

Onboarding Empl Classes 5, 9 & 10

**UCR UCPath Pilot** Business Process Design

September 12, 2019



900 University Ave, Riverside, CA 92521

|  |  |
| --- | --- |
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# Document Change Log

Use this table to summarize changes made to this document

| **Date** | **Editor** | **Summary of Changes** |
| --- | --- | --- |
| **7/3/19** | Shannon Minter | Initial Draft |
| **7/8/19** | Shannon Minter | Draft V2 |
| **7/11/19** | Shannon Minter | Draft v3 |
| **7/30/19** | Alexandra Rollins | Added details about each Empl class and the unique differences in onboarding each group |
| **8/7/19** | LaKesha Welch | Added Faculty and Non Faculty high level table to process overview and Job code table to appendix |
| **8/14/19** | Shannon Minter | Added all Empl Class 5 job descriptions, updated table of contents |
| **8/21/19** | Shannon Minter | Added Visio map step instructions, action reason codes and codes and Livescan result steps. |
| **8/28/19** | Shannon Minter | Added infographic draft |
| **9/6/19** | Shannon Minter | Updated Job Classes for Empl Class 5, 9, and 10. |
| **9/10/19** | LaKesha Welch | Updated for Approval meeting #1 |
| **9/12/19** | Shannon Minter | Updated for Approval meeting #2 and added updated infographic |

# Process Overview

This section defines the overall scope and boundaries of the To-Be process design.

Onboarding is the series of tasks that begins with a candidate formally accepting an offer of employment and ends with the new employee being ready for work in terms of employment relationship and access/setup.

It includes employment activities (new hire paperwork, benefits, I-9, criminal background check), logistical activities (ID card, parking, internet access, keys), and other new hire processing activities. This phase 1 process focuses on Empl Class 5, 9 and 10 and the unique requirements for each EMPL class are described below:

1. Empl Class 5 – Student Casual Restricted (see appendix)
   1. Undergraduate student employees
   2. For purposes of policy, considered staff employees
   3. Guidelines recommend no more than a 50% appointment
   4. Typically no background check is required
   5. Required for All template transactions
      * Initial Smart HR Transaction fields
        + Effective date
        + Reason code
        + Template type
      * Personal Data Tab
        + Name
        + Birthday Date
        + Gender
        + Social Security
        + Address section
        + Tracker I-9 information (If Tracker Profile ID has been provided)
      * Job Data Tab
        + Position number
          - Position numbers can be found using the HRDW position report or in UCPath by looking for name of last incumbent. A new position should only be created if there is a need with position changes not being approved in time to get employee paid correctly and on-time.
        + Job Salary Plan section – Step if it is applicable to the job
        + Compensation components – All fields required
        + Job Compensation Pay Currency and Frequency – Compensation Frequency is required
        + Tracker I-9 information (If applicable) *(****Action Item:*** *No offer letter required? Ask SSC to let us know if they require offer letter for student employees and if they don’t how do they get the information to put in the template transaction? Do the SSC require offer letters or other attachments for the template transaction?)*
   6. Additional Pay (If applicable)
      * Effective date
      * Reason code
      * Template type
      * Recurring additional pay
        + Can be done via smart HR template, PayPath or Self-service links
        + One time pay is not to be processed via New Hire Template Additional pay
2. Empl Class 9 - Academic Faculty and Empl Class 10 Academic Non Faculty (see appendix)
   1. Typically no background check is required
   2. Appointment letters are required to be attached to the template transaction
   3. Required for All template transactions
      1. Initial Smart HR Transaction fields
         * Effective date
         * Reason code
         * Template type
      2. Personal Data Tab
         * Name
         * Birthday Date
         * Gender
         * Social Security
         * Address section
         * Tracker I-9 information (If Tracker Profile ID has been provided)
      3. Job Data Tab
         * Position number
           + Position numbers can be found using the HRDW position report or in UCPath by looking for name of last incumbent. A new position should only be created if there is a need with position changes not being approved in time to get employee paid correctly and on-time.
         * Job Salary Plan section – Step if it is applicable to the job
         * Compensation components – All fields required
         * Job Compensation Pay Currency and Frequency – Compensation Frequency is required
   4. Person Profile
      1. JPM Degrees
      2. UC Oath Date
      3. UC Patent Acknowledgment
      4. Employee Experience
   5. Optional
      1. Earnings Distribution (If applicable)
      2. Additional Pay (If applicable)
      3. UC Job Data - Academic duration of appointment

## Glossary

| *Key Terms and Concepts discussed in this Business Process Guide* | |
| --- | --- |
| **Term** | **Definition** |
| Approval Workflow Engine (AWE) | Approval Workflow Engine (AWE) systematically routes transactions in UCPath to designated roles (e.g., HR Initiator, HR Approver(s)) for approval at UCR. Once these UCR approvals are complete, transactions are either routed to the UCPC for finalization or are finalized in UCPath. |
| Checklist | A template that assists the Org/Dept. with gather information, complete pre-process steps, and communicate necessary UCPath transaction information to the HR/AP Initiator. Org/Dept. can adjust this checklist to account for any specific procedures. The checklist will account for UCR Required Information, UCPath Required Data Elements, and UCPC Required Documentation. |
| Contingent Worker (CWR) | An individual engaged by the University on a non-permanent basis to complete a specific function or task who does not have an employee relationship with UCR and does not receive remuneration through UCPath. |
| Employee | An individual who performs a service for the University and who is working under the direction and control of the University and its Employees. |
| Position | A slot in UCR’s organizational structure, as represented in UCPath. All Employees at UCR will inhabit a Position. Funding and budgets are established in UCPath on the Position. |
| Single-Headcount Position | A Position that can only have one incumbent. |
| UCPath Center (UCPC) | The center responsible for responding to employee questions, finalizing certain HR transactions, administering benefits and payroll, and maintaining data in the system. |
| Vacant Position | A Position, active or inactive, that does not have an incumbent. |

