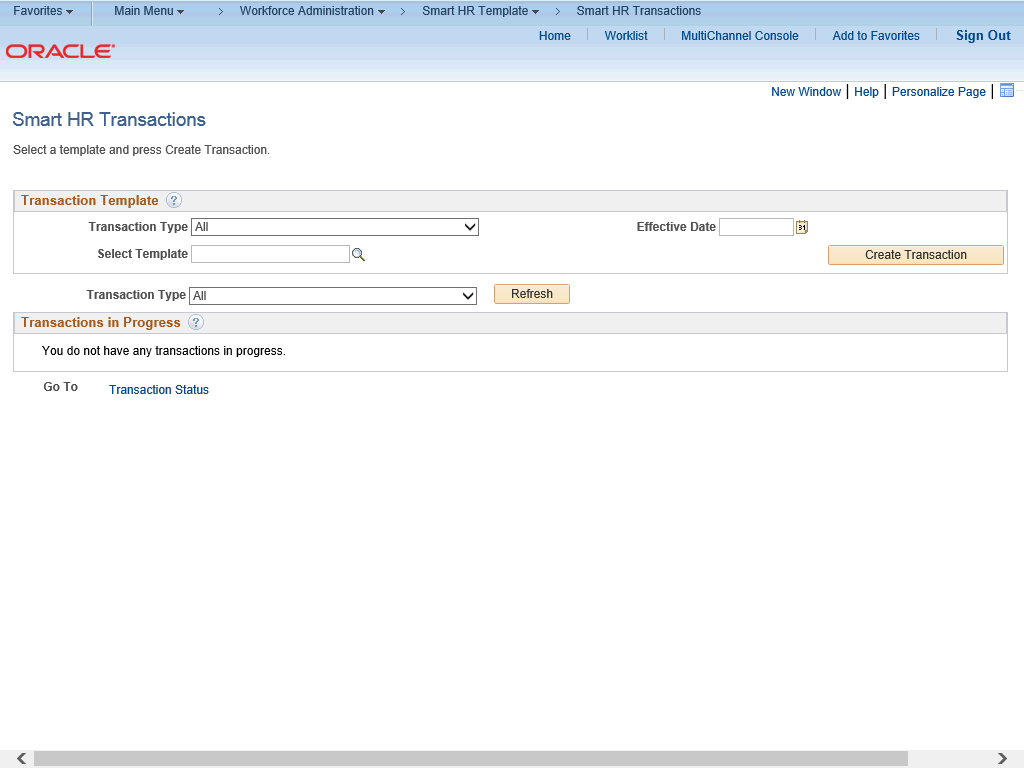
Use this task to initiate a full hire template transaction for an academic employee with prorated contract pay.

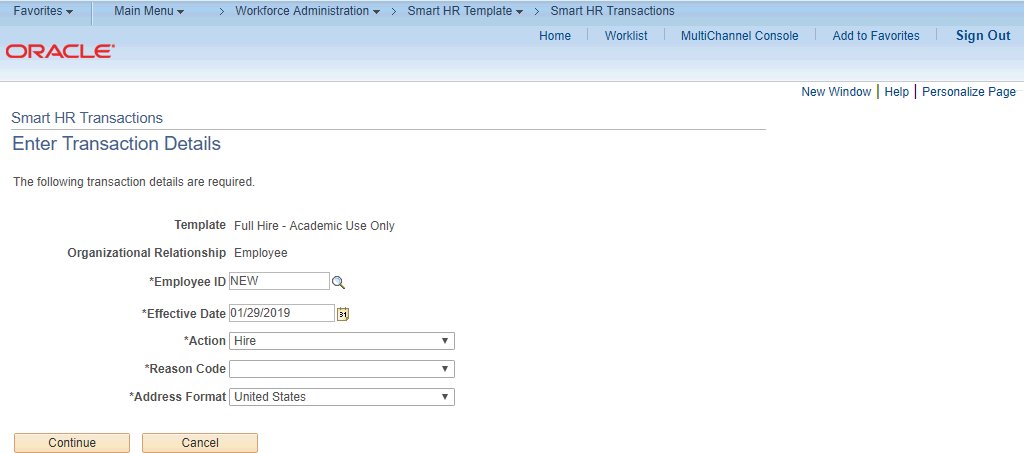
**Navigation:** PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**

**Note:** This page also may be available in **Workcenter** depending on your security access.

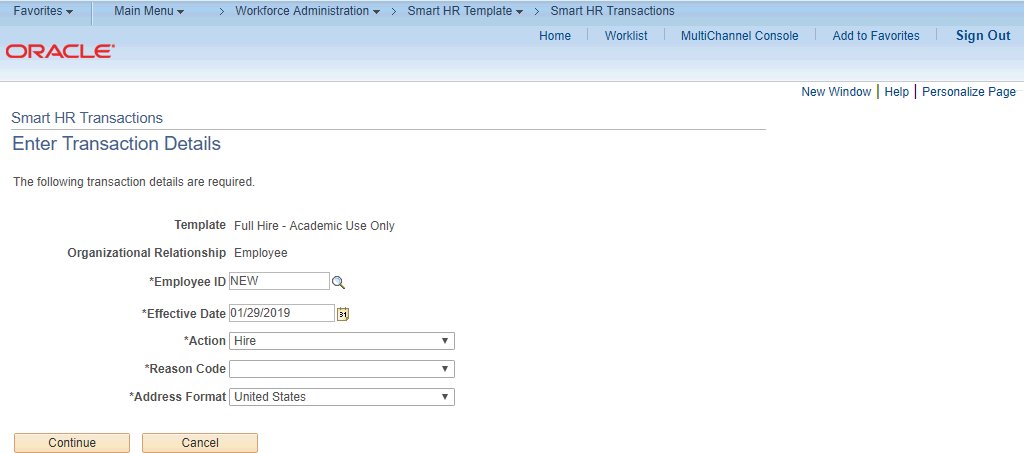


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| **Step** | **Action** |
| 1. | Use the **Smart HR Transactions** page to initiate a full hire contract pay template transaction. |
| 2. | Click the **Look up Select Template** button.  **Note:** The **Transaction Type** field is not used by UC. |
| 3. | Click the **UC\_FULL\_HIRE\_AC** list item. |

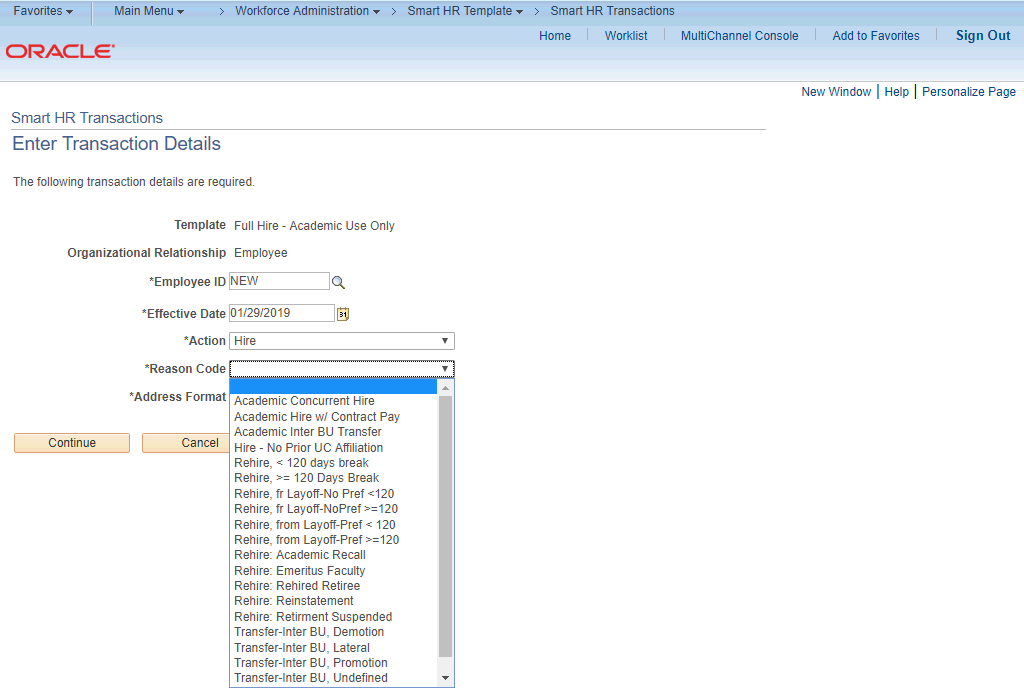
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| **Step** | **Action** |
| 4. | The **Effective Date** field is the effective date of the selected template action. The date you enter in this field automatically populates the **Effective Date** field on the **Enter Transaction Details** page. You can update the **Effective Date** on the **Enter Transaction Details** page if needed.  Click in the **Effective Date** field. |
| 5. | Enter the desired information into the **Effective Date** field. |
| 6. | Click the **Create Transaction** button. |



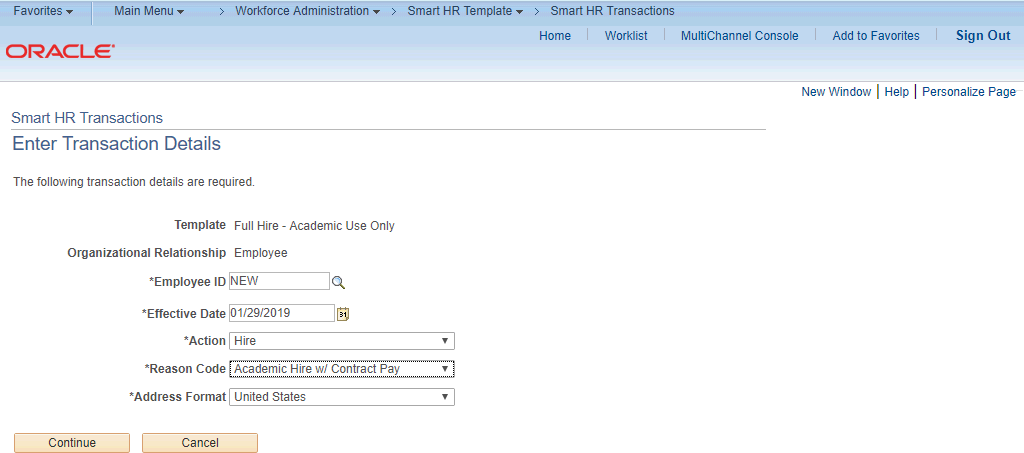
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| **Step** | **Action** |
| 7. | In the **Employee ID** field, accept the default value of **NEW**.  After UCPC WFA Production processes the transaction, the system automatically generates the next sequential UC Employee ID number for the employee. |
| 8. | The **Effective Date** is populated based on your entry on the previous page. Ensure that you entered the correct **Effective Date**. |



