Walk step-by-step on the (UC)Path

1. Department secures FTE Approval
2. Department secures Budget Approval
3. Department submits Job Description in OACIS
4. A. Department approves JD and/or ... 
4. B. Compensation approves JD
5. Department submits Position Control Request to WFA
6. WFA approves, assigns position number and adds to JD
7. Department adds Position funding. BFS provides support if needed
8. Department submits Hiring Requisition to Employment (OACIS)
9. Department submits Hiring Proposal to Employment (OACIS)
10. Dept Initiates/Approves Hiring Template (UCPath)
11. UCPath Center fulfills Hiring Template
12. BFS completes I-9 Process
13. Department on-boards new employee

Human Resources, Administrative Services Division
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UC SANTA BARBARA