## Action Reason Codes

*Key Action Codes discussed in this Business Process Guide*

| **Action** | **Reason** | **Description** | **Comments** |
| --- | --- | --- | --- |
| HIR | ACA | Rehire: Academic Recall | Academic Personnel Use: Recall of retired academic. |
| HIR | ACP | Academic Hire with Contract Pay | Used to hire an academic year employee with Contract Pay. This can also be used for a concurrent hire. |
| HIR | AIL | Academic Inter BU Transfer | Used when there is an inter location transfer of an academic employee |
| HIR | CN1 | Academic Concurrent Hire | Academic Use Only |
| HIR | CNV | Conversion Use Only | Used during initial conversion only. Should not be used for any other hires. |
| HIR | CON | Concurrent Hire – Non Dual  Employment | Used to add a concurrent employee record (appointment). |
| HIR | DEE | Concurrent Hire – Dual  Employment | Used to add a concurrent dual-employment job. |
| HIR | EMR | Rehire: Emeritus Faculty | Academic Personnel Use: Ass an emeritus job to a retired faculty. |
| HIR | HIR | Hire – No Prior UC Affiliation | New employee. Employee has never been on pay status with UC. |
| HIR | PR2 | Rehire, from Layoff-Pref <120 | Rehire following a layoff and secured through the preferential rehire process within 120 day of separation. |
| HIR | PRF | Rehire, from Layoff-Pref >=120 | Rehire following a layoff and secured through the preferential rehire process where there is greater or equal to 120 days of separation |
| HIR | RC2 | Rehire, Staff Recall <120 | Used to rehire a former UC employee eligible under layoff recall policies within 120 days of separation. |
| HIR | RE2 | Rehire, <120 Days Break | Used for a regular rehire to return to pay status following less than 120 days of break in service. |
| HIR | RE3 | Rehire, >=120 Days Break | Used for a regular rehire to return to pay status following a greater than or equal to 120 days break in service. |
| HIR | REC | Rehire: Staff Recall >=120 | Used to rehire a former UC employee eligible under layoff recall policies greater than or equal to 120 days of separation. |
| HIR | REI | Rehire: Reinstatement | Return to pay status following an involuntary break in service that was not a layoff. |
| HIR | RET | Rehire: Rehired Retiree | Return to pay status, in accordance with the Policy on Reemployment of UC Retired Employees, following a retirement, and the employee continues to draw retirement benefits. |
| HIR | RL2 | Rehire, fr Layoff-No Pref <120 | Rehire following a layoff and not secured through the preferential rehire process within 120 days of separation. |
| HIR | RLO | Rehire, fr Layoff-No Pref >=120 | Rehire following a layoff and not secured through the preferential rehire process where there is greater than or equal to 120 days of separation. |
| HIR | RSR | Rehire: Retirement Suspended | Rehire following a layoff and secured through the preferential rehire process within 120 days of separation. |
| HIR | TDE | Transfer-Inter BU, Demotion | Used on an inter-Business Unit transfer where there is no break in service and the transfer is a voluntary demotion for the employee. This is a transfer from a non-UCPath location to an UCPath location. |
| HIR | TLA | Transfer-Inter BU, Lateral | Used on an inter-Business Unit transfer where there is no break in service and the transfer is a lateral move for the employee. This is a transfer from a non-UCPath location to an UCPath location |
| HIR | TPR | Transfer-Inter BU, Promotion | Used on an inter-Business Unit transfer where there is no break in service and the transfer is a promotion for the employee. This is a transfer from a non-UCPath location to an UCPath location. |
| HIR | TUK | Transfer-Inter BU, Undefined | Used for intercampus transfers when there is no way of knowing that it is a Promotion, Lateral, or Demotion. It can also be used for academic personnel. |
| HIR | WPR | With Prior UC Affiliation | Used to hire someone who has a prior affiliation (Contingent Worker, Person of Interest) with UC |

# Design Authority

The following process owners and leads have decision making authority over the design of this process deliverable and must review the final deliverable prior to approval by the ABSSC Leadership Council.

**Functional Owners**

* Academic Personnel – *AVP* *Academic Personnel*
* Human Resources – *AVC Human Resources*

**Functional Leads**

* Academic Personnel – *AP Functional Lead*
* Human Resources – *HR Functional Lead*

## Out of Scope

**The following are specifically out of scope for the as-is analysis:**

Closely related processes (e.g. Recruitment) will be documented only as inputs/outputs.