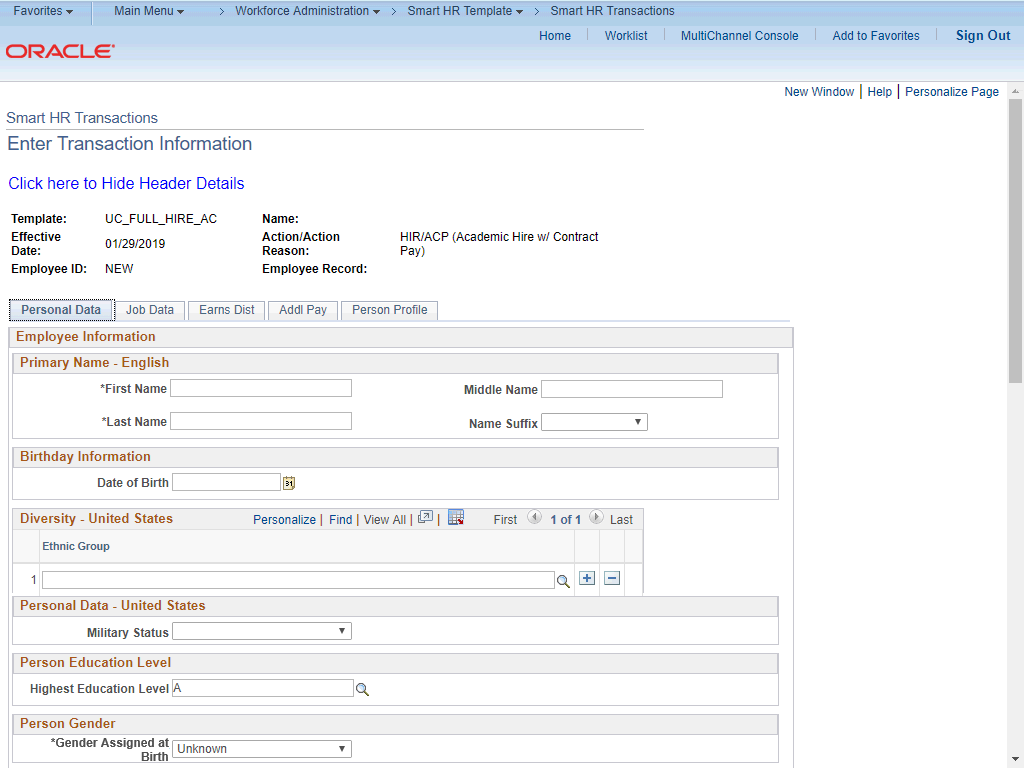
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| **Step** | **Action** |
| 9. | Click the button to the right of the **Reason Code** field. |



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| **Step** | **Action** |
| 10. | Click the **Academic Hire w/ Contract Pay** list item. |
| 11. | In the **Address Format** field, accept the default of **United States** or select the  **Global** option, if applicable. |

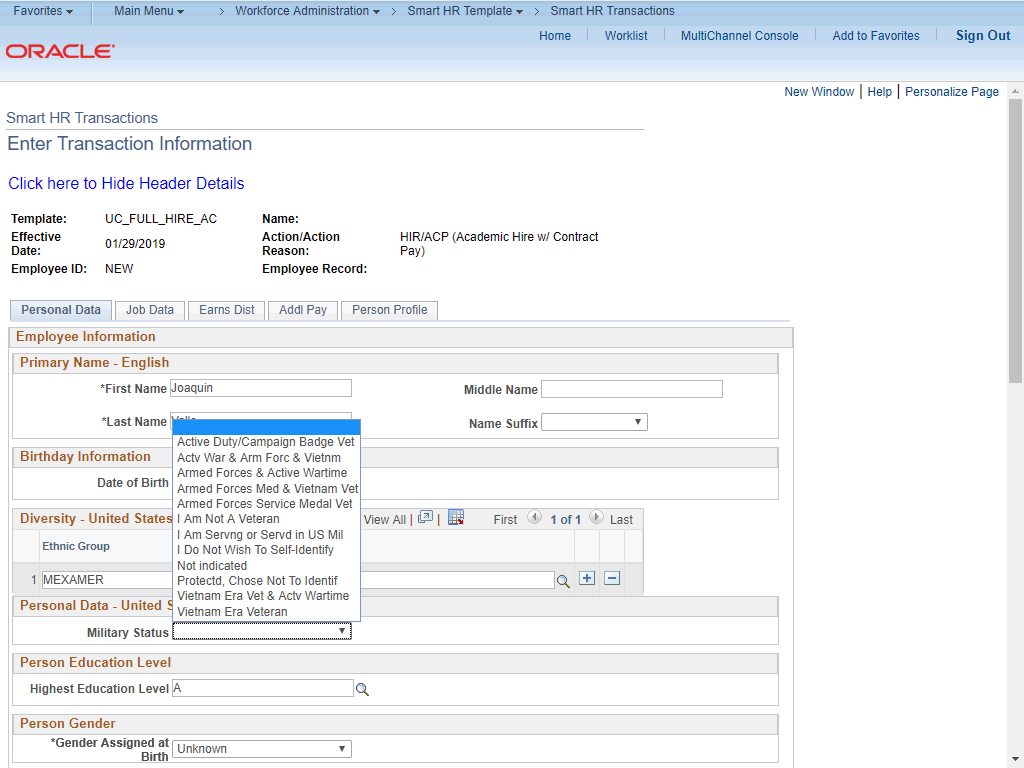


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| **Step** | **Action** |
| 12. | Click the **Continue** button. |

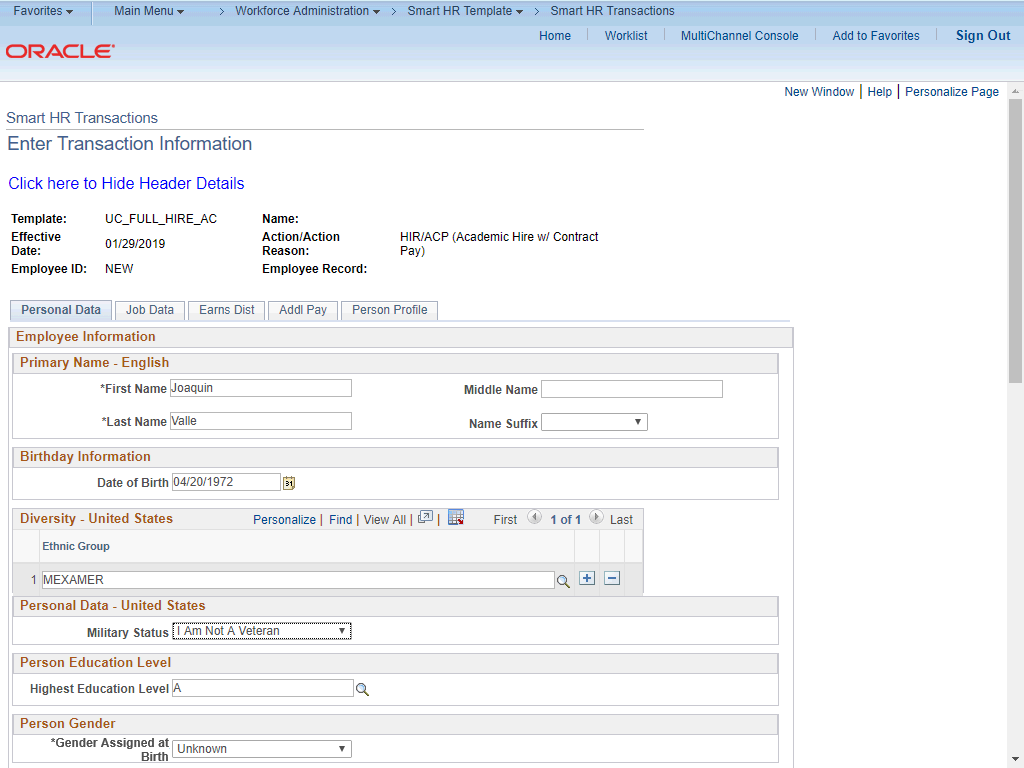


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| **Step** | **Action** |
| 13. | The full hire template appears. This template includes five tabs: **Personal Data**, **Job Data**, **Earns Dist**, **Addl Pay** and **Person Profile**.  Fields that are required by the system are indicated with an asterisk **\***. |
| 14. | Header details appear above the tabs. You can show/hide the header information as needed. |
| 15. | Click in the **First Name** field. |
| 16. | Enter the desired information into the **First Name** field. |
| 17. | Click in the **Last Name** field. |
| 18. | Enter the desired information into the **Last Name** field. |
| 19. | Click in the **Date of Birth** field. |
| 20. | Enter the desired information into the **Date of Birth** field. |

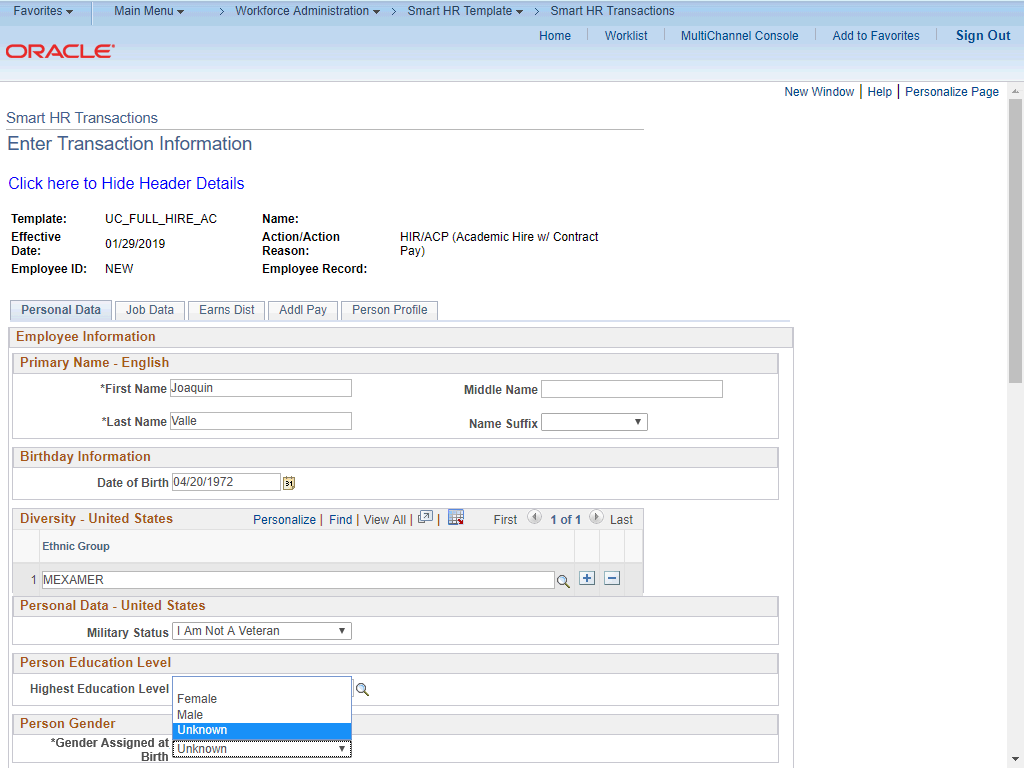
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| **Step** | **Action** |
| 21. | Click the **Look up Ethnic Group** button. |
| 22. | Select the appropriate ethnicity.  For this example, click the **MEXAMER** list item. |
| 23. | If the individual identifies with more than one ethnic group, click the **Add a row**  button and select the additional ethnic group. |
| 24. | Select the appropriate **Military Status**, if known, or leave the field blank. Click the button to the right of the **Military Status** field. |



