Topic Based Zoom:
Concurrent Jobs | Aligning FLSA Status and Pay Frequency
Today’s Topics

- Key Terms & Concepts
- Concurrent Hire Considerations
- Best Practices & Review
- Q&A
<table>
<thead>
<tr>
<th>Position Data</th>
<th>The data elements or fields not tied to the incumbent, but establish departmental structure and organizational hierarchy. Position Data is maintained whether a position is filled or vacant.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Data</td>
<td>Specific details of an employee’s job including basic compensation. Established when the individual is hired, rehired, or transferred. Each individual’s job data is unique, but much of it is inherited from the position into which the employee was hired (e.g., employee’s department and job code default from position). Job data excludes other types of data, like personal data and information about benefits and deductions.</td>
</tr>
<tr>
<td>Effective Date</td>
<td>The date the personnel action should take effect; first day of the new status.</td>
</tr>
<tr>
<td>FTE</td>
<td>Distribution % is calculated as part of the Comp Rate</td>
</tr>
<tr>
<td>Action Code &amp; Reason Code</td>
<td>Action Code = What type of action and Reason Code = Why action taking place (e.g. Action = TER for termination), (Reason = AAJ for accept another job).</td>
</tr>
<tr>
<td>Person Org Summary Page</td>
<td>Provides a summary and status of employee’s current organizational relationships across all UC locations, including HR and payroll status, primary job assignment and other details.</td>
</tr>
<tr>
<td>Expected Job End Date</td>
<td>For non-career staff indicates when a job will be auto-terminated and pay will stop (not used for career staff, field left blank). For academics field does NOT initiate any system actions unless End Job Automatically Check Box is also checked. While it does not automatically terminate the job, it does stop accruals when the end date is reached.</td>
</tr>
<tr>
<td>FLSA (Fair Labor Standards Act) Status</td>
<td>Designated in Position Data: Exempt, Non-Exempt, No FLSA Required or Non Exempt Alt Overtime.</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Compensation Frequency</td>
<td><strong>Compensation Frequency</strong> fields (on the Compensation tab and on Smart HR Templates) determine the pay schedule/frequency and how the rate is entered into Job Data.</td>
</tr>
<tr>
<td></td>
<td><strong>Compensation Frequency</strong> defines what <strong>Compensation Rate Code</strong> will be accepted by UCPath, e.g. UCANNL (A- Annual) or UCHRLY (H- Hourly).</td>
</tr>
<tr>
<td></td>
<td>M – Monthly&lt;br&gt; H – Hourly&lt;br&gt; C – Contract&lt;br&gt; B – Biweekly&lt;br&gt; UC912 – UC9/12 AY&lt;br&gt; UC_10 – UC 1/10th Rate&lt;br&gt; UC_11 – UC 1/11th Rate&lt;br&gt; UC_12 – UC 1/12th Rate&lt;br&gt; UC_9M – UC 1/9th Rate&lt;br&gt; UC_FY – UC 12/12 Rate</td>
</tr>
<tr>
<td>Pay Group</td>
<td>A logical grouping of employees based on shared characteristics that facilitate payroll processing. Pay Groups are set up as 3 alpha numeric characters which reflect the UC Location code (6=UC San Diego), Employee type (salary or hourly), FLSA Status (exempt or non-exempt), Pay Frequency (bi-weekly or monthly). Examples: 6ME – UCSD Salary Exempt Monthly&lt;br&gt; 6B7 – UCSD 7/40 Non-Exempt Biweekly&lt;br&gt; 6MH – UCSD Hourly Exempt Monthly</td>
</tr>
</tbody>
</table>
Reconciling Position and Job Data

It is critical to review Person Org Summary and correct any Position or Job Data in PayPath for existing appointments that will prevent processing of your Concurrent Hire Template by UCPC. Generally, staff appointments will need to be adjusted to the academic concurrent appointment, if applicable.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. FLSA Status</td>
<td>Date Created</td>
</tr>
<tr>
<td>2. Compensation</td>
<td>Frequency</td>
</tr>
<tr>
<td></td>
<td>Pay Components Comp Rate</td>
</tr>
<tr>
<td></td>
<td>Pay Components Rate Code</td>
</tr>
<tr>
<td></td>
<td>Pay Components Frequency</td>
</tr>
<tr>
<td>3. Payroll</td>
<td>Pay Group</td>
</tr>
<tr>
<td></td>
<td>Employee Type</td>
</tr>
<tr>
<td>4. Job Information</td>
<td>FTE</td>
</tr>
</tbody>
</table>

In Position and Job Data, check the following fields:

**Note:** You should work with the Comp Policy Expert for guidance on these fields if it is your first time reconciling employee types.
The Effective Date of the Concurrent Hire template MUST be on a date that the employee had active employment, or the template will be cancelled.

You can view job assignment information for all employee records across all locations. This page does not display historical or future-dated employment details.

All EmplRecords must have the same FLSA status and pay frequency. Concurrent Hires will not be processed by UCPC if any conflicts exist.

