactions at a later time in the Smart HR Transactions page Transactions in Progress section.

Smart HR Transactions
Select a template and press Create Transaction.

Transactions in Progress

<table>
<thead>
<tr>
<th>Select</th>
<th>Transaction Type</th>
<th>Effective Date</th>
<th>Name</th>
<th>Person ID</th>
<th>Action</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HIREJPM</td>
<td>09/01/2018</td>
<td>Nathan Smith</td>
<td>NEW</td>
<td>Hire</td>
<td>United States</td>
</tr>
<tr>
<td></td>
<td>JOB</td>
<td>09/03/2018</td>
<td>Karla Beltran</td>
<td>10000283</td>
<td>Retirement</td>
<td>United States</td>
</tr>
<tr>
<td></td>
<td>JOB</td>
<td>06/01/2018</td>
<td>Daniel Perez</td>
<td>10000776</td>
<td>Termination</td>
<td>United States</td>
</tr>
<tr>
<td></td>
<td>JOB</td>
<td>09/01/2018</td>
<td>Halle Smith</td>
<td>10022526</td>
<td>Transfer</td>
<td>United States</td>
</tr>
</tbody>
</table>
Employee Job Record

When your Smart HR Template Transaction has been approved on campus, the transaction moves to the UCPath Center for processing. If there are no errors the transaction is processed and your concurrent-hire employee will have an updated Job Record. The vacant position you used, will now be filled, any additional updates on the employee records can be initiated by the new department. You should review the job record and ensure all the data is correct.

Concurrent Hire Transaction  UCPath Center Processing  Position is filled  Job Record adds the second job
In this scenario Chris, who already works in the Physics department half time, started working in the Chemistry department effective 10/1/2018. Chris’ combined FTE is now 1.0 with the addition of the second job.

The hiring department initiated a Smart HR Template transaction using the Concurrent Hire template. This added a second job to Chris’ record. Chris now has 2 active employee records; 0 and 1.

Both jobs were in the Academic employee class. The department used the UC_CONC_HIRE_AC template to add the second academic position. Chris’ job record now looks like this:

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<td>PHYS</td>
<td>40001234</td>
<td>Active</td>
</tr>
<tr>
<td>10/1/2018</td>
<td>1</td>
<td>CHEM</td>
<td>40003456</td>
<td>Active</td>
</tr>
</tbody>
</table>