* Damage Payments
* Intercampus transfers
* Intracampus transfers

## Applicable Process Scenarios

The following are examples of when to use and when not to use this process (*please note that this table is not exhaustive*):

| **Action** | **Use Process?** | **Reason** |
| --- | --- | --- |
| Employee Transfer - Intra/Inter | no – send to SSC | That employee will go through off boarding process at one UC and then the on boarding process at their new location |
| Hire Empl Class 5, 9, 10 | Yes | New hire has no prior affiliation with UC |
| Hire Empl Class 5, 9, 10 | Yes | With prior affiliation with UC |
| Re-hire Empl Class 5, 9, 10 | Yes | With prior affiliation with UCR |
| Re-hire Reinstatement Empl Class 5, 9, 10 | Yes | Employee terminated in error and job needs to be reinstated with same effective date as the termination. Employee will be reinstated with no changes in job details. |
| Concurrent Hire | Yes | Employee already has active job in UCPath. |
| Full hire empl class 5, 9, 10 | Yes | Held prior CWR/POI UC appointment UC / UCR |

## Inter-dependent Processes

The following is a list of related processes that provide inputs or outputs to the process, are sub-processes, or are related UCPath processes. These processes will not be mapped or documented in the To-Be process design deliverables but will be noted where appropriate.

| **Process** | **Dependency** | **Description of Relationship** | **Responsibility** |
| --- | --- | --- | --- |
| Recruitment | Input | Process of hiring a new employee | Department |
| Waiver of Recruiting(from as-is) | Input | A document that follows approval process through Central Offices (HR\APO) to bi-pass standard recruitment process (Not applicable for Empl Class 5) | Department |
| Credentialing Process (School of Medicine, etc.) (from as-is) | Input | Letter of Intent, before appointment letter we need to go through credential process. Once receive confirmation offer letter will be created. (Pre-process)This is completed by SOM prior to onboarding. | Department |
| Exception to Waiver(from as-is) | Input | Per policy, certain position can be hired without recruitment or waiver (Not applicable for Empl Class 5) | Department |
| Visa process – International Scholar Center (from as-is) | Input /Sub-process | The HR/AP Partner would work with the International Scholar Center for those employees if necessary before entering the onboarding process | Department / Org |
| Acclimate to culture (from as-is) | Output | Once employee has been on boarded, the Department, hiring Manager and Partner would be involved in the acculturation process | Department |
| Work Accommodations(from as-is) | Sub-Process | During onboarding process an employee may request work accommodations. The department would work with Central HR to accommodate the employee’s needs. | Department / Org |

The following processes are **out of scope for Empl Class 5, 9 and 10**, but are listed here, so information is available when additional Empl Classes are added to the process.

| **Process** | **Dependency** | **Description of Relationship** |
| --- | --- | --- |
| Fitness for Duty – Process for Duty (Police Officers, Residents, etc.) (from as-is) | Input/Sub-process | Residents, as part of on boarding process have to have results before they start the program. For Police Officers, it can be part of pre-process, they would ***not*** receive an offer letter without passing fitness for duty. |

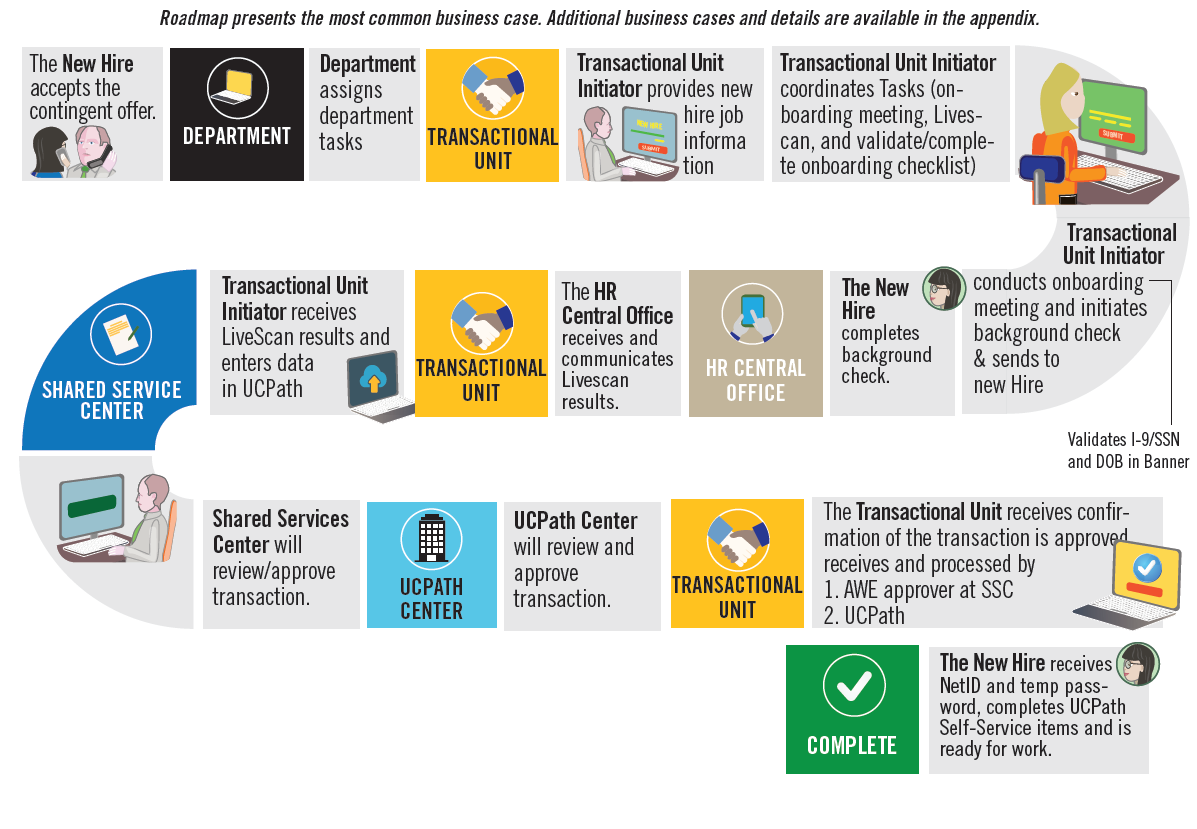
## Assumptions & Decisions

This section describes the key assumptions and decisions made in relationship to this process design.

