

October 19, 2021

TO: OACIS Account Holders

FR: Kathy Moore, Compensation Manager, Human Resources  
Linda Broen, Senior Compensation Analyst, Human Resources

RE: **Roll-Out and Training Plan for UCSB Job Builder (OACIS Replacement System)**

Dear Current OACIS Account Holders,

I am pleased to inform you that we have a final plan for the sunsetting of **OACIS** and the roll-out and training of the new **UCSB Job Builder** system.

**Transition Dates:**

- October 25-31: Last week to submit any job description actions in OACIS.\*
- November 1-7:** **OACIS Freeze** - no job description actions can be submitted this week.
- November 1-7: HR migrates final job description data to Job Builder.
- November 8:** **Job Builder opens for use by current OACIS account holders.**
- November 8: OACIS is available for reference only.

*\*If you can wait to submit actions until November 8th, this will enable a smoother transition. Not all actions submitted in OACIS will get completed by HR before transition, in which case they'll be manually transferred over to Job Builder.*

**3-Part Training for Current OACIS Account Holders:**

The following training sessions will be offered live on Zoom and do NOT require advance registration. Recorded sessions will also become available soon if you're unable to attend during the dates and times offered.

**Part 1 - Introducing Job Builder**

Part 1	Monday, October 25	1:30 - 3:00pm	Meeting ID: 827 0560 5485, Passcode: 603342, <a href="#">Zoom Link</a>
Part 1	Tuesday, October 26	9:00 - 10:30am	Meeting ID: 878 2958 9396, Passcode: 845295, <a href="#">Zoom Link</a>
Part 1	Thursday, October 28	12:00 - 1:30pm	Meeting ID: 838 8059 0662, Passcode: 644354, <a href="#">Zoom Link</a>

**Part 2 - Searching and Viewing Job Descriptions, Employee Data, and Career Tracks Job Standards**

Part 2	Thursday, October 28	9:00 - 10:30am	Meeting ID: 861 8786 7775, Passcode: 364645, <a href="#">Zoom Link</a>
Part 2	Monday, November 1	1:00 - 2:30pm	Meeting ID: 879 6893 5174, Passcode: 870151, <a href="#">Zoom Link</a>
Part 2	Wednesday, November 3	1:00 - 2:30pm	Meeting ID: 886 7134 6392, Passcode: 229403, <a href="#">Zoom Link</a>

**Part 3 - Submitting Job Description Actions (New JD, Update, Reclass, Temporary Stipend)**

Part 3	Thursday, November 4	9:00 - 11:00am	Meeting ID: 856 6367 4795, Passcode: 278827, <a href="#">Zoom Link</a>
Part 3	Friday, November 5	1:30 - 3:30pm	Meeting ID: 817 3303 4917, Passcode: 584879, <a href="#">Zoom Link</a>
Part 3	Tuesday, November 9	8:30 - 10:30am	Meeting ID: 857 6618 3751, Passcode: 414355, <a href="#">Zoom Link</a>

**Training for All Other Staff (Non-Student) Employees:**

Training for all other staff (non-student) employees will be announced in a separate communication and will become available in mid-November

**Additional Resources:**

Recorded training sessions, system user guides, and FAQs will become available soon on the [HR website](#) under HR/Compensation/OACIS+Job Builder.

If you need assistance with Job Builder after go-live, and you've already completed the entire three-part training course, please contact the [Compensation Analyst](#) assigned to your department.

If you have any questions about the upcoming training sessions, please reach out to your [Compensation Analyst](#).

Thank you,