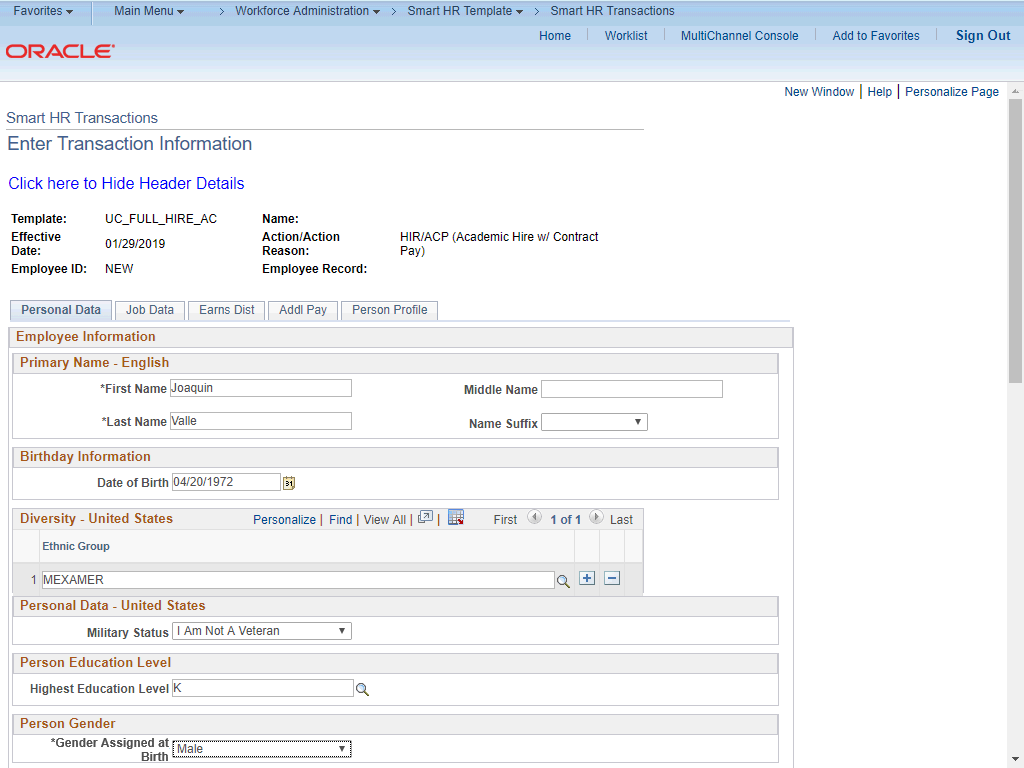
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| **Step** | **Action** |
| 25. | For this example, click the **I Am Not A Veteran** list item. |



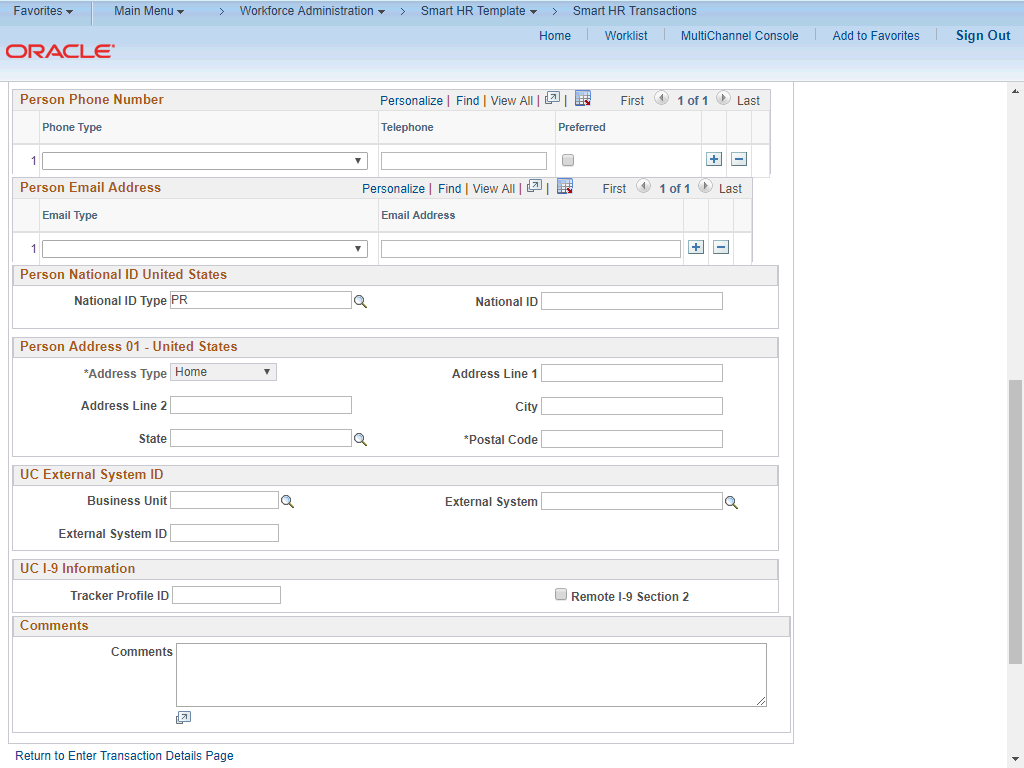
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| **Step** | **Action** |
| 26. | Select the **Highest Education Level**, if known, or accept the default of **A** (**Not Indicated**).  Click in the **Highest Education Level** field. |
| 27. | Enter the desired information into the **Highest Education Level** field. |
| 28. | Click the button to the right of the **Gender Assigned at Birth** field. |



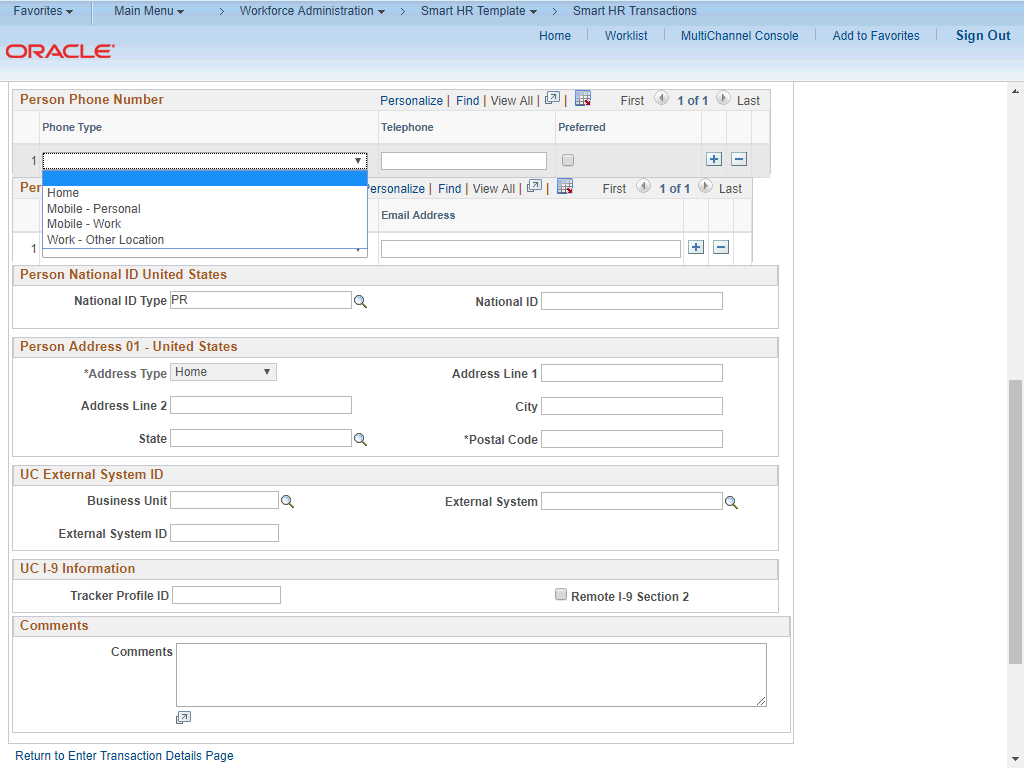
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| **Step** | **Action** |
| 29. | Select the appropriate gender.  For this example, click the **Male** list item. |



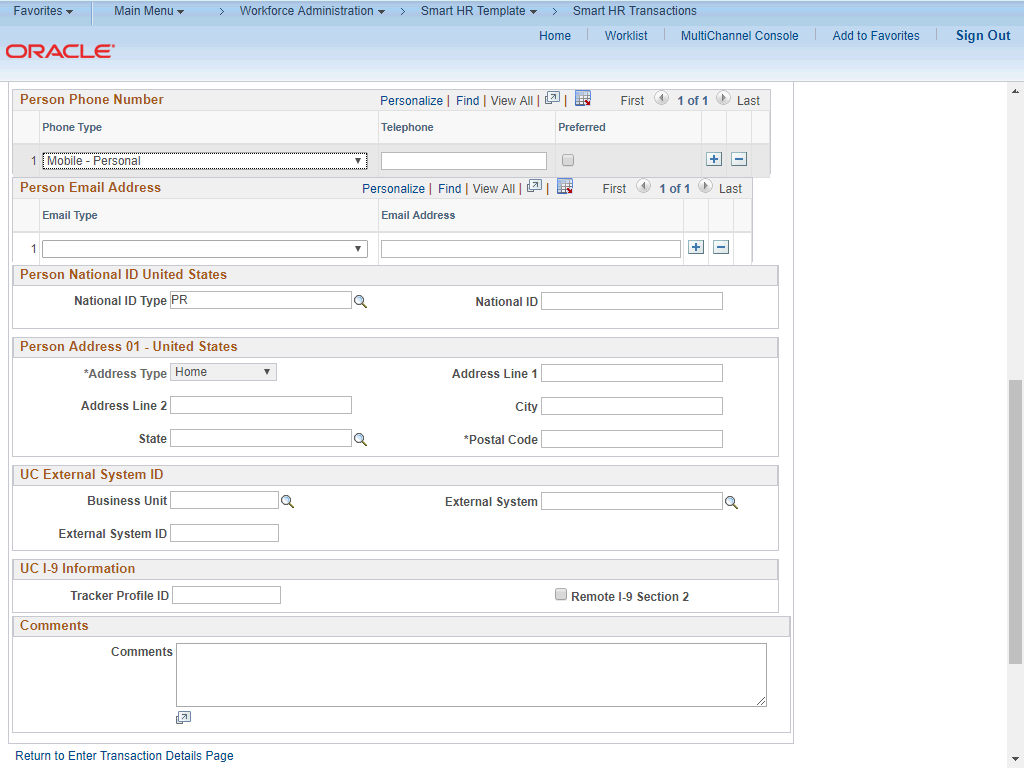
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| **Step** | **Action** |
| 30. | If necessary, scroll down to display additional fields and page functions.  Click the scroll bar. |



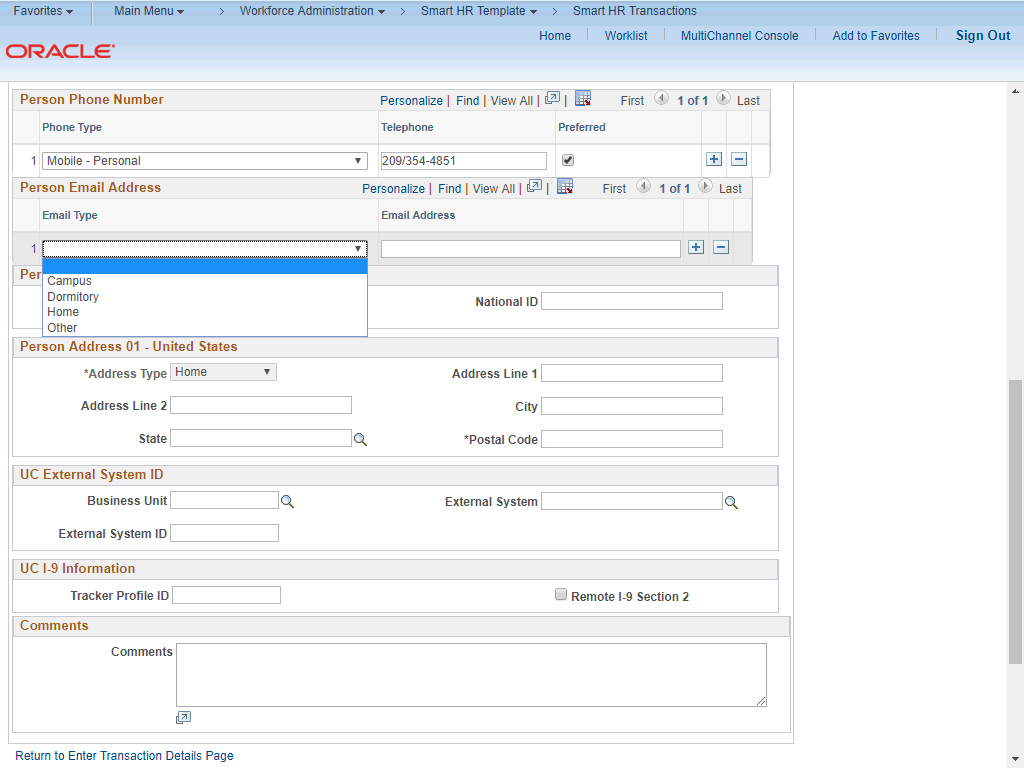
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| **Step** | **Action** |
| 31. | Click the button to the right of the **Phone Type** field. |