| **Type** | **Description** |
| --- | --- |
| 1. Assumption (FSPD WFA.09 New Hire, WFA.12 Rehire, WFA.15 Intercampus Transfer) | AWE is validating that all information in UCPath matches the new hire offer. |
| 1. Assumption (FSPD WFA.09 New Hire, WFA.12 Rehire, WFA.15 Intercampus Transfer) | A position exists in the system and recruitment activities (if applicable) have occurred at the Location. |
| 1. Assumption (FSPD WFA.09 New Hire, WFA.12 Rehire, WFA.15 Intercampus Transfer) | When possible, Locations should start the new hire process ahead of time to ensure an Employee ID and NetID is generated in a timely fashion and downstream systems are updated. When onboarding Empl Class 5, the transactor will need to validate the SSN and DOB is in Banner. |
| 1. Assumption (FSPD WFA.09 New Hire) | The Position Number used on the Smart HR Template is correct and has been approved at the Location. |
| 1. Assumption (FSPD WFA.09 New Hire, WFA.12 Rehire) | Locations are responsible for knowing when to select the correct Action and Reason Code combination. There are multiple reason codes for rehire, pay particular attention for the duration of the employee's break in service, if applicable. |
| 1. Assumption (FSPD WFA.09 New Hire,WFA.12 Rehire) | If the UCPath Center needs to change the Action or Reason Code from what was identified on the Smart HR Template, the UCPath Center will deny the transaction and it will be sent back to the initiator. |
| 1. Assumption (FSPD WFA.12 Rehire, WFA.09 New Hire, WFA.15 Intercampus Transfer) | Once a Smart HR Template is processed, an employee is set up to start receiving pay (as applicable) generated from UCPath. |
| 1. Assumption (FSPD WFA.12 Rehire, WFA.09 New Hire, WFA.15 Intercampus Transfer) | If the Match ID is confirmed in error, UCPath Center will need to be notified to unmerge the employee records. UCPath is the sole entity that can unmerge these employee records. |
| 1. Assumption (FSPD WFA.12 Rehire, WFA.09 New Hire, WFA.15 Intercampus Transfer) | One time payments are not included on the Smart HR Template. One time payments should only be processed via PayPath. |
| 1. Assumption (FSPD WFA.12 Rehire, WFA.09 New Hire, WFA.15 Intercampus Transfer) | Contract Pay will only be used for late start 9/12 faculty. If Contract Pay is required, the location is responsible for choosing the correct pay frequency and detailed comments that include the compensation at the time the Smart HR Template is submitted. The UCPath Center will not be able to process the transaction if this information is not included. |
| 1. Assumption (FSPD WFA.12 Rehire, WFA.09 New Hire, WFA.15 Intercampus Transfer) | Locations will enter the correct Compensation Frequency and Compensation Rate into the Smart HR Template. |
| 1. Assumption (FSPD WFA.12 Rehire, WFA.09 New Hire, WFA.15 Intercampus Transfer) | The pay group field will be automated (refer to E-356). The UCPath Center will monitor pay groups via reporting and manually make the updates in UCPath. If the paygroup is incorrect, UCPath will reject the template and send back to location to correct by adding the proper paygroup in the template comments. |
| 1. Assumption (FSPD WFA.12 Rehire, WFA.09 New Hire, WFA.15 Intercampus Transfer) | Validating documentation and obtaining signatures for the I-9 and oath is done locally, signatures for I-9 are done electronically in Tracker. Patent acknowledgement is completed by the employee in the UCPath employee self-service portal. |
| 1. Assumption (FSPD WFA.12 Rehire, WFA.09 New Hire, WFA.15 Intercampus Transfer) | If the SSN is not provided at the time of Smart HR Template submission, Locations should refer to the WFA.10 Personal Data Changes to make SSN updates in a timely fashion. If template is created WITHOUT the SSN, location is responsible for updating both Tracker and UCPath. |
| 1. Assumption (As-Is) | If historical PPS data is needed, contact BFS. |

Overall Process Sequence

The overall process sequence describes the major steps required to deliver the value of the process. It is the “Elevator Speech” to quickly and simply define its flow. This “Level 1” detail does not include the multiple variations.



Roles Description

The following are the roles required to successfully execute this process.

| **Role Name** | **Role Description** |
| --- | --- |
| New Hire | * Accepts contingent offer of employment and completes new hire packet. |
| Department | * Informs the Transactional Unit of the employee’s hire * Fulfills department onboarding tasks. |
| International Students and Scholars Office | * Is notified of the employee’s onboarding if the employee is a non-resident. |
| ORG Authority | * Responsible for ensuring the appropriate policy is followed. |
| Central Office | * Responsible for HR/AP process designs * Provide subject matter expertise in technical/complex areas * Interface with HR/AP business partners and institutional leadership |
| Transactional Unit | * Primary point of contact for managers and unit level leadership * Initiates UCPath Template for New Hires * Opens UCPath cases on behalf of employees when needed (see On Behalf Case Management Matrix) * Monitors Transaction Status page for transaction status |
| Shared Services | * AWE Approver for transactions * Maintain performance metric spreadsheet (AWE denials & UCPC cancellations) |
| UCPath Center | * Processes Hire templates * Notifies initiator when transaction is canceled or approved |

## 

## Inputs and Outputs

Inputs are the decisions, data, documents required to initiate the **overall** process. Owners are the “suppliers” of those inputs.

