

UC SANTA BARBARA

I want to:	Individual's current status in UCPATH	Current or past Class ID	Is the current job ending or will it continue?	Template	Notes
Hire a staff employee	No UCPATH ID and no prior UC service	n/a	n/a	Full-Hire: Staff	
	No UCPATH ID but individual has prior UC service	n/a	n/a	Full-Hire: Staff	Use Full-hire template with action reason Rehire to indicate that the employee has prior UC service.
	Term	Staff	n/a	Rehire: Staff	
	Term	Academic	n/a	Full-Hire: Staff	Use action reason rehire.
	Active at UCSB	Staff	End	UC-Transfer: Staff	
	Active at UCSB	Academic	End	Concurrent hire: staff	Academic job termed; both actions with comments and submitted at the same time.
	Active on another UCPATH campus	Staff or Academic	End	Concurrent hire: staff	Job on other campus termed; both actions with comments and submitted at the same time
	Active at UCSB or another UCPATH campus	Staff or Academic	Continue	Concurrent hire: staff	
	Active on a non-UCPATH campus	Staff or Academic	Continue		Contact HR/APO for assistance. The process is dependent on determination of home/host campus.
	Active on a non-UCPATH campus	Staff or Academic	End	Full-Hire: Staff	Contact HR/APO for assistance. Hire template must include comments reflecting employment at the non-UCPATH campus.

I want to:	Individual's current status in UCPATH	Current or past Class ID	Is the current job ending or will it continue?	Template	Notes
Hire an academic employee	No UCPATH ID and no prior UC service	n/a	n/a	Full-Hire: Academic	
	No UCPATH ID but individual has prior UC service	n/a	n/a	Full-Hire: Academic	Use Full-hire template with action reason Rehire to indicate that the employee has prior UC service.
	Term	academic	n/a	Rehire: Academic	
	Term	Staff	n/a	Full-Hire: Academic	Use action reason rehire.
	Active at UCSB	Academic	End	UC-Transfer: Academic	
	Active at UCSB	Staff	End	Concurrent hire: academic	Staff job termed; both actions with comments and submitted at the same time.
	Active on another UCPATH campus	Staff or Academic	End	Concurrent hire: academic	Job on other campus termed; both actions with comments and submitted at the same time.
	Active at UCSB or another UCPATH campus	Staff or Academic	Continue	Concurrent hire: academic	Contact HR/APO for assistance. The process is dependent on determination of home/host campus.
	Active on a non-UCPATH campus	Staff or Academic	End	Full-Hire: Academic	Contact HR/APO for assistance. Hire template must include comments reflecting employment at the non-UCPATH campus.