Click the View All link to view all current information.
Reach out to appropriate **Central HR Office** for approval/assistance in determining which FLSA status should be applied across all jobs and if changes required to Pay Group or compensation:

- Graduate Student Hires – Grad Student Employment Office ([grademployment@ucsd.edu](mailto:grademployment@ucsd.edu))
- Undergraduate Student Hires or Staff Hires – Kenric Yu, Central HR
  - Complete this form prior to reaching out to Central HR
    - [https://blink.ucsd.edu/HR/comp-class/compensation/index.html#Forms](https://blink.ucsd.edu/HR/comp-class/compensation/index.html#Forms)
- Non-Student Academic Hires – Academic Personnel Office [academicpersonnel@ucsd.edu](mailto:academicpersonnel@ucsd.edu)
- Health Staff Hires – HHR 619-543-3200
- Health Academic, MD, and Faculty Hires – ARC [https://ucsdhealth.service-now.com/arc_reques](https://ucsdhealth.service-now.com/arc_reques)

**Note:** Refer to the **Resolving FLSA Conflicts** Quick Reference on the website
# How to Plan for Processing Time

When initiating a transaction plan for possible errors and UCPC processing time.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approve Template</td>
<td>UCPC Process</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>Re-Submit Template</td>
<td>UCPC Process</td>
<td></td>
</tr>
<tr>
<td>UCPC Process</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>Send EMPL ID to IT</td>
<td>IT Set Up</td>
<td></td>
</tr>
<tr>
<td>UCPC Process</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>★ 20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>Employee First Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reconciling Concurrent Hires

- Position Data Change
- Reconcile Existing Job
- Initiate Concurrent Hire
How do I reconcile my Concurrent Hire?

Based on your circumstance, follow the below processes for reconciliation.

1. The new concurrent hire Position Data must be reconciled to the existing jobs, **changes to the new position** must be made before processing.

2. The existing job’s Position or Job Data must be reconciled to the new concurrent hire, **before** the concurrent hire is processed.

3. No Position/Job Data changes to existing job(s) and no Position Data update needed for the new position or after completing process #1 and/or process #2. Process the Concurrent Hire.
1 | Position Data Change

- Updating the new Concurrent Hire position
Update FLSA status on the vacant or new position to reconcile to the existing positions before processing the hire. Use the Concurrent Hire template comments section if Job Data needs to be adjusted as well.

Position Administrators have data entry access on the Add Update Info page.
2 | Reconcile Existing Jobs

- Updating existing Job(s) Position and Job Data
Enter **Search Criteria** such as EMPL ID or Last Name

Search in PayPath by Employee ID, Name, Job Code, etc..

Employees with multiple jobs (Employee Records) **require each job to be updated separately**.

After Search results display, select correct Employee
Use the **Position Data** page to enter changes to position data.

The **Position Data** page provides two areas: **New Values to update** and **Existing Values**.

This allows you to view the existing Position Data while entering the updated Position Data. The most current effective-dated row on Position Data can also be reviewed here.

Reconcile the current position(s) FLSA status to match the new concurrent hire position's designation.
Click + to add multiple job data changes in the same transaction. Multiple changes can be entered for the same Effective Date. **Must** be manually entered in the order you want the updates to occur.

Transactions with different Effective Dates must be entered as separate transactions.

Pay Frequency must match across appointments, adjust this value as needed.

Ensure your Pay Components accurately reflect the intended pay group reassignment of your position. Refer to your Comp Policy Expert for guidance if unsure.
Changing Pay Frequency | Effective Date Considerations

The Pay Frequency field is modified in PayPath, on the Job Data tab. If possible, choose the Pay Group Change Effective Date as follows:

- After the current position Pay Group Pay Confirm Date
- Before the Employee Data Change deadline, of the new position’s pay cycle
- EXCEPTION: If Concurrent Hire Effective Date must drive effective date of pay group change, then change Pay Frequency on existing appointments before the concurrent hire date
- NOTE: UCPC highly discourages frequency changes (bi-weekly to monthly or monthly to bi-weekly) for an employee changing positions mid pay cycle. When an employee is changing frequency, it is best to make the effective date at the start of the next pay period vs mid cycle
- The Payroll office receives error reports for payroll issues & benefits adjustments needed as a result of frequency changes and will notify the HR Dept Contact if errors identified; but the primary responsibility for confirming accurate pay and benefits remains with the dept and the HR Transactors.
Changing Pay Frequency | Using the Review Paycheck Page

After the Pay Confirm Date has passed for the new Pay Group, go to Review Paycheck Page to confirm accuracy of employee’s pay:

**Earn Code Errors**

Earn codes for previous pay group, in T&A file, can error out because not valid for new pay group

- Pay will error out if the position number and/or empl rec are shared with the previous pay frequency

**Missing Pay**

If effective date did not meet new pay cycles’ **Inbound File Due** deadline employee may have missing pay

- The effective date does drive what UCPath will pay, but depending on when Ecotime receives data employee could miss both BW & MO pay

**Off-Cycle Pay Request**

If pay reflected shows hours are incorrect and/or did not make deadline for Inbound T&A file, generate an Off-Cycle Pay Request for missing pay

- The I-181 will be rejected
For Template Transactions to impact payroll, they must be approved by the **Employee Data Change** deadline. UCPC will review, and if accepted, process the transaction in time for the payroll run. Also make note of the Inbound File and Pay Confirm dates and deadlines.

