**Overlapping** **Hires** *- UCSB Process for UCPath and Job Builder* **Revised 11/16/22**

When two employees temporarily perform the same job duties, prior to the original employee vacating their position, the department creates a new job description in Job Builder and a new position in UCPath as a temporary placeholder for the out-going employee.

**Overlapping Hires:** Appointment of a new hire before the outgoing employee separates.
**Out-going Employee:** Employee who has been in the position and is separating soon.

**New Hire:** Employee who is newly hired to replace the out-going employee.

**There are two scenarios for overlap hires:**

1. No change to payroll title: Out-going employee and new hire will perform the same job duties at the same time for a temporary time period.
2. Change in payroll title: Out-going employee will continue to perform same job in current title while department restructures soon-to-be vacant position and reclassifies it for recruitment purposes.

**Job Builder and UCPath Processing Instructions for both scenarios:**

| **Step** | **System** | **Processor** | **Instructions** |
| --- | --- | --- | --- |
| 1 | Job Builder | Dept | Create a new temporary career JD for the **out-going employee** to be placed in. In the **Action Justification** section, reference the employee's name, employee ID, the position number of the original permanent position, and document the reason for creating the temporary career JD. Submit to Compensation for approval. |
| 2 | Job Builder | Comp Analyst | On the temporary career JD action, in the **Working Title** field, add “(Overlap Hire)” after the Working Title. In the **Special Conditions of Employment** field enter “This position is a temporary placeholder for the incumbent while [ENTER REASON- Ex: he transitions to retirement]; this is not a permanent position. This overlap is expected to last [ENTER DURATION-Ex: 3 months]. The classification of this and the original position, which will be held by the incumbent’s replacement, depend on there ultimately being one permanent position.  The purpose of this position is [ENTER REASON- Ex: largely to train the incumbent’s replacement.]” Also put a note in the **Position Mgmt Comments** field that the JD is being created for an overlap hire. Review and approve the JD. |
| 3 | UCPath | Dept | After the Comp. Analyst approves the temporary career job description in Job Builder, the dept submits a request for a new position number for the temporary position via a **Position Control Request** in UCPath.  |
| 4 | UCPath/Job Builder | WFA  | The WFA unit in HR will review the request and approve a new position number. They will also go into Job Builder and add the new position number to the approved temporary JD. |
| 5 | UCPath | Dept | Once WFA provides the new position number and adds the new position number to the temporary career JD, the department processes an **Intra-Campus Transfer Template**, transferring the out-going employee to the new, temporary career position. |
| 6 | Job Builder | Dept | If the payroll title of the original position is not changing, submit a **JD Update** action to make any necessary minor updates to the original JD to prepare it for recruitment. (Skip to no. 7 if changes do not need to be made.)If a change in payroll title is needed for the original position, submit a **reclassification** action using the permanent Career JD, to Compensation for review and approval. |
| 7 | UCPath | Dept | Once the changes to the JD are approved in Job Builder, update the original career position information in UCPath to be in line with the original career JD, through a **Position Control** **Request**. Wait for approval before proceeding. |
| 8 | TAM | Dept | **RECRUITMENT:**Create a **Job Posting** in TAM using the JD and position number from the original position (whether you kept the title the same or changed it). The new hire will be placed into this original position when the **Prepare for Hire** is approved. |
| 9 | TAM | Dept | Process the appropriate **Prepare for Hire**, to hire the new employee into the original position. |
| 10 | UCPath | Dept | Once the out-going employee separates, submit a **Position Control** **Request** to inactivate the temporary position. |
| 11 | Job Builder | Dept | Once the out-going employee separates, process a **JD Update** action to “**archive**” the temporary career JD. |