Concurrent Graduate Student Hire - Work Department

Graduate students that are paid for their labor are to be hired and processed as a Concurrent Hire in UCPath. Please be sure to contact the student's "Home Department" *(if different),* **to ensure the student is eligible to work and does not have an active and/or future job.**

The department that pays the student employee will be considered the **"Work Department".** *(Please note, the Home Department **and** Work Department can be the <u>same</u>.)*

<u>**Purpose:**</u> A concurrent appointment, along with a WOS appointment in the student's *"Home Department",* will allow the grad student employee to smoothly transition in and out of appointments (jobs) and minimize downstream impacts along with the number of future HR transactions.

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**

      i. For a Concurrent Grad student job, there are no specific requirements needed to add a new position or update an existing one.

      ii. Please refer to the **Initiate New Position Control Request** UPK simulation located on the UCPath HelpSite, for additional steps on how to add a new position.

3. **SmartHR Hire Template**

   A. **Template Selection**

      i. The Work Department will search and select the **UC_CONC_HIRE** template for Staff titles, OR **UC_CONC_HIRE_AC** template for Academic titles.
      ii. You will need the Employee ID (EmpIID) to execute the concurrent hire process.
      iii. Template Reason Codes:
         1. **Staff**: Concurrent Hire – Non Dual Emp
         2. **Academic**: Academic Concurrent Emp

      iv. Please refer to the **Initiate Concurrent Hire Template Transaction (Staff**) or **Initiate Concurrent Hire Template Transaction (Academic)** UPK Simulation to learn more about entering a concurrent hire appointment in UCPath.

*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.