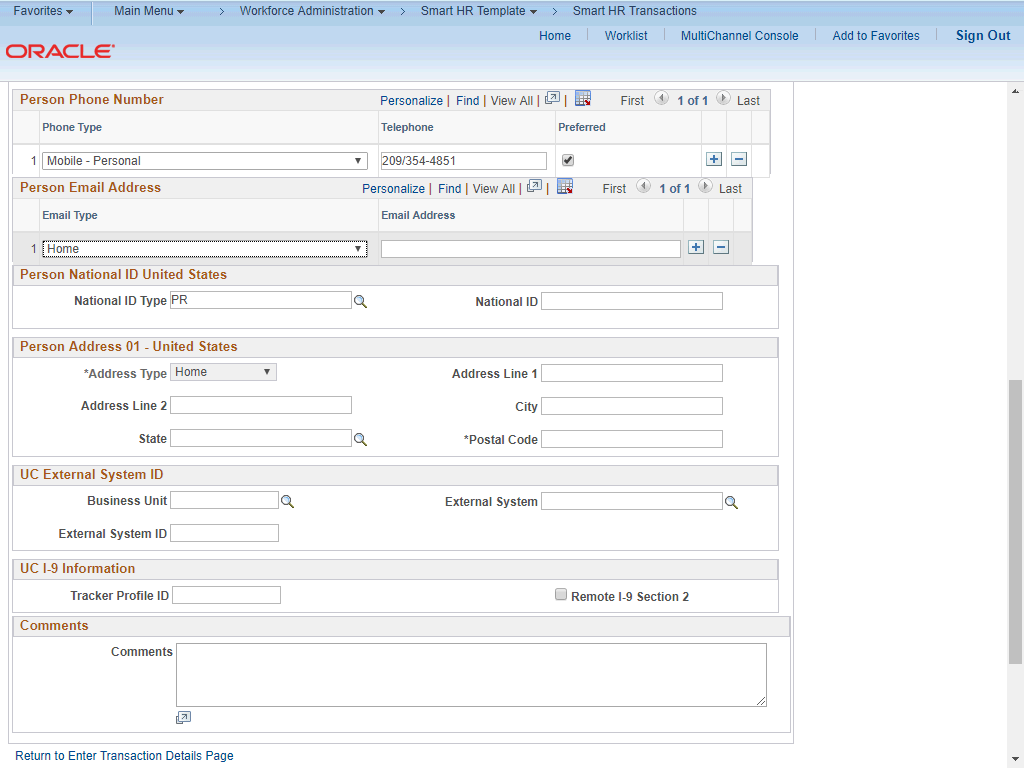
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| **Step** | **Action** |
| 32. | Select the appropriate **Phone Type**.  For this example, click the **Mobile - Personal** list item. |



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| **Step** | **Action** |
| 33. | Click in the **Telephone** field. |
| 34. | Enter the desired information into the **Telephone** field. |
| 35. | A **Preferred** phone number must be identified by selecting the check box. Click the **Preferred** option. |
| 36. | Click the button to the right of the **Email Type** field. |

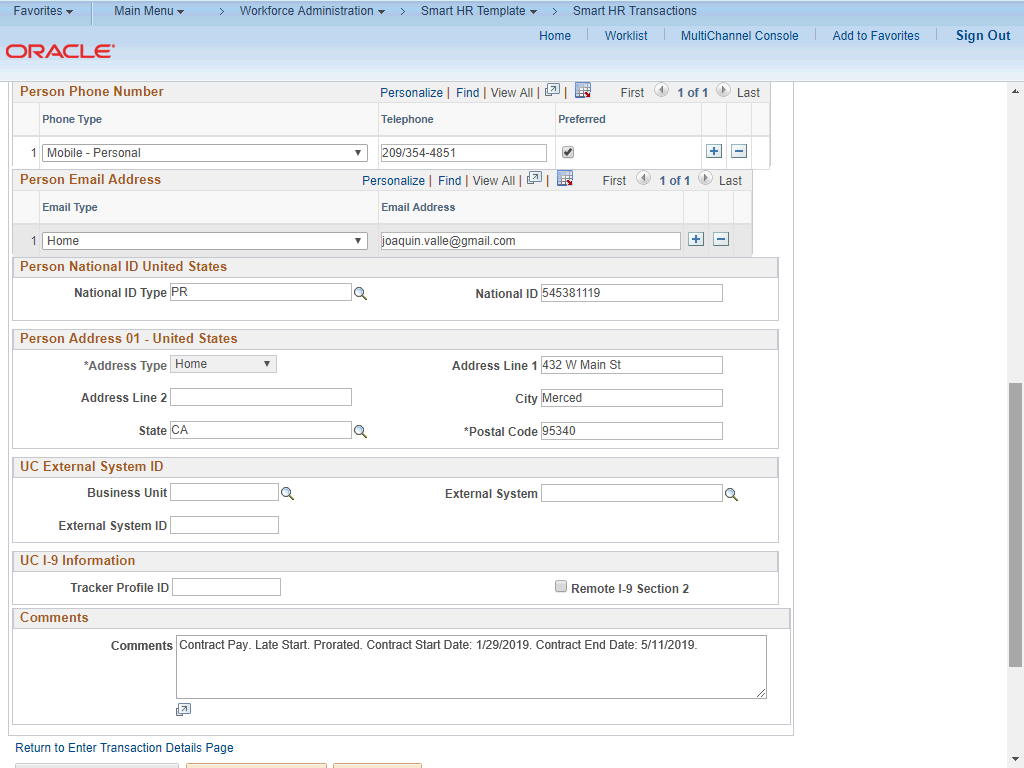


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| **Step** | **Action** |
| 37. | Select the appropriate **Email Type**.  For this example, click the **Home** list item. |

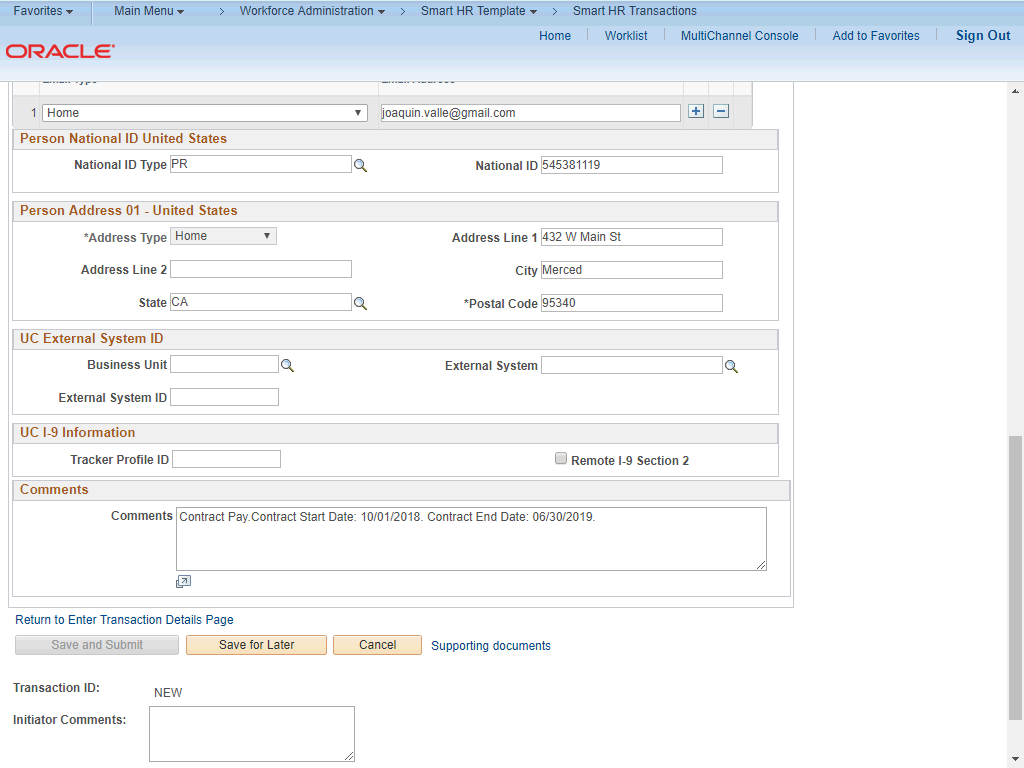


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| **Step** | **Action** |
| 38. | Click in the **Email Address** field. |
| 39. | Enter the desired information into the **Email Address** field. |
| 40. | In the **National ID Type** field, accept the default of **PR** (for Social Security number). |
| 41. | Click in the **National ID** field. |
| 42. | Enter the desired information into the **National ID** field. |
| 43. | Click in the **Address Line 1** field. |
| 44. | Enter the desired information into the **Address Line 1** field. |
| 45. | Click in the **City** field. |
| 46. | Enter the desired information into the **City** field. |

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| **Step** | **Action** |
| 47. | Click in the **State** field. |
| 48. | Enter the desired information into the **State** field. |
| 49. | Click in the **Postal Code** field. |
| 50. | Enter the desired information into the **Postal Code** field. |
| 51. | Use the **Comments** field to enter specific details or an explanation regarding the transaction.  For contract pay entries you must enter the contract pay reason and the contract period begin and end dates.  This field is referenced by UCPC WFA Production to assist with the processing of the transaction.  Click in the **Comments** field. |
| 52. | Enter the desired information into the **Comments** field. For example, you can enter Contract Pay. Late Start. Prorated. Contract Start Date: 1/29/2019. Contract End Date: 5/11/2019.. |



