Concurrent Graduate Student Hire - Work Department

Graduate students that are paid for their labor are to be hired and processed as a Concurrent Hire in UCPath. Please be sure to contact the student’s “Home Department” (if different), to ensure the student is eligible to work and does not have an active and/or future job.

The department that pays the student employee will be considered the “Work Department”. (Please note, the Home Department and Work Department can be the same.)

**Purpose:** A concurrent appointment, along with a WOS appointment in the student’s “Home Department”, will allow the grad student employee to smoothly transition in and out of appointments (jobs) and minimize downstream impacts along with the number of future HR transactions.

**Important Steps:**

1. **Check For Existing Employee Records**
   
   A. Check the Person Organizational Summary page and / or Workforce Job Summary page in UCPath to search for active / existing employee records for that graduate student.

   **Navigation 1:** PeopleSoft Menu > Workforce Administration > Personal Information > Person Organizational Summary

   **Navigation 2:** PeopleSoft Menu > Workforce Administration > Review Job Information > Workforce Job Summary

2. **Position Control Setup & Selection**
   
   A. Create or Update a Position

   i. For a Concurrent Grad student job, there are no specific requirements needed to add a new position or update an existing one.

   ii. Please refer to the **Initiate New Position Control Request** UPK simulation located on the UCPath HelpSite, for additional steps on how to add a new position.

3. **SmartHR Hire Template**
   
   A. Template Selection

   i. The Work Department will search and select the **UC_CONC_HIRE** template for Staff titles, OR **UC_CONC_HIRE_AC** template for Academic titles.

   ii. You will need the Employee ID (EmplID) to execute the concurrent hire process.

   iii. Template Reason Codes:

   1. **Staff**: Concurrent Hire – Non Dual Emp
   2. **Academic**: Academic Concurrent Emp

   iv. Please refer to the **Initiate Concurrent Hire Template Transaction (Staff)** or **Initiate Concurrent Hire Template Transaction (Academic)** UPK Simulation to learn more about entering a concurrent hire appointment in UCPath.

   *For additional support on submitting a SmartHR Template, visit the [UCPath Help Site](#) and view the topics under the **Template Transactions I or II** module.*