Outputs are the data, documentation, records, reports, or experiences that the **overall** process is supposed to produce over the course of its execution. Customers are the recipients of those outputs.

| **Input/Output** | **Owner or Customer** | **Description** |
| --- | --- | --- |
| **Input** | New Hire | Accepts offer of employment |
| **Input** | Transactional Unit | Initiate Hire Templates in UCPath |
| **Input** | Shared Services Center | AWE Approver |
| **Output** | Transactional Unit | Provide new hire all new hire documents |
| **Output** | ITS | Sending over NetID and temporary password to new hire |

## Performance Metrics

What are the proposed or aspirational performance metrics desired to measure the efficacy of the **overall** process? These can be leveraged from the as-is process, influenced by the UCPath processes or new metrics not currently measured. Step/Activity level SLAs will be captured in the detailed design phase.

| **Metric Type** | **Metric Description** | **Measurement Method** |
| --- | --- | --- |
| **Duration** | How long should it take to perform the overall process? | UCPC data, internal SSC spreadsheets |
| **Service** | What is the desired level of customer satisfaction with the process? | Satisfaction Survey |
| **Accuracy** | What is the acceptable threshold for errors or re-work in the process? | UCPC data, internal SSC spreadsheets |
| **Efficiency** | What time or financial resources are required to support the end-to-end process? | UCPC data, Staffing Analysis, Satisfaction Survey |

## Process Context

Use this section to note clarifying information on steps in the mapped process (es) where needed to help explain reasoning behind changes to the as-is process. This is not a place to document a comprehensive listing of all level three activities related to each process step.

| **Process Name/Step** | **Responsibility** | **Context/Information** |
| --- | --- | --- |
| **1** | New Hire | Accepts contingent offer of employment |
| **2** | Department/Org | Provides employment information to new hire via email, in-person or through DocuSign. |
| **3** | Department/Org | Assign department tasks such as, ordering office equipment, computers, etc. Office/Lab Equipment,, scheduling facility move/build, Required Training (e.g. Lab Safety), Computing Systems Access, Computers, Key Cards, ID, Parking Pass, etc. Completes new hire checklist, which includes all information needed for Smart HR Template and send to Transactional Unit, along with offer letter. |
| **4** | Transactional Unit | Completes local tasks, such as Scheduling onboarding meeting and Livescan (if required). Validate/Complete Onboarding checklist. Determine type of onboarding to be completed. |
| **4a** | New Hire | Completes Onboarding Packet in DocuSign, Tracker forms, schedule background check using simplybookme.com |
| **5** | Transactional Unit | After review of onboarding documentation, determines if new hire should be entered into UCPath as a prehire. |
| **5a** | Transactional Unit | Reviews Person Org Summary to see if hire already has a profile in UCPath. Enter Prehire, detailed information to be provided in training. |
| **6** | Transactional Unit | Meets with new hire to review onboarding packet, verify I-9, etc. If new hire is a student, validates that DOB and SSN are on file in Banner. Verifies that the new hire has not started working prior, if the new hire indicates that they have, send details to SSC to have them initiate the damage payment process |
| **7** | Transactional Unit | Schedule background check if required. R’Shared Service Center Live Scan Center completes all live scans for campus. Appointments can be made at [https://rsharedservices.simplybook.me/v2/#](https://rsharedservices.simplybook.me/v2/)  To ensure that results are provided to the appropriate individuals, the transaction unit must include the contact information for both the department and transactional unit on the Livescan form. If no background is required, the transactional unit can skip to step 10. |
| **8** | New hire | New hire completes background check, if required. |
| **9** | Central Office | All live scan results are sent to the HR Central Office, who distributes the results to the transactional unit and department contacts listed on the live scan form in step 7. |
| **10** | Transactional Unit | If the employee was a prehire, the onboarding transaction is finalized and live scan results are entered on the security clearance page.  If no prehire was completed, check person org summary and enter onboarding into the Smart HR Template in UCPath and then enter live scan results are entered on the security clearance page. |
| **11** | SSC | Reviews, approves or denies transaction. |
| **12 / 13** | SSC | Once review is done, SSC AWE approves transactions. Notification is sent to the transactional unit. |
| **14** | UCPC | Reviews, approves or denies transaction. |
| **15 / 16** | UCPC | Once review is done, UCPC AWE approves transactions. |
| **17** | Transactional Unit | Once transactions is approved by UCPC, the Transactional Unit received an automated email that confirms that the transaction was approved. |
| **18** | Transactional Unit | Notifies department that new hire is active in UCPath. |
| **19** | Department | Complete any outstanding tasks that are required for onboarding. |
| **20** | New Hire | New hire will received an auto generated email with NetID and login information. |
| **21** | New Hire | New hire competes all UCPath employee self-service forms. |
| Mapping for Denials | | |
| **12/ 13a** | SSC | After review of Smart HR Onboarding template, denies and returns to transactional unit initiator with comments on why it was denied. |
| **13b** | Transactional Unit | Resolves issue and resubmits or clones transaction. Continue to step 11. |
| **15 / 16a** | UCPC | After review of Smart HR Onboarding template, cancels or and returns to transactional unit initiator with comments for transactions in which the comments do no match what was entered on the template. Continue to step 11. |

# Detailed Design

*With the exception of the parking lot, this section will be completed during the detailed design phase of the project*

## Local System Impacts/Needs

Placeholder for analysis of system needs, capabilities, gaps. Will leverage UCPath capability requirements and as-is process tools analysis as applicable.