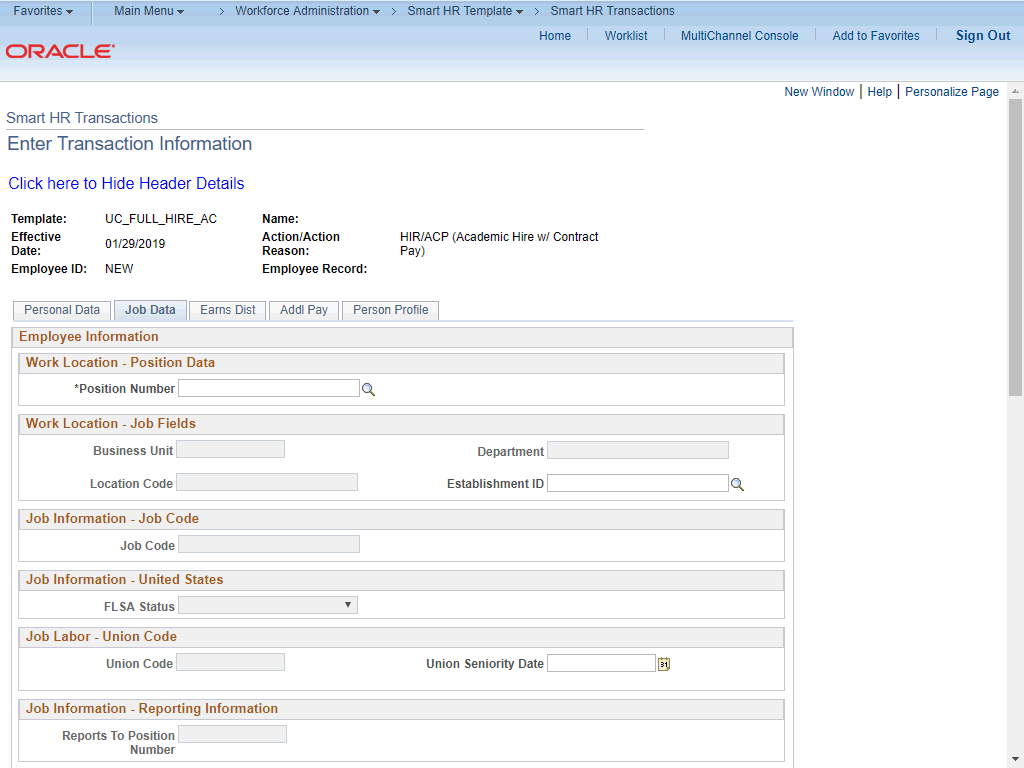
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| **Step** | **Action** |
| 53. | If necessary, scroll down to display additional fields and page functions.  Click the scroll bar. |
| 54. | Use the **Supporting documents** link to attach supporting documents for the new hire, if needed. |



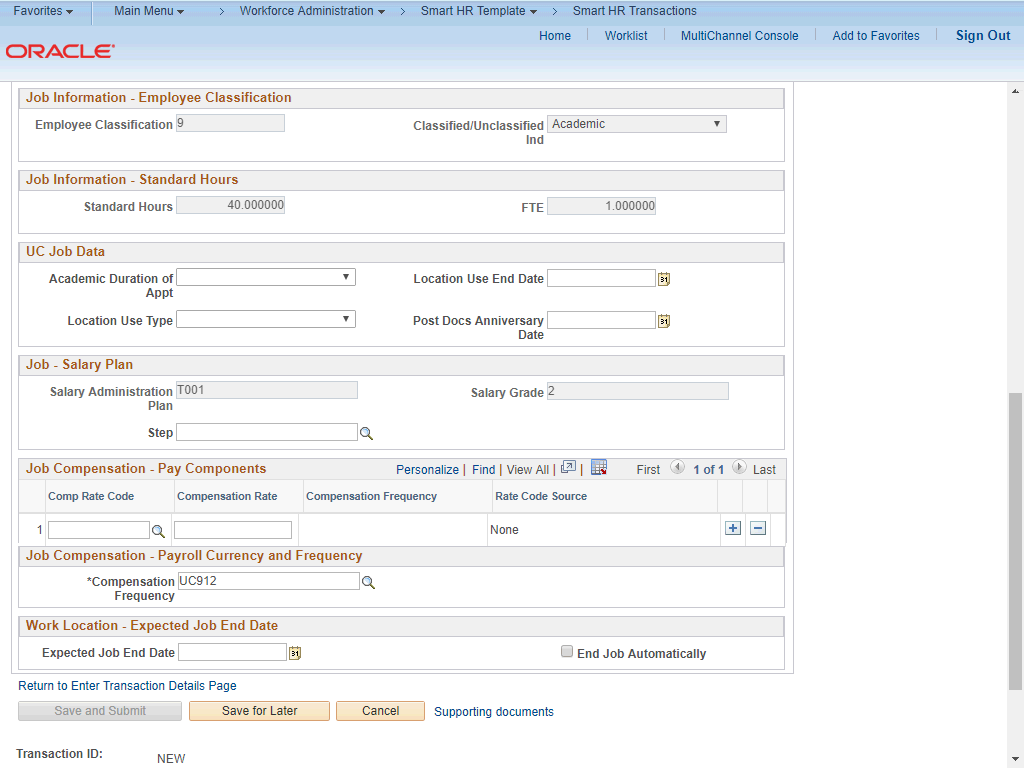
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| **Step** | **Action** |
| 55. | If necessary, scroll up to the display the **Job Data** tab.  Click the scroll bar. |



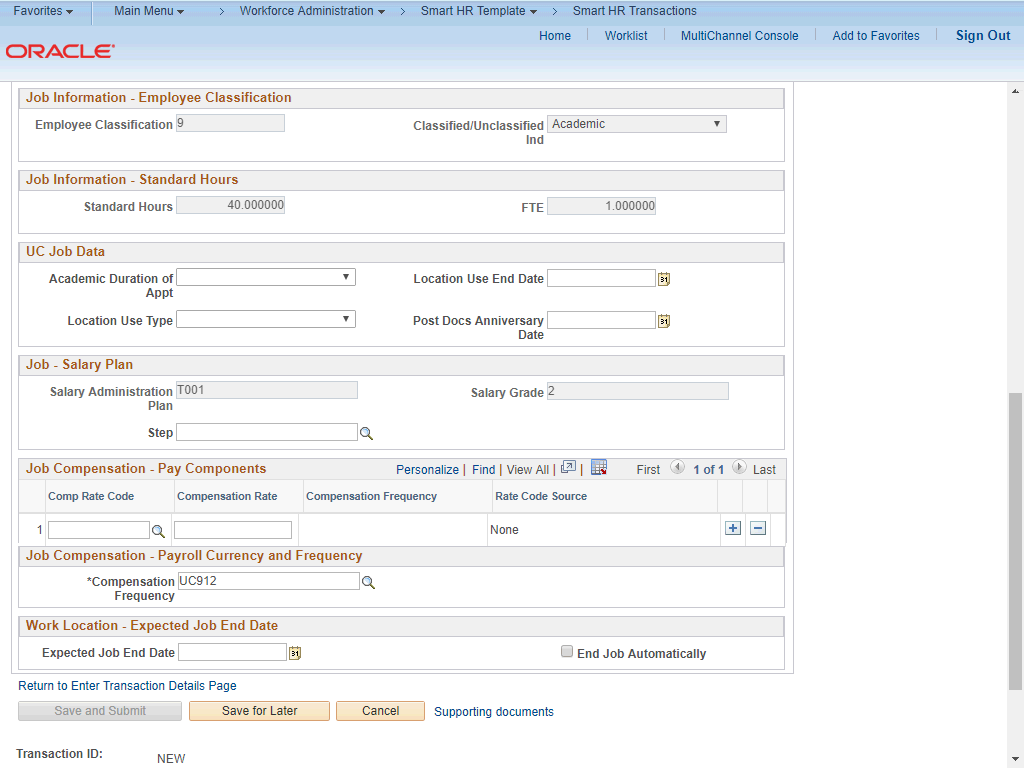
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| **Step** | **Action** |
| 56. | Click the **Job Data** tab. |



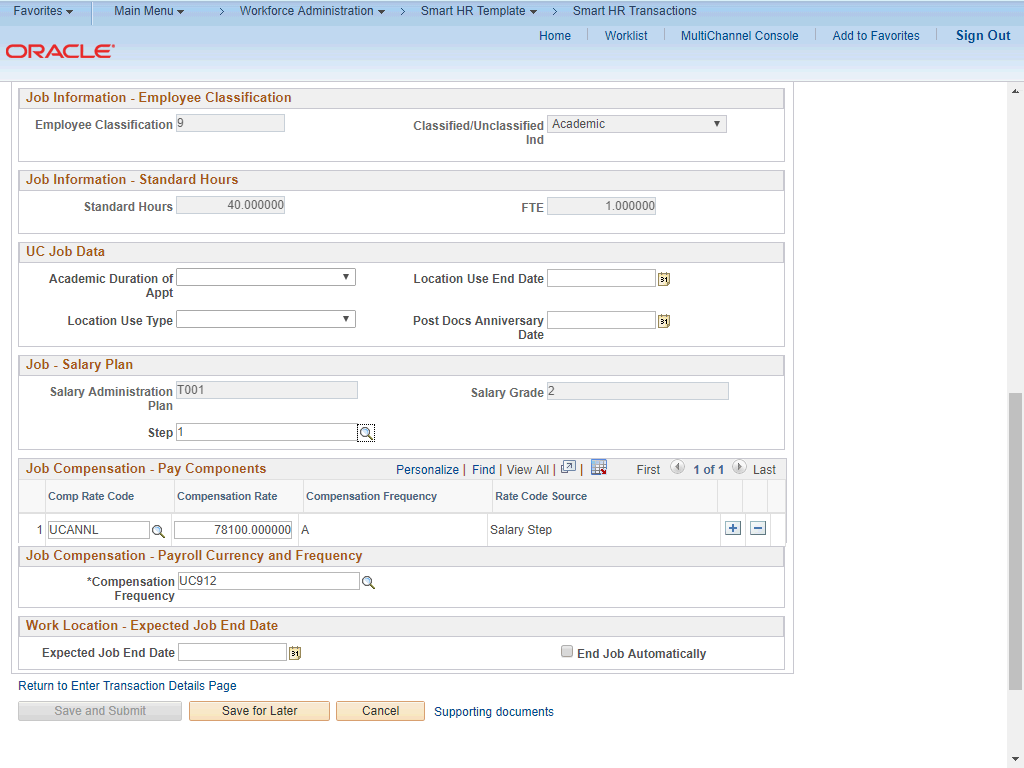
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| **Step** | **Action** |
| 57. | Enter the position number or search for it using the look up button. You have access only to position numbers within your business unit or related business unit.  Click in the **Position Number** field. |
| 58. | Enter the desired information into the **Position Number** field. |
| 59. | Press **[Tab]** to automatically populate the position-related fields. |
| 60. | Scroll down to display additional fields and page functions.  Click the scroll bar. |



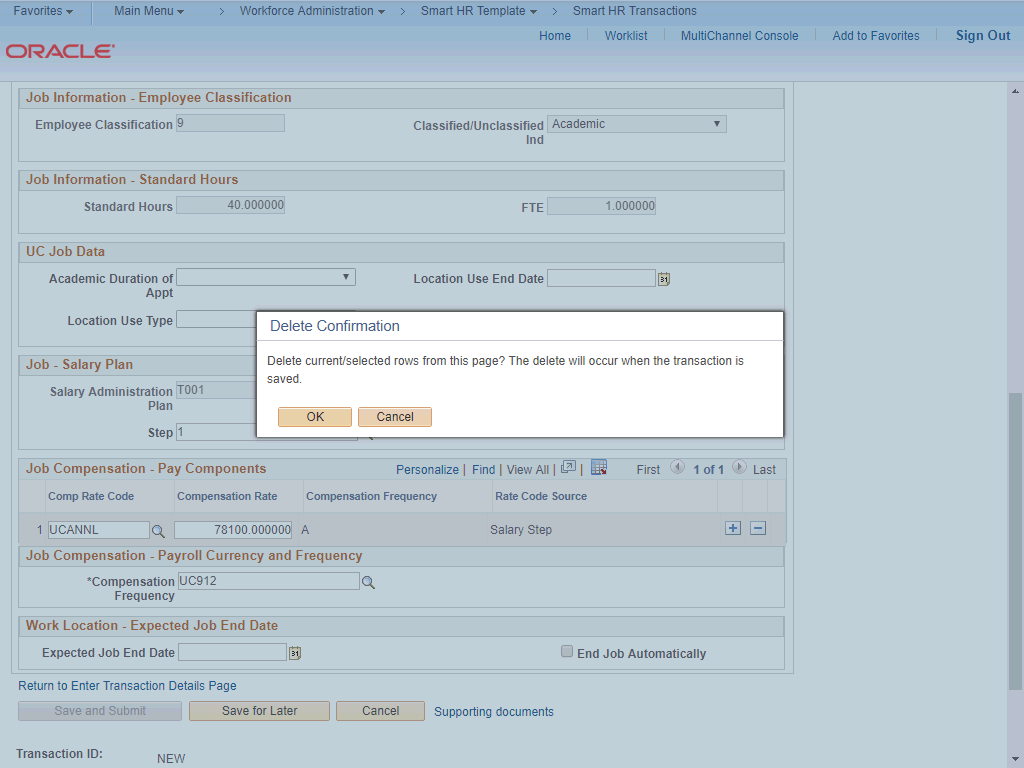
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| **Step** | **Action** |
| 61. | For academic hires, the **Employee Classification** field automatically populates based on the job code and cannot be changed. |



