UCSB UCPath

Overlapping Hires - *Appointment of a new hire before the original employee separates*

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 OACIS and a new position in UCPath as a temporary placeholder for the original employee.

Original Employee = Employee who has been in the position and is separating soon.
New Hire = Employee who is newly hired to replace the original employee.

OACIS and UCPath Processing Instructions

1.	OACIS (dept)	Create a new career JD for the original employee to be temporarily placed in. Put the original employee's name and Empl ID on the action. Enter "xxxx" in the Position Number field and submit to Compensation for approval.
2.	OACIS (Comp Analyst)	OACIS (Comp. Analyst) –On the new career JD action, in the Last Name field, add "(Overlap Hire)" after the employee's last name. 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 largely to train the incumbent's replacement." Review and approve the JD.
3.	UCPath (dept)	After the Comp. Analyst approves the temporary career job description, request a new position number via a Position Control Request in UCPath.
4.	UCPath (dept)	Once the Position Administrator provides the new position number and adds the new position number to the temporary job description, the department processes an Intra-Campus Transfer Template, transferring the original employee to the new, temporary position.
5.	OACIS (dept)	Submit a JD Update action to make any needed changes to the original JD to prepare it for recruitment. (Skip to no. 7 if no changes needed.)
6.	UCPath (dept)	Once updates to the JD are approved, update the original Position in UCPath accordingly, through a Position Control request. Wait for approval before proceeding
7.	TAM (dept)	Create a Job Posting in TAM using the original JD and original position number. New hire will be placed into the original JD when the Prepare for Hire is approved.
8.	TAM (dept)	Process the appropriate Prepare for Hire to hire new employee into original employee's old position number.
9.	UCPath (dept)	Once the original employee separates, submit a Position Control Request to inactivate the temporary position.
10.	OACIS (dept)	Once the original employee separates, process a JD action to "archive" the temporary JD.