

## Mass Hire Loading Files Process

There are 5 critical factors in managing the Mass Hire Process:

1. The Mass Hire Files may contain elements of sensitive Personal Information (PI).
2. The Mass Hire process requires a secure MFT (Managed File Transfer) process that requires identifying the Person and Computer that are allowed to send the file to UCPath. (This requires system configuration to establish those credentials.)
3. UCPC requires that Mass Hire Files must have a minimum of 50 Records.
4. The Process does not go through the Approval Workflow Engine (AWE). All records loaded are assumed approved.
5. A Single Point of Contact (POC) is required by UCPC to communicate any issues or errors.

HR People Services has been the team designated and set up with the appropriate credentials to load the files into UCPath. Due to the sensitive nature of the data within the file, we require a secure method of allowing the Departments to create the file, and then allow the HR People Services team to load to UCPath. The method chosen is One Drive Team Library. HR People Services will establish the secure folders, and allow access to the appropriate individuals who will be able to create and submit the Mass Hire files.

**Purpose:** Allow the Departments to create Mass Hire files (E-346) in a secure environment, so that sensitive Personnel Information (PI) data is not at risk. HR People Services will oversee the process, own the Upload of data to UCPath, and be the single POC for UCPC.

This document focuses on the process of handling and loading the file. The actual creation of the file is covered in the UPK Job Aid for creating Mass Hire Files. Please reference the link identified below for details on how to enter data in the file.

### **Important Steps:**

1. Department sends request to HR People Services regarding creating a Mass Hire File.
2. HR People Services creates a secure folder, and grants access to required users. And ensures a valid Mass Hire Template is available within the folder.
3. Department enters the data in the template and saves with appropriate naming convention when completed. Department notifies HR People Services when completed.
4. HR People Services downloads the file to their computer, ensures CSV formatting is correct, and validates required fields are created.
5. HR People Services uses "Go Anywhere" to load the file to UCPath, and notifies the Department when the file is successfully loaded.
6. HR People Services notifies Department of any records that did not load. Department manually enters those records, or creates a new file.

### 1. Department Sends Request to HR People Services:

#### A. Send an email, and provide the following information.

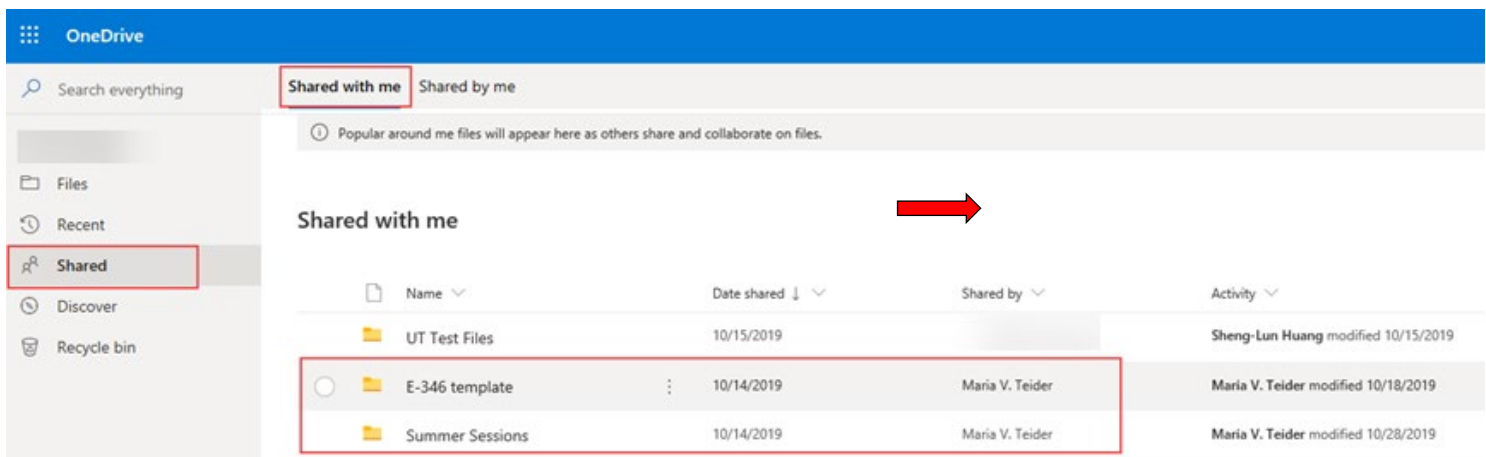
- i. Identify the User who will need to create the file
- ii. How many Mass Hires expected
- iii. The expected timeline for processing this file.

**NOTE:** **DO NOT** send any data (sensitive Personal Information) regarding the mass hires via email.

### 2. HR People Services Creates a Secure Folder:

#### A. EE Services utilizes One Drive Team Builder

- i. Create a Folder for Department.
- ii. Provide Access to only the users for the Department who will be creating the current file. (Share the Folder)
- iii. Upload a current Mass Hire Template (E-346) from UCPath, into the E-346 Template One Drive Folder. Share this Folder, as well.
- iv. Notify the Department, and send the links to both of the One Drive Folders.