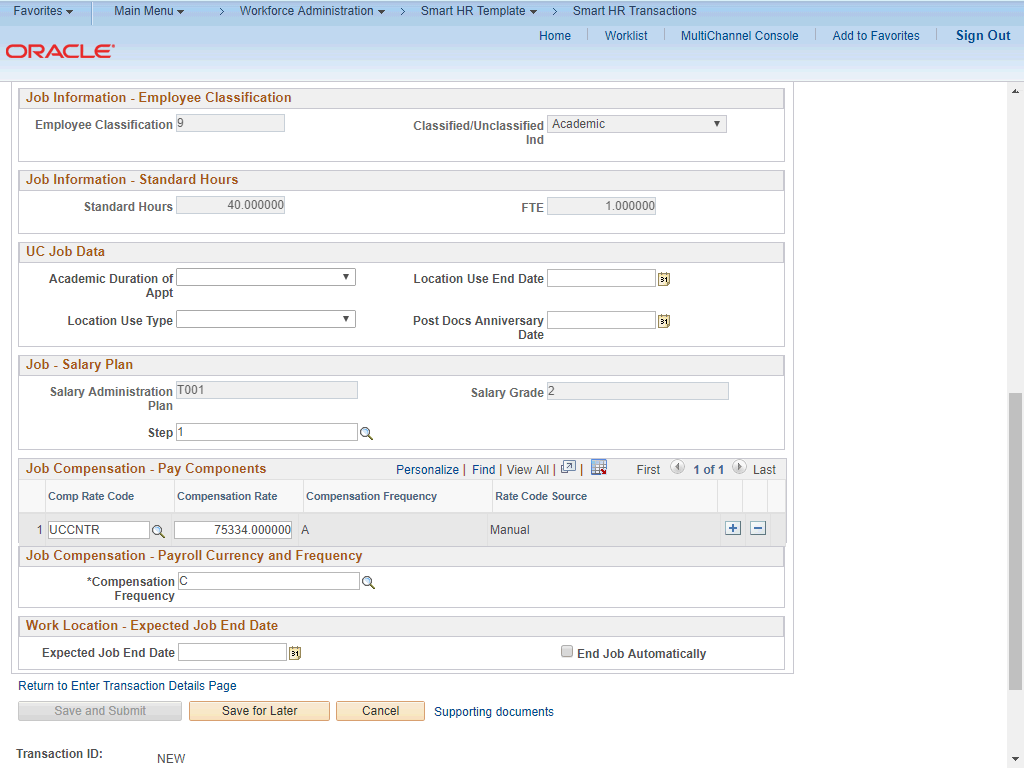
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| **Step** | **Action** |
| 62. | Some job codes have steps associated with them. You should always check to see if a step exists in the list of values. When you enter or select a step, UCPath automatically populates the **Job Compensation - Pay Components** fields. If the contract pay must be prorated, you must override the **Comp Rate Code** by entering **UCCNTR** in the **Comp Rate Code** field.  Some job codes do not have steps associated with them, in which case the **Job Compensation - Pay Components** fields must be manually entered.  For this example, a step must be entered and the default **Compensation Rate** must be prorated for a late start contract pay. |
| 63. | Click in the **Step** field. |
| 64. | Enter the desired information into the **Step** field. For this example, enter **1**. |



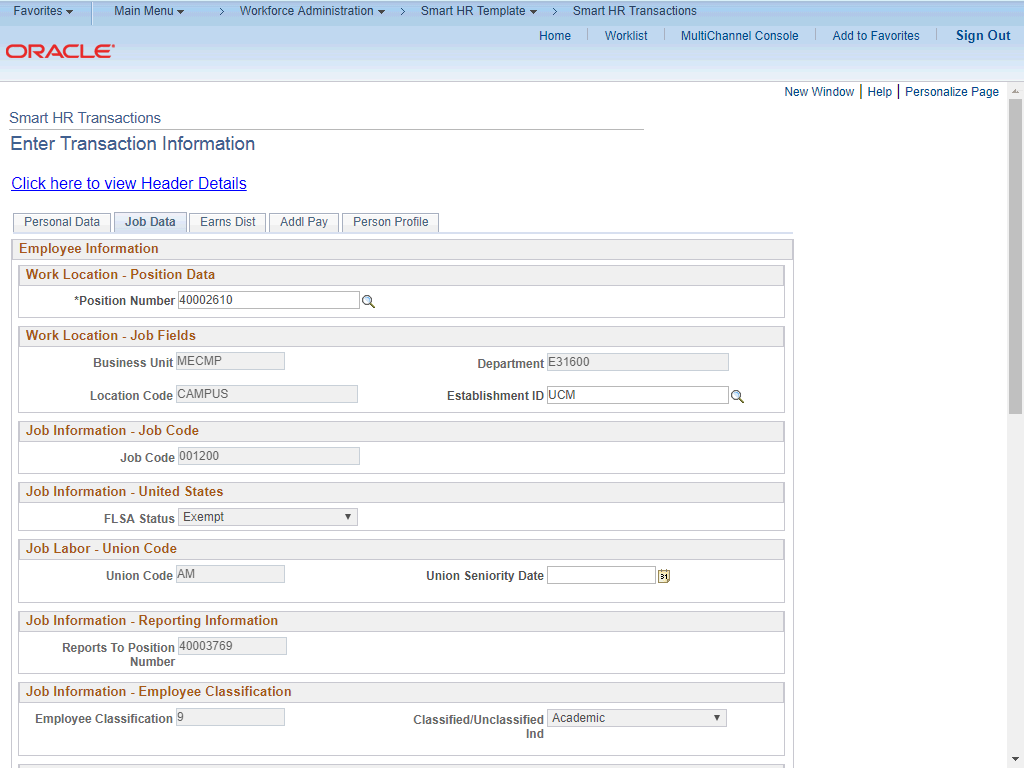
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| **Step** | **Action** |
| 65. | After you enter the **Step**, the **Comp Rate Code** and **Compensation Rate** fields default. Delete the default compensation to enter the prorated contract pay:   1. Delete the existing compensation row. 2. Enter **Comp Rate Code** as **UCCNTR**. 3. Enter the prorated **Compensation Rate**. 4. Enter **Compensation Frequency** of **C**.   **Note:** If the employee is to receive the full compensation during the contract period, leave the default compensation and only change the **Compensation Frequency** to **C**. |
| 66. | Click the **Delete Row** button. |



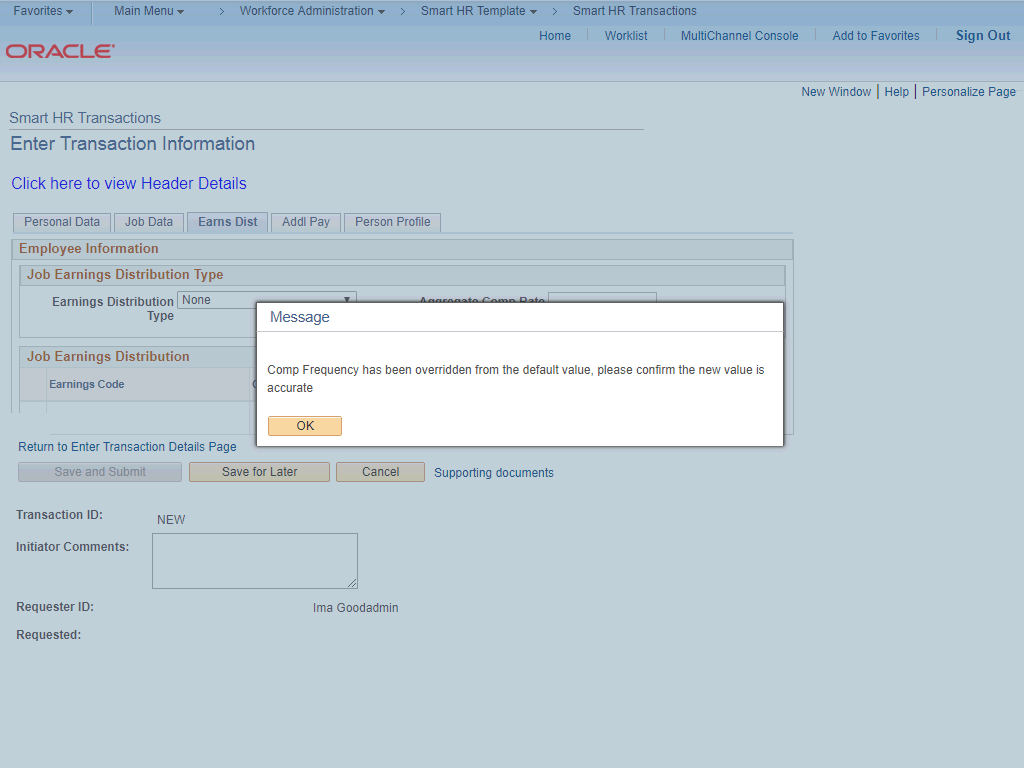
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| **Step** | **Action** |
| 67. | Click the **OK** button. |
| 68. | Click in the **Comp Rate Code** field. |
| 69. | Enter **UCCNTR** into the **Comp Rate Code** field. |
| 70. | Click in the **Compensation Rate** field. |
| 71. | Enter the prorated compensation into the **Compensation Rate** field. |
| 72. | The **Compensation Frequency** must be **C** for contract. Click the **Look up Compensation Frequency** button. |
| 73. | Click the **C** (**Contract**) list item. |