* EACS changes
* AWE changes
* ServiceLink changes
* Snapshot changes

## Campus Change Impacts

Placeholder for change impacts as a result of the optimized process design.

# Document Signoff

Use this table to list approvals for this document

| **Date** | **Approver** | **Status** |
| --- | --- | --- |
|  | Heidie Rhodes, UCPath Organizational Dev. Mgr. |  |
|  | Antonette Toney, Executive Director UCPATH Campus Support Services |  |

# Appendix

[R'SSC Livescan Procedure](https://ucrshare.ucr.edu/sites/FOM_UCPath/PostDeploy/Transaction%20Pilot/11%20-%20PayPath%20for%20EMPL%20Class%205%20and%209%20and%2010/PayPath%20Job%20Codes%20for%20Empl%20Class%205,%209%20and%2010/R'SSC%20Livescan%20Procedure_6.11.18.pdf)

[Job Code Table](https://ucrshare.ucr.edu/sites/FOM_UCPath/Pages/PD.aspx?RootFolder=%2Fsites%2FFOM%5FUCPath%2FPostDeploy%2FTransaction%20Pilot%2F11%20%2D%20PayPath%20for%20EMPL%20Class%205%20and%209%20and%2010%2FPayPath%20Job%20Codes%20for%20Empl%20Class%205%2C%209%20and%2010&FolderCTID=0x0120001A1F5F6DF353CC46BE7B38AEE07BC3CD&View=%7BF3E1E8B1%2D51EB%2D4100%2DA3C7%2DC5312B151588%7D)

