Students

Background and Summary:
Identity profiles are established for all employees that require access to local systems, the UCPath portal, Timesheet (TARS), UC Learning Center (LMS) and a UCR business email address. Because certain rules and limitations are applied to active Students that become employees, their identity profiles are created in conjunction with the UCR Banner system that contains student data. When students become employed by UCR, an HR record is entered into the UCPath system. The job and person attributes, including the Employee ID (EMPLID) are sent to UCR where the data needs to be reconciled to the Student record in Banner. The UCPath employee record and Banner Student record are matched and stored in Banner and the UCR Identity Systems.

Student Identity Management Data Flow:

The Match Job Process
The UCPath-Banner Match program uses one of 4 values to verify a student’s identity and match the employee ID (EMPLID) and the UCR NetID:

1. Social Security or National ID (must be in both UCPath and Banner)
2. Student ID (Numeric)
3. UCR NetID (Student NetID issued by Banner)
4. UCRX Campus ID (Numeric, Issued by the UNEX Destiny1 system)

The Student ID, UCR NetID or UNEX Campus ID must be provided to the Shared Service Center prior to the Onboarding template being entered into UCPath. This data is entered into the External System field of the template. This information cannot be added after UCPath has processed the template.

Matching data points include:

- SSN (must be in UCPath and Banner)
- UCR NetID
- Student ID
- UNEX Campus ID
Entering the UC External System ID
The UCPatch transactor (SSC) selects the External System value from the drop-down menu. Then enters the provided value into the UC External System ID field in the SMART HR Template.

When one of the External System values are added to the External System ID field, the UCPatch EMPLID and UCR NetID will automatically be reconciled and no further action is required. If the External System value is not entered in the Smart HR template, an ITS Helpdesk ticket will need to be opened requesting the NetID and EMPLID be manually reconciled.

Student Rehire or Concurrent Hire Processing
The External System values entered on an employee hire template stays on the Person Data record. You may encounter an error in UCPatch if the value already exists:

This will be a hard stop in the template transaction. Remove the External System value you entered and then submit the template when ready. Because the student employee already has a previously reconciled record, the Identity profile already exists and will reactivate in the case of a rehire, or have no impact in the case of a concurrent hire. If an External System ID needs to be changed on the Person Data record, a UCPatch case will need to be opened for the change. Locations do not have edit access to these fields.
Contingent Workers (CWR)

Background and Summary

Contingent Workers are persons that provide a service to the University, either as a volunteer or outside agency. They are not paid through the UCPaPath system but still require an Identity profile for campus access to systems or resources such as UCLC (LMS), parking, library, and campus/community events.

The Student ID, UCR NetID or UNEX Campus ID must be provided to the Shared Service Center prior to the CWR Onboarding template being entered into UCPaPath. This data is entered into the External System field of the template. This information cannot be added after UCPaPath has processed the template. If the CWR is not a student and is not an employee (staff or faculty), request a NetID through the Affiliate-eForm* process prior to requesting the UCPaPath transaction.

*Note: The Affiliate-eForm NetID request will soon be replaced by the ITS project IAMRiverside. Updated process steps will be provided upon implementation of that project.

The UCPaPath transactor (SSC), enters the NetID in the External System field in either the UCR_NetID (used for Students or non-employees) or UCRS_CampusID field in the SMART HR Template.

The UCPaPath-Banner Match program will reconcile the External System ID value to the UCPaPath EMPLID. No further action is required to complete the CWR Identity profile.

If the External System value is not entered in the Smart HR template, an ITS Helpdesk ticket will need to be opened requesting the NetID and EMPLID to be manually reconciled.