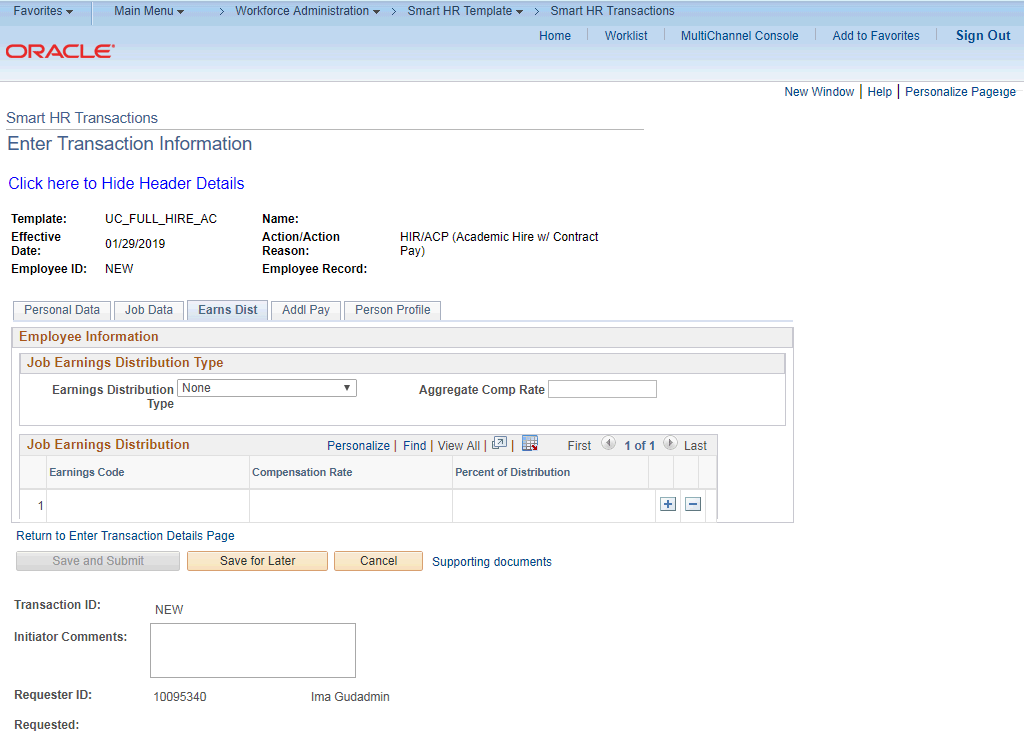
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| **Step** | **Action** |
| 74. | If necessary, scroll up to display the **Earns Dist** tab.  Click the scroll bar. |



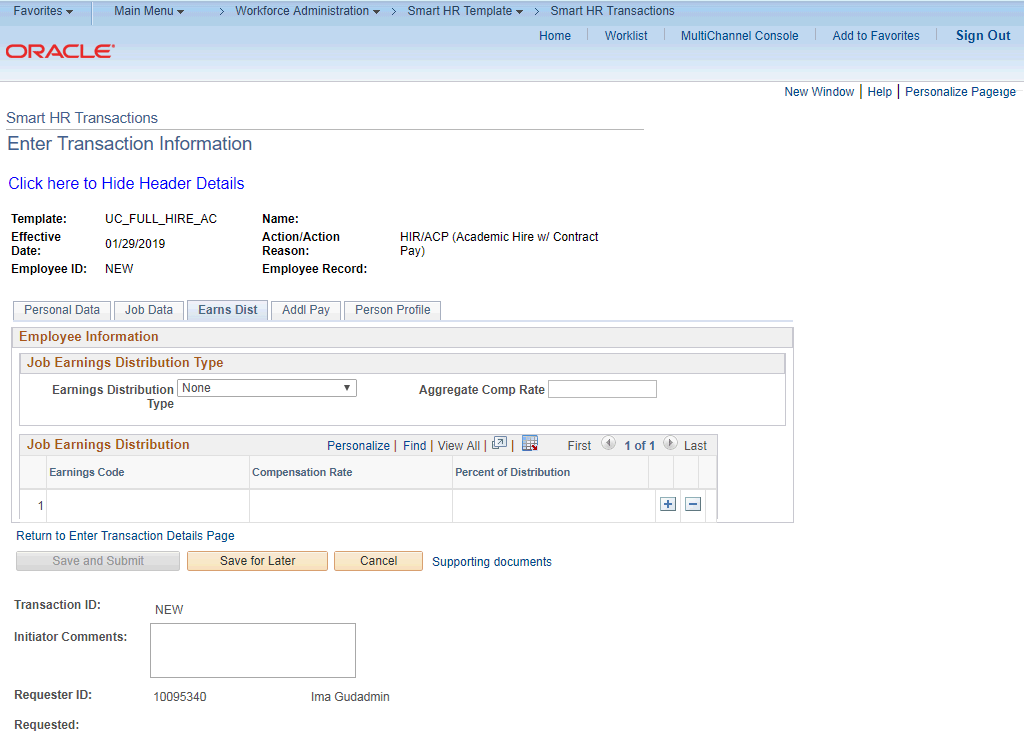
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| **Step** | **Action** |
| 75. | Click the **Earns Dist** tab. |



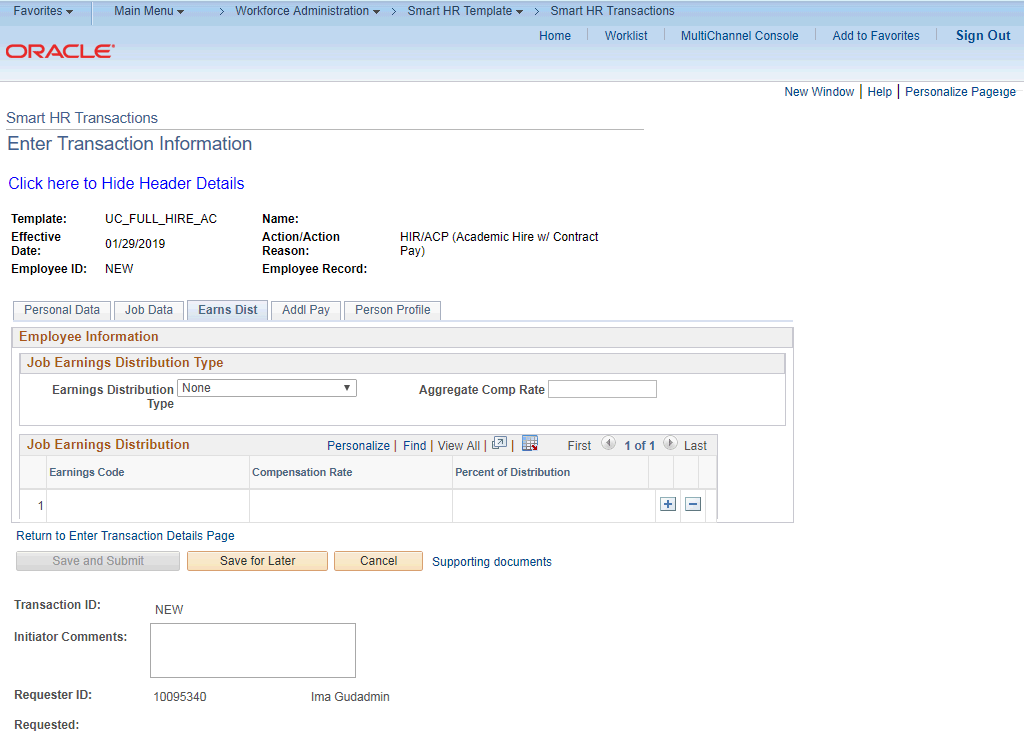
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| **Step** | **Action** |
| 76. | The system displays a message prompting you to confirm the comp frequency update you made.  Click the **OK** button. |



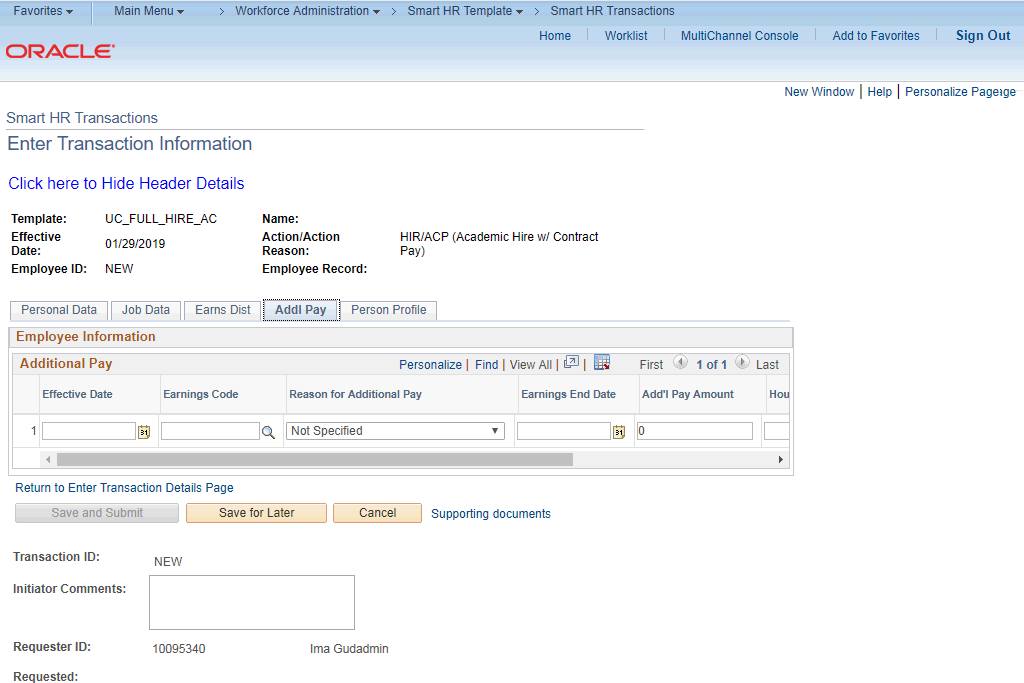
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| **Step** | **Action** |
| 77. | In most cases, the **Job Earnings Distribution** section is automated. If the **Comp Rate** code entered on the **Job Data** tab has a mapped **Earnings Code**, the **Job Earnings Distribution** section is updated automatically. |



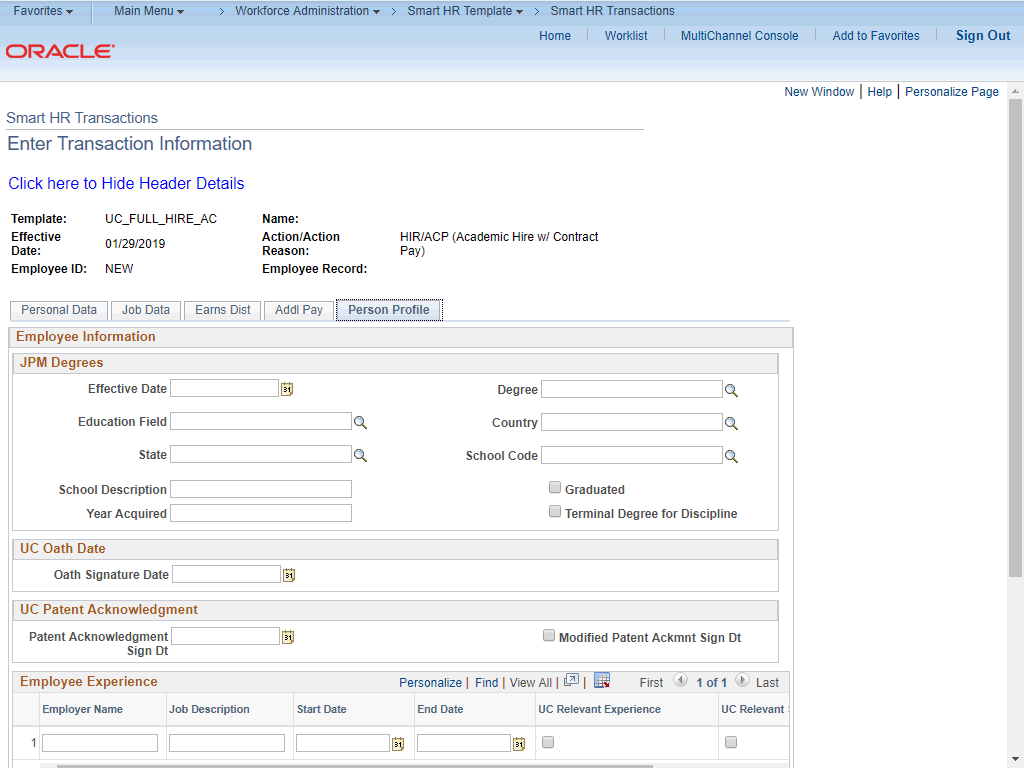
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| **Step** | **Action** |
| 78. | The **Job Earnings** page can be used to manually enter distribution information. Use the **Earnings Distribution Type** field to enter distribution **By Amount** or **By Percent**. After the **Earnings Distribution Type** is selected, the **Aggregate Comp Rate** field is populated with the monthly amount.   * If **By Amount** is selected, the total of all compensation rates entered must add up to the monthly comp rate. * If **By Percent** is selected, the total of all percentages entered must add up to 100%. |