### 3. Department enters the New Hire/Concurrent Hire into the UCPath Template:



UPK Link: Job Aid Mass Hire Template E-346:

<https://sp.ucop.edu/sites/ucpathhelp/LocationUsers/LOCplayer/index.html?Guid=35c8a13a-6f5a-4725-8166-74f61e2e20e9>

#### A. Department creates the Mass Hire File (E-346)

- i. Click on the Link to the One Drive Folders that were sent.
- ii. Select the E-346 Template folder
  - a. Right Click on the Template
  - b. Copy to the "Department" folder that was created

Figure 1

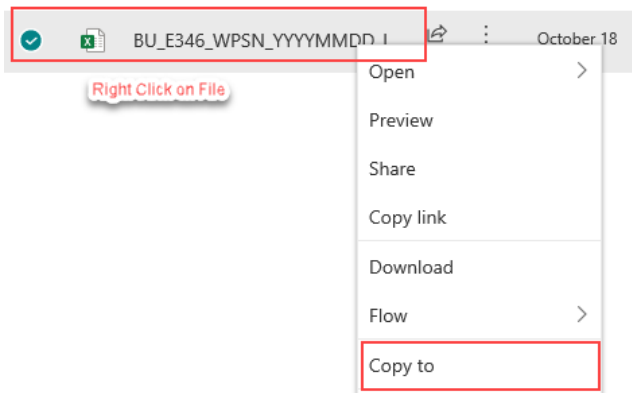


Figure 2

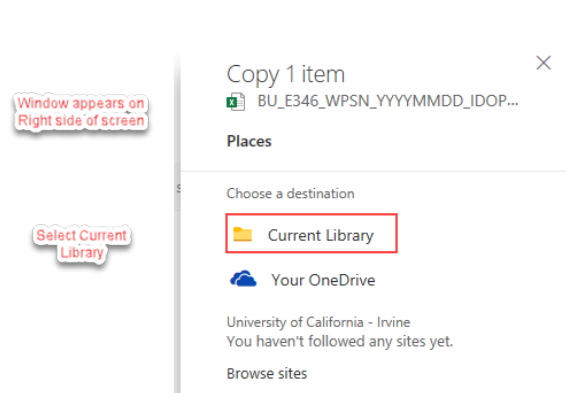


Figure 3

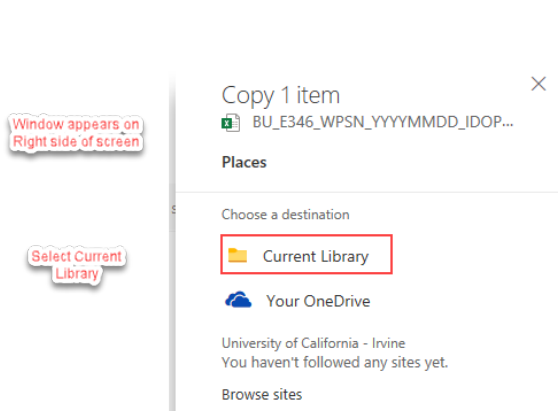
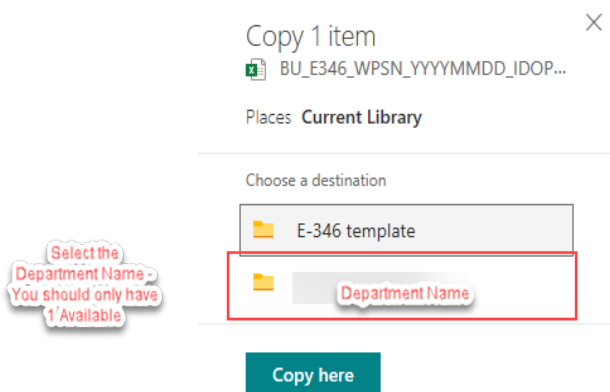


Figure 4



- iii. Save the template with the naming convention identified in the job aid.
- iv. Enter all data in template as described in the Job Aid.

**IMPORTANT Security Alert:** **DO NOT** create the file on your desktop, there is sensitive data in the file, and in order to meet UCI Security controls, the file must be generated on the One Drive Secure Folder. You will not be able to upload a file to this folder. You will only have permission

to update the file.

- v. Validate the data, and the format of each field. Utilize the Checklist in the job Aid.

**NOTE:** You cannot save as CSV in One Drive Excel on the Web, HR People Services will convert to CSV, prior to loading the file to UCPath.

- vi. Notify HR People Services when the file is ready to be processed.