| **Job Code (Code)** | **Job Code (Descr)** | **Employee Class (Code)** |
| --- | --- | --- |
| 004000 | STDT AID OUTSIDE AGENCY | 5 |
| 004011 | RECR PRG INSTR | 5 |
| 004108 | CHILD DEV CTR AST | 5 |
| 004126 | RSDT AST | 5 |
| 004128 | RECR PRG INSTR 2 | 5 |
| 004134 | RECR PRG LEADER 3 BYA | 5 |
| 004329 | STDT ACTIVITIES APPT OFFICIAL | 5 |
| 004412 | AMERICORP MEMBER | 5 |
| 004533 | K to 14 ACAD PREP SPEC 1 | 5 |
| 004549 | STDT ACAD SPEC 2 | 5 |
| 004562 | STDT LIFE DEV SPEC 1 | 5 |
| 004570 | RSDT ADVISOR 2 | 5 |
| 004682 | STDT 1 WKSTY | 5 |
| 004740 | STDT INTERN | 5 |
| 004920 | STDT 3 | 5 |
| 004921 | STDT 2 | 5 |
| 004922 | STDT 1 | 5 |
| 006203 | PROJECTIONIST | 5 |
| 006205 | RSCH ADM 2 | 5 |
| 007371 | ADMIN AST 1 | 5 |
| 009605 | LAB AST 1 | 5 |
| 009606 | LAB HELPER | 5 |
| 009900 | STF VOLUNTEER | 5 |
| 009920 | STDT VOLUNTEER | 5 |
| 009995 | UNCLASSIFIED | 5 |
| 009999 | UNCLASSIFIED | 5 |
| CWR020 | Student Volunteer | 5 |
| 000803 | ASSOC VICE CHANC | 9 |
| 000812 | FACULTY ADVISOR | 9 |
| 000900 | DIRECTOR | 9 |
| 000910 | ASSOC DIRECTOR | 9 |
| 001044 | FACULTY ASST TO CHANC | 9 |
| 001068 | VICE PROVOST | 9 |
| 001069 | ASSOC VICE PROVOST | 9 |
| 001077 | ACT/INTERIM VICE PROVOST | 9 |
| 001094 | DEPARTMENT VICE CHAIR | 9 |
| 001095 | ACT/INTERIM DEPARTMENT CHAIR | 9 |
| 001096 | DEPARTMENT CHAIR | 9 |
| 001098 | SUMMER DIFFERENTIAL | 9 |
| 001099 | ADMIN STIPEND | 9 |
| 001100 | PROF-AY | 9 |
| 001103 | PROF-AY-1/9 | 9 |
| 001108 | VIS PROF | 9 |
| 001110 | PROF-FY | 9 |
| 001143 | PROF-AY-B/E/E | 9 |
| 001200 | ASSOC PROF-AY | 9 |
| 001210 | ASSOC PROF-FY | 9 |
| 001243 | ASSOC PROF-AY-B/E/E | 9 |
| 001300 | ASST PROF-AY | 9 |
| 001303 | ASST PROF-AY-1/9 | 9 |
| 001307 | ACT ASST PROF-AY | 9 |
| 001308 | VIS ASST PROF | 9 |
| 001343 | ASST PROF-AY-B/E/E | 9 |
| 001345 | ASST PROF-AY-1/9-B/E/E | 9 |
| 001453 | PROF OF CLIN-HCOMP | 9 |
| 001454 | ASSOC PROF OF CLIN-HCOMP | 9 |
| 001550 | LECT IN SUMMER SESSION | 9 |
| 001588 | ACT LECT PSOE-AY-B/E/E | 9 |
| 001607 | LECT SOE-AY | 9 |
| 001630 | LECT-AY | 9 |
| 001631 | LECT-AY-CONTINUING | 9 |
| 001632 | LECT-AY-1/9 | 9 |
| 001633 | LECT-AY-1/9-CONTINUING | 9 |
| 001634 | LECT-FY | 9 |
| 001641 | SR LECT-AY-CONTINUING | 9 |
| 001650 | LECT-MISCELLANEOUS/PART TIME | 9 |
| 001652 | CONTINUING APPT-TEMP AUG | 9 |
| 001653 | CONTINUING APPT-TEMP AUG-1/9 | 9 |
| 001675 | EDUCATOR (WOS) | 9 |
| 001676 | UCDC EDUCATOR - AY | 9 |
| 001677 | UCDC EDUCATOR - FY | 9 |
| 001680 | LECT PSOE-AY | 9 |
| 001681 | LECT PSOE-AY-1/9 | 9 |
| 001687 | LECT SOE-AY-B/E/E | 9 |
| 001688 | LECT PSOE-AY-B/E/E | 9 |
| 001717 | ASST PROF-HCOMP | 9 |
| 001719 | ASSOC PROF-HCOMP | 9 |
| 001721 | PROF-HCOMP | 9 |
| 001724 | ASST PROF IN RES-HCOMP | 9 |
| 001731 | HS CLIN INSTR-HCOMP | 9 |
| 001732 | HS ASST CLIN PROF-HCOMP | 9 |
| 001733 | HS ASSOC CLIN PROF-HCOMP | 9 |
| 001734 | HS CLIN PROF-HCOMP | 9 |
| 001969 | HHMI INVESTIGATOR | 9 |
| 001977 | ACT ASST PROF-AY-B/E/E | 9 |
| 002010 | HS CLIN PROF-FY | 9 |
| 002017 | CLIN PROF-VOL | 9 |
| 002030 | HS ASSOC CLIN PROF-FY | 9 |
| 002037 | ASSOC CLIN PROF-VOL | 9 |
| 002050 | HS ASST CLIN PROF-FY | 9 |
| 002057 | ASST CLIN PROF-VOL | 9 |
| 002070 | HS CLIN INSTR-FY | 9 |
| 002077 | CLIN INSTR-VOL | 9 |
| 002220 | SUPV TEACHER ED-AY | 9 |
| 002221 | SUPV TEACHER ED-AY-CONTINUING | 9 |
| 003228 | VIS ASST RES | 9 |
| 003251 | PROF IN RES-FY | 9 |
| 003258 | ADJ PROF-AY | 9 |
| 003259 | ADJ PROF-FY | 9 |
| 003261 | ASSOC PROF IN RES-FY | 9 |
| 003268 | ASSOC ADJ PROF-AY | 9 |
| 003269 | ASSOC ADJ PROF-FY | 9 |
| 003278 | ASST ADJ PROF-AY | 9 |
| 003279 | ASST ADJ PROF-FY | 9 |
| 003361 | ASST ADJ PROF-AY-1/9 | 9 |
| 003371 | ASST ADJ PROF-AY-B/E/E | 9 |
| 003373 | ASST ADJ PROF-AY-1/9-B/E/E | 9 |
| 003374 | ASSOC ADJ PROF-AY-B/E/E | 9 |
| 003377 | ADJ PROF-AY-B/E/E | 9 |
| 003379 | ADJ PROF-AY-1/9-B/E/E | 9 |
| 003910 | FACULTY ADMIN TRANSITION LV-FY | 9 |
| 000840 | ACADEMIC COORD I-AY | 10 |
| 000841 | ACADEMIC COORD I-FY | 10 |
| 000842 | ACADEMIC COORD II-AY | 10 |
| 000843 | ACADEMIC COORD II-FY | 10 |
| 000845 | ACADEMIC COORD III-FY | 10 |
| 000851 | ACADEMIC COORD I-FY NEX | 10 |
| 000853 | ACADEMIC COORD II-FY NEX | 10 |
| 001067 | ACADEMIC ADMINISTRATOR VII | 10 |
| 001981 | RES-LR SCL-AY-B/E/E | 10 |
| 001982 | RES-LR SCL-AY-1/9-B/E/E | 10 |
| 001983 | ASSOC RES-LR SCL-AY-B/E/E | 10 |
| 001984 | ASSOC RES-LR SCL-AY-1/9-B/E/E | 10 |
| 001985 | ASST RES-LR SCL-AY-B/E/E | 10 |
| 001986 | ASST RES-LR SCL-AY-1/9-B/E/E | 10 |
| 001987 | RES-FY-B/E/E | 10 |
| 001988 | ASSOC RES-FY-B/E/E | 10 |
| 001989 | ASST RES-FY-B/E/E | 10 |
| 001993 | RES-FY-B/E/E-NON REP | 10 |
| 001994 | ASSOC RES-FY-B/E/E-NON REP | 10 |
| 001995 | ASST RES-FY-B/E/E-NON REP | 10 |
| 002460 | TEACHER-SPEC PROG | 10 |
| 002500 | READER-NON STDNT | 10 |
| 002716 | INTERN-CLIN PSYCH-GENL CAMP | 10 |
| 003000 | AGRON AES | 10 |
| 003010 | ASSOC AGRON AES | 10 |
| 003020 | ASST AGRON AES | 10 |
| 003060 | AGRON AES-AY | 10 |
| 003070 | ASSOC AGRON AES-AY | 10 |
| 003080 | ASST AGRON AES-AY | 10 |
| 003180 | ASSOC RES-FY NEX | 10 |
| 003188 | VIS ASSOC RES NEX | 10 |
| 003190 | ASST RES-FY NEX | 10 |
| 003198 | VIS ASST RES NEX | 10 |
| 003200 | RES-FY | 10 |
| 003203 | RES-LR SCL-AY | 10 |
| 003205 | RES-LR SCL-AY-1/9 | 10 |
| 003208 | VIS RES | 10 |
| 003210 | ASSOC RES-FY | 10 |
| 003212 | ASSOC RES (WOS) | 10 |
| 003213 | ASSOC RES-LR SCL-AY | 10 |
| 003215 | ASSOC RES-LR SCL-AY-1/9 | 10 |
| 003217 | ASSOC RES-FY-NON REP | 10 |
| 003218 | VIS ASSOC RES | 10 |
| 003220 | ASST RES-FY | 10 |
| 003222 | ASST RES (WOS) | 10 |
| 003223 | ASST RES-LR SCL-AY | 10 |
| 003225 | ASST RES-LR SCL-AY-1/9 | 10 |
| 003226 | ASST RES-SFT | 10 |
| 003227 | ASST RES-FY-NON REP | 10 |
| 003300 | SPECIALIST | 10 |
| 003310 | ASSOC SPECIALIST | 10 |
| 003311 | ASSOC SPECIALIST NEX | 10 |
| 003320 | ASST SPECIALIST | 10 |
| 003321 | ASST SPECIALIST NEX | 10 |
| 003328 | JR SPECIALIST (WOS) | 10 |
| 003329 | JR SPECIALIST NEX | 10 |
| 003330 | JR SPECIALIST | 10 |
| 003390 | PROJ SCIENTIST-FY | 10 |
| 003392 | ASSOC PROJ SCIENTIST-FY | 10 |
| 003394 | ASST PROJ SCIENTIST-FY | 10 |
| 003395 | ASST PROJ SCIENTIST-FY-B/E/E | 10 |
| 003396 | VIS PROJ SCIENTIST | 10 |
| 003398 | VIS ASST PROJ SCIENTIST | 10 |
| 003405 | ASSOC PROJ SCI-FY NON REP | 10 |
| 003407 | ASST PROJ SCI-FY NON REP | 10 |
| 003475 | ASST SPECIALIST COOP EXT | 10 |
| 003477 | ASSOC SPECIALIST COOP EXT | 10 |
| 003479 | SPECIALIST COOP EXT | 10 |
| 003492 | ASSOC PROJ SCIENTIST-FY NEX | 10 |
| 003494 | ASST PROJ SCIENTIST-FY NEX | 10 |
| 003495 | ASST PROJ SCNTST-FY-B/E/E NEX | 10 |
| 003521 | CONTINUING EDUCATOR II | 10 |
| 003522 | CONTINUING EDUCATOR III | 10 |
| 003540 | PROG COORD | 10 |
| 003570 | TEACHER-UNEX-CONTRACT YR | 10 |
| 003572 | ASST TEACHER-UNEX | 10 |
| 003574 | TEACHER-UNEX | 10 |
| 003600 | ASSOC UNIV LIBRARIAN | 10 |
| 003610 | ASST UNIV LIBRARIAN | 10 |
| 003612 | LIBRARIAN-CAREER STATUS | 10 |
| 003613 | LIBRARIAN-POTNTL CAREER STATUS | 10 |
| 003616 | ASSOC LIBRARIAN -CAREER STATUS | 10 |
| 003617 | ASSOC LIBRARIAN-POTNTL CAREER | 10 |
| 003999 | MISCELLANEOUS | 10 |