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| **Step** | **Action** |
| 79. | Click the **Addl Pay** tab. |

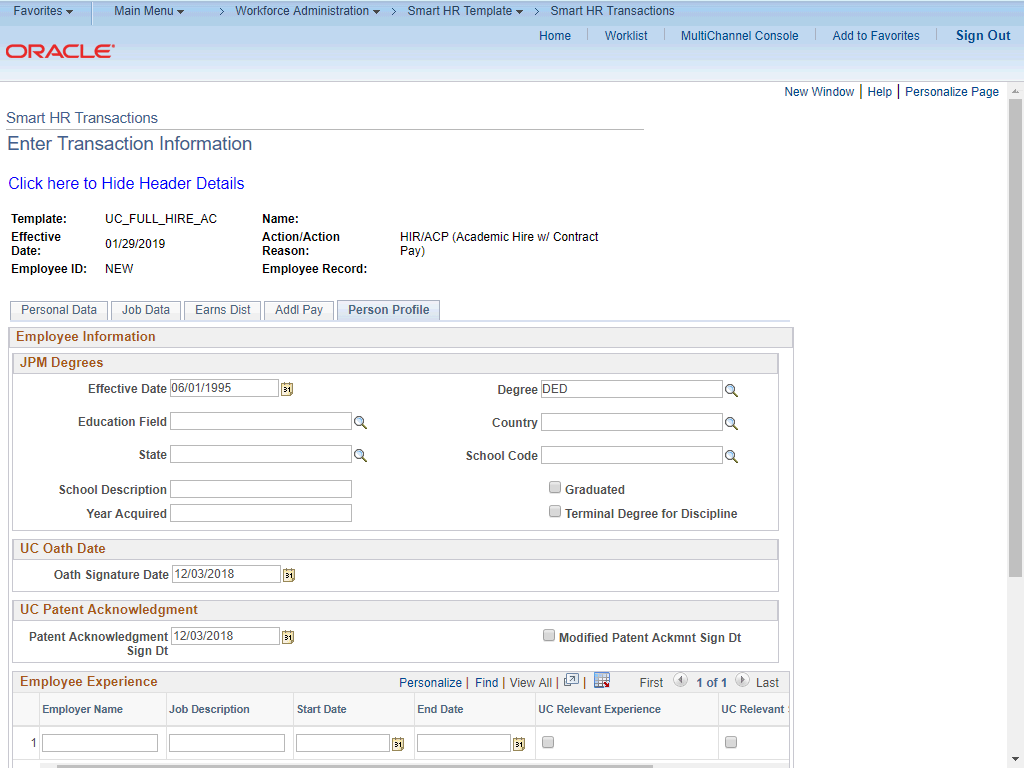


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| **Step** | **Action** |
| 80. | There may be cases where an employee is paid a recurring flat amount. In these types of cases, the compensation section is not populated on the **Job Data** tab. Instead, the **Additional Pay** section is used.  There may also be cases where neither compensation rate nor additional pay is entered. In those cases, it is recommended that you enter a comment to explain how the employee is to be paid.  It is recommended not to use this template for one time additional pay. Instead, use payroll's one time payments page. |
| 81. | Click the **Person Profile** tab. |

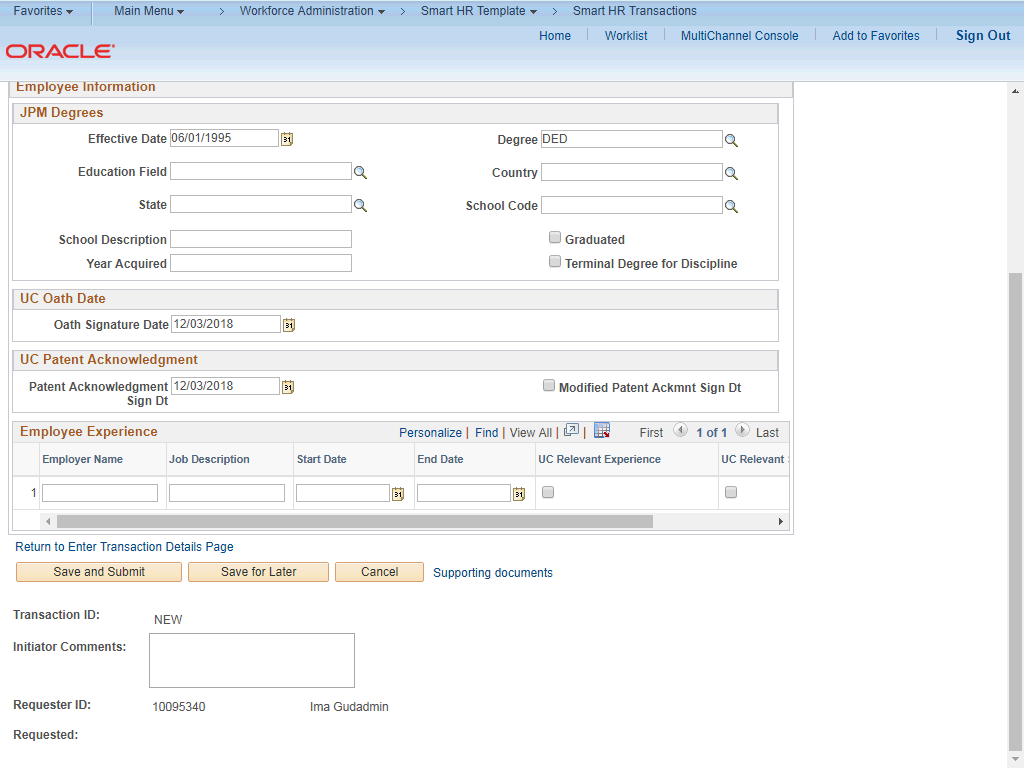


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| **Step** | **Action** |
| 82. | Use the **Person Profile** page to enter the new hire's degree information, as well as their oath and patent acknowledgment signature dates.  Degree information is optional. The Graduate Divisions may want to enter this information for Post Docs at the time of hire.  The information entered in the **JPM Degrees**, **UC Oath Date** and **UC Patent Acknowledgement** sections is copied to the employee's **Person Profile** component after the template is processed by UCPC WFA Production.  The information entered in the **Employee Experience** section is copied to the employee's **UC Employee Experience** page after the template is fully processed by UCPC WFA Production. |
| 83. | Click in the **Effective Date** field. |
| 84. | Enter the desired information into the **Effective Date** field. |
| 85. | Click in the **Degree** field. |
| 86. | Enter the desired information into the **Degree** field. |

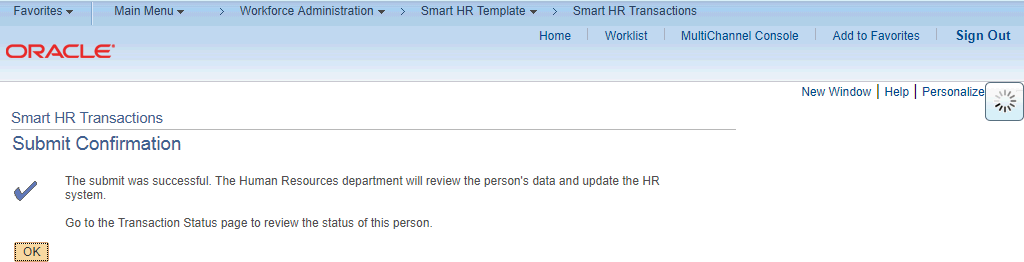
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| **Step** | **Action** |
| 87. | Enter the date the new hire signed the UC oath agreement. This date cannot be later than the current date.  Click in the **Oath Signature Date** field. |
| 88. | Enter the desired information into the **Oath Signature Date** field. |
| 89. | Enter the date on which the individual signed the UC patent acknowledgement. This date cannot be later than the current date.  Click in the **Patent Acknowledgment Sign Dt** field. |
| 90. | Enter the desired information into the **Patent Acknowledgment Sign Dt** field. |



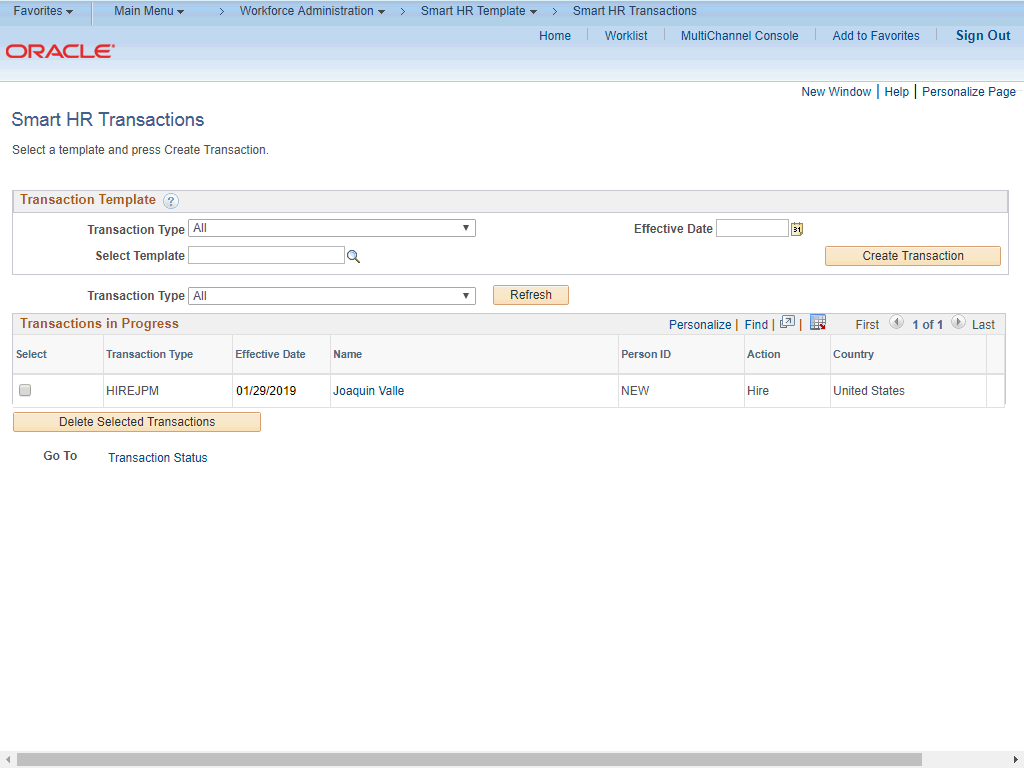
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| **Step** | **Action** |
| 91. | If necessary, scroll down to display the **Save and Submit** button.  Click the scroll bar. |



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| **Step** | **Action** |
| 92. | The **Save and Submit** button is not available until all required fields on each tab are completed.  Click the **Save and Submit** button. |



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| **Step** | **Action** |
| 93. | Click the **OK** button. |



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| **Step** | **Action** |
| 94. | The template transaction is routed for approval and appears in the **Transactions in Progress** section until it is processed. |
| 95. | You have initiated a full hire template transaction for an academic employee with prorated contract pay.  **End of Procedure.** |