

## WOS Graduate Student Hire - Home Department

### New Graduate Student Hires

For **graduate students** that will have a GSR, GSAR appointment will be initially hired and on-boarded into a Without Salary (WOS) appointment. The “Home” department is determined by the school the graduate student is enrolled into. That school’s HR team will be responsible for submitting the new hire template (UC\_FULL\_HIRE\_AC). Please note that the WOS appointment will not pay the student and should not be Academic Student Employee (ASE) job codes such as: Teaching Assistant / Associate, Reader, and Tutor.

Hiring a graduate student into a WOS appointment will provide a place holder for the Home Department for the graduate student in the planning stage. This will allow academic departments to run reports for the active student and/or their respective jobs, regardless of whether they are paid or have multiple jobs. Additionally, this will alleviate the departments from having to rehire these students, as they move in and out of concurrent appointments over their employment lifecycle. **No Payments can be processed on the WOS appointment.**

#### Important Steps:

##### 1. Check For Existing Employee Records

- A. Check the Person Organizational Summary page and / or Workforce Job Summary page in UCPath to search for active / existing employee records for that graduate student.

**Navigation 1:** PeopleSoft Menu > Workforce Administration > Personal Information > Person Organizational Summary

**Navigation 2:** PeopleSoft Menu > Workforce Administration > Review Job Information > Workforce Job Summary

##### 2. Position Control Setup & Selection:

###### A. Create or Update a Position

When onboarding a graduate student to your department, the position initiator creates a new position or modifies an existing vacant position, using Position Control Request. See below.

**Navigation:** PeopleSoft Menu > UC Customizations > UC Extensions > Position Control Request

Add/Update Position Request

Transaction Type

Add New Position  Update Vacant Position  Review Transaction

Next >>

**Option 1: Add New Position** - This option will allow you to create a brand new WOS GSR position in your assigned department(s), if a vacant one does not currently exist.

**Option 2: Update Vacant Position** - This option will allow you to change an existing and approved position to suit a WOS Grad hire. The best practice is to search for the position that will be changed by its existing position number, department, or job code.

**Note:** When *updating a vacant position*, the effective date has to be **AFTER** the original effective date of when position was created.

## B. Job Information Section:

- i. **Job Code:** Initiators will be required to use **Job Code 003266 “GSR – NO REM”** which will correspond with the graduate student’s WOS appointment.

**Job Information**

\*Business Unit  UC Irvine Campus  
**Job Code**  GSR-NO REM  
 Manager Level All Other Positions  
 Reg/Temp Not Applicable Full/Part Time   
 Shift Not Applicable Union Code  Non-Represented  
**Title**  Short Title  [Detailed Position Description](#)

- ★ ii. **IMPORTANT - Salary Plan Information:** Do not enter any values for this field. Leaving these fields blank will allow you to hire the graduate student using a “Without Salary” (UCWOS) Compensation Code on the SmartHR Template.

**Salary Plan Information**

**Salary Admin Plan**  **Salary Grade**  **Step**

Standard Hours 0.00 Work Period W Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun

## C. Specific Information Tab

- i. The max head count should remain as **one (1)**, and the FTE should be set to **0**.

Description **Specific Information** UC Position Data Supporting Documents

Position Number NEW Transaction ID 1111111111  
 Headcount Status Current Head Count 0 out of 0

**Specific Information** Find | View All First 1 of 1 Last

\*Effective Date  Status Active

Max Head Count  ←

Mail Drop ID

Work Phone

Health Certificate

Signature Authority

**Incumbents**

Update Incumbents

Include Salary Plan/Grade

Include FTE

Budgeted Position

Confidential Position

Job Sharing Permitted

Available for Telework

▼ **Education and Government**

Position Pool ID

Pre-Encumbrance Indicator No Encumbrance Calc Group (Flex Service)

Encumber Salary Option Salary Grade Minimum Academic Rank

Classified Indicator Academic FTE   Adds to FTE Actual Count

### 3. SmartHR Hire Template:

#### A. Template Selection

- i. The Home Department will search and select the **UC\_FULL\_HIRE\_AC** template to hire the WOS employee.
- ii. Enter the effective date of the hire. This date should be different than the Position Effective Date.
- iii. Choose the appropriate hire reason code. (example: Hire – No Prior UC Affiliation)
  - a. *\*See Template Transaction Action Reason code job aid for more details\**

**Note:**  
 1. The Employee ID Field auto defaults to **“NEW”** on the full hire template.  
 2. The Action auto defaults to **“Hire”**.