#### 4. HR People Services downloads and formats file:

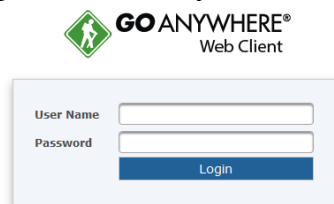
##### A. HR People Services downloads file and prepares for upload to UCPath

- i. HR People Services downloads the file to their Computer
- ii. Save the File as CSV.
- iii. Open using Notepad (do not Open in Excel) and review file for correct formatting, and missing required fields. (See Job Aid referenced above for check list.)

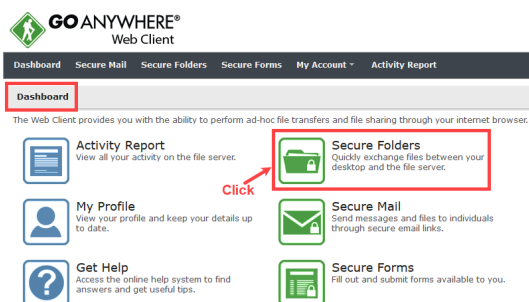
#### 5. HR People Services utilizes “Go Anywhere” to load file to UCPath:

##### A. HR People Services Opens “Go Anywhere” and uploads file to UCPath

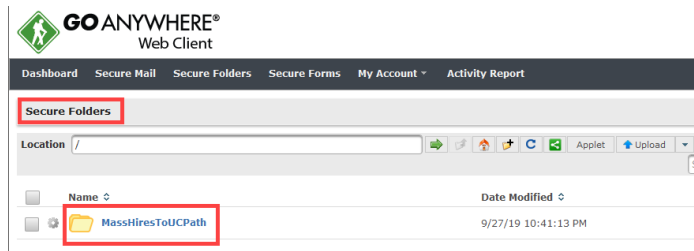
- i. Login into Go Anywhere



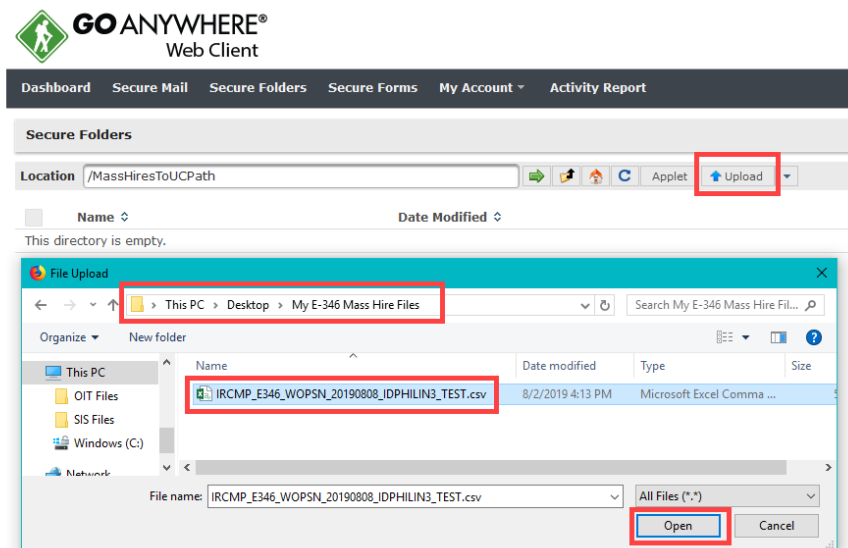
- ii. Select Secure Folders



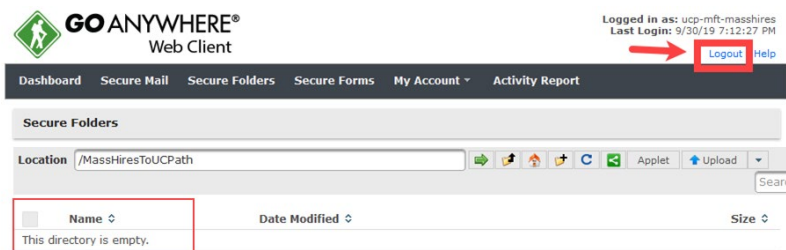
iii. Select Mass Hires to UCPath



iv. Select the appropriate file from this PC. Select Upload. When upload is complete, the file will immediately be transmitted to UCPath.



v. Select Refresh, and the file should no longer be viewable on the screen. Logout of "Go Anywhere".



vi. Upon receipt of email when file was successfully loaded, send an email to the Department.

- If file was not successfully loaded, HR People Services will either correct the file format, or work with Department to resolve issue, and reload the file.

**6. HR People Services and Department resolve any errors with individual records.**

**A. HR People Services will receive Error notifications from UCPC**

- i.* HR People Services review Error Report and coordinate with the Department how to address the errors.
  - a. Create new Mass Hire File (Requires 50 Records)
  - b. Manually Enter the Records in error via the HR Smart Hire Templates for New Hire or Concurrent Hire, as required.
- ii.* Department reviews transactions loaded, and ensure information is correct.