<table>
<thead>
<tr>
<th>Pay Cycle</th>
<th>Check Date</th>
<th>Pay Period Dates</th>
<th>Run ID Schedule</th>
<th>Inbound File Deadline</th>
<th>Location</th>
<th>Pay Confirm Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO</td>
<td>Mon 01-06-21</td>
<td>12-01-20 - 12-31-20</td>
<td>20131130</td>
<td>Tue 12-22-20</td>
<td>UCPath Center</td>
<td>Fri 01-01-21</td>
</tr>
<tr>
<td>61</td>
<td>Wed 01-06-21</td>
<td>12-15-20 - 12-30-20</td>
<td>20131160</td>
<td>Thu 01-07-21</td>
<td>UCPath Center</td>
<td>Fri 01-01-21</td>
</tr>
<tr>
<td>62</td>
<td>Wed 01-20-21</td>
<td>12-27-20 - 01-09-21</td>
<td>20130202</td>
<td>Fri 05-12-21</td>
<td>UCPath Center</td>
<td>Fri 01-01-21</td>
</tr>
</tbody>
</table>

**Employee Data Change Deadline**

**Inbound File Deadline**

**Pay Confirm Date**
The Pay Frequency change will not be reflected until the pay period ends.

If the employee is going from a BW to MO, the MO timesheet will not show until after the BW PPE. A SNOW ticket should be submitted if you do not see a change in timesheet pay frequency.

If employee is going from a BW nonexempt to MO exempt and they have comp time balance, payout needs to be initiated before switching pay frequencies.
Requesting UCPC Correction

The Job Data Update Form is required if the update needs a Pay Group change in Job Data:

- If not assigned through the nightly process after Position/Job Data changes are completed

- If need assigned to one of the pay groups that do not auto-derive (i.e. 6MH, 6MS)

- The Job Update Form is accessed through the Forms Library on UCPath Online and submitted via Case to UCPC. Indicate this change in the comments section of the form after identifying the existing or new row of data for updating.
3 | Concurrent Hire

- Initiate a Concurrent Hire Template Transaction
When to use the Concurrent Hire Templates

Use the **UC_CONC_HIRE** template to:

- To create a new EmplRecord for the employee
- Hire an employee into an additional job, which they will hold concurrently with their existing job(s). Can be processed at any time they would have held the new position concurrently.

For this template, the employee will already have data in UCPath. Note that there is a Staff and an Academic version of this template.

To Prevent UCPC Cancellation:

- Align FLSA Status and Pay Frequency of all positions before hiring
- Attach the Dual Appointment or Multi-Location Agreement, if applicable

### Available Templates

<table>
<thead>
<tr>
<th>Template</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC_ADD_CWR</td>
<td>Add Contingent Worker - No Position Data</td>
</tr>
<tr>
<td>UC_ADD_CWR_POSN</td>
<td>Add Contingent Worker With Position</td>
</tr>
<tr>
<td>UC_COM_CWR</td>
<td>Complete Contingent Worker Instance</td>
</tr>
<tr>
<td>UC_CONC_HIRE</td>
<td>Staff Concurrent Hire/Inter Location Transfer</td>
</tr>
<tr>
<td>UC_CONC_HIRE_AC</td>
<td>Academic Concurrent Hire/Inter Location Transfer</td>
</tr>
<tr>
<td>UC_EXT_CWR</td>
<td>Extend CWR Appointment</td>
</tr>
<tr>
<td>UC_EXT_CWR_POSN</td>
<td>Extend CWR (with Position) Appointment</td>
</tr>
<tr>
<td>UC_FULL_HIRE</td>
<td>Full Hire - Staff Only</td>
</tr>
<tr>
<td>UC_FULL_HIRE_AC</td>
<td>Full Hire - Academic Use Only</td>
</tr>
<tr>
<td>UC_INVOL_TERM</td>
<td>Involuntary Termination</td>
</tr>
<tr>
<td>UC_PERSON_DATA</td>
<td>UC Personal Data</td>
</tr>
<tr>
<td>UC_REHIRE</td>
<td>UC Rehire - Staff Only</td>
</tr>
<tr>
<td>UC_REHIRE_AC</td>
<td>Rehire - Academic</td>
</tr>
<tr>
<td>UC_REHIRE_REI</td>
<td>Rehire Reinstatement - For Staff Appointments</td>
</tr>
<tr>
<td>UC_REHIRE_REI_AC</td>
<td>Rehire Reinstatement - For Academic Appointments</td>
</tr>
<tr>
<td>UC_RENEW_CWR</td>
<td>Renew Contingent Worker - Without Position</td>
</tr>
<tr>
<td>UC_RENEW_CWR_POSN</td>
<td>Renew CWR Instance - with Position</td>
</tr>
<tr>
<td>UC_RETIEMENT</td>
<td>Retirement</td>
</tr>
<tr>
<td>UC_TRANSFER</td>
<td>Intra-Business Unit Transfer - Staff Only</td>
</tr>