Smart HR Transactions

### Enter Transaction Details

The following transaction details are required.

Template Full Hire - Academic Use Only

Organizational Relationship Employee

\*Employee ID

\*Effective Date

\*Action

\*Reason Code

\*Address Format

- iv. Begin entering employee’s personal information on the Personal Data tab.

Template: UC\_FULL\_HIRE\_AC      Name:  
Effective Date: 09/09/2019      Action/Action Reason: HIR/HIR (Hire - No Prior UC Affiliation)  
Employee ID: NEW      Employee Record:

Personal Data | Job Data | Earns Dist | Addl Pay | Person Profile

#### Employee Information

**Primary Name - English**

\*First Name  Middle Name

\*Last Name  Name Suffix

**Birthday Information**

Date of Birth

**Diversity - United States**      [Personalize](#) | [Find](#) | [View All](#) |      First 1 of 1 Last

Ethnic Group

1

**Personal Data - United States**

Military Status

**Person Education Level**

Highest Education Level

## B. Job Data Tab

- ★ *i.* Searching for positions in SmartHR does **not** differentiate between *vacant* and *filled*—all values are returned. This creates a potential to ‘overfill’ a position.
- ii.* Enter the WOS Position Number or click the magnifying glass next to search for desired position information. Other Fields on this page will auto-populate based on the position entered.

[Click here to Hide Header Details](#)

**Template:** UC\_FULL\_HIRE\_AC      **Name:**  
**Effective Date:** 09/01/2019      **Action/Action Reason:** HIR/HIR (Hire - No Prior UC Affiliation)  
**Employee ID:** NEW      **Employee Record:**

**Employee Information**

**Work Location - Position Data**

\*Position Number

**Work Location - Job Fields**

Business Unit       Department   
 Location Code       Establishment ID

**Job Information - Job Code**

Job Code

**Job Information - United States**

FLSA Status

**Job Labor - Union Code**

Union Code       Union Seniority Date

**Job Information - Reporting Information**

Reports To Position Number

**Job Information - Employee Classification**

Employee Classification       Classified/Unclassified    
Ind

**Job Information - Standard Hours**

Standard Hours       FTE

**UC Job Data**

Academic Duration of Appt        Location Use End Date    
 Location Use Type        Post Docs Anniversary Date

- iii. **Employee Classification Field** for Academic hires will auto-derive from the position selected.

**Note:** Values are not editable.

Job Information - Employee Classification	
Employee Classification <input type="text" value="11"/>	Classified/Unclassified Ind <input type="text" value="Academic"/>

- iv. **Job Compensation Setup:**

**Comp Rate Code: UCWOS** – This indicates that the appointment is Without Salary and the rate must be left blank.

- a. Check and verify the Compensation Frequency is correct.

Job Compensation - Pay Components				Personalize	Find	View All	Print	Calendar	First	1 of 1	Last
Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Source								
1 <input type="text" value="UCWOS"/>	<input type="text"/>										

  

Job Compensation - Payroll Currency and Frequency	
*Compensation Frequency	<input type="text" value="UC_FY"/>

- v. **Enter Expected Job End date for the grad student.** Once the date arrives, this will cause the student to be flagged in a report for further actions – Terminate or Extend Job End Date.

### 3. [Earning Distribution Tab:](#)

Leave this section blank unless special circumstances require use of this tab.

### 4. [Additional Pay Tab:](#)

Leave blank unless directed by Grad Division.

### 5. [Person Profile Page](#)

- i. Enter any relevant educational degree information in the JPM Degree section (*if applicable.*)
- ii. Enter the Oath Signature Date.
- iii. Enter any relevant previous employee experience.

### 6. [Submit the transaction to be routed to your local department approver.](#)

\*For additional support on submitting a SmartHR Template, visit the [UCPath Help Site](#) and view the topics under the [Template Transactions I or II](#) module.