

Fall Hire

Quick-reference Guide

This document acts a hub to guide you to a variety of beneficial resources for the fall hiring season.

Need Help?

- Confused about how to complete the mass hire template?
Email: massprocessing@ucop.edu
- Need guidance on which Smart HR template to use for your hiring situation?
[Create a Case with CRU.](#)

Tip! Click the  icon while pressing the “CTRL” key to open the resource in a new tab!

Resources

Mass Hire:

- 1 Are you hiring at least 50 employees and want an efficient way to enter them into UCPATH? You can use the Mass Hire template! There will be a new template beginning October 1 so be sure to use the latest version.

Resolving FLSA Conflicts for Concurrent Hires:

- 2 Are you hiring an employee who has an existing position with a conflicting FLSA status? For example, the position you are hiring the employee into is non-exempt but their current position is exempt? This CRU Job Aid is for you!

Short Work Break Series:

- 3 Do you have student employees who are coming back to work and need to be returned from a Short Work Break? This is the video series for you!

Job End Dates:

- 4 Do you fill in a job end date? Should you fill in a job end date? This video will provide some insight into the Job End Date field!

Academic to Staff/Staff to Academic:

- 5 Are you processing a transaction for an employee who is changing from an Academic title to a Staff title (or vice versa)?

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Please let us know!*