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| Faculty | Senate Faculty | Non-Represented | Ladder Rank Faculty (except Acting Assistant Professors) |
| This is the Assistant, Associate and Full Professor |
| Series.  As subset of these Professors are also |
| Appointed as Faculty Administrators such as department |
| Chairs, Associate Deans, Directors and Divisional Deans |
| Lecturer with Security of Employment/Potential Security of Employment (Lecturer SOE/PSOE) |
| Professor in Residence |
| Professor of Clinical |
| Emeritus Faculty |
| Represented | (None) |
| Non-Senate Faculty | Non-Represented | Acting Assistant Professors |
| Adjunct Faculty |
| Visiting Professors |
| Health Science Clinical |
| Ladder Rank Equivalent Faculty |
|  |
| Represented | Lecturers (IX – Unit 18) |
| Supervisors of Teachers Education (IX- Unit 18) |
| Non Faculty Academics |  | Non-Represented |  |
| Researchers |
| Specialists |
| Project Specialists |
| Program Coordinators |
| Academic Coordinators |
| Academic Administrators (*not the Faculty Administrators*) |
| Graduate Student Researchers |
| Teachers UNEX |
| Teaching Assistant (Grad Student) |
| Teaching Fellows (Grad Student) |
| Resident Physicians |
| Assistant University Librarian |
| Associate University Librarian |
| Continuing Educators |
| Specialist in Cooperative Extension |
|  | Represented | Postdocs (PX) |
| Librarians (LX) |
| Academic Student Employees (BX) |
| \* Readers |
| \* Tutors |
| \* Teaching Fellows |
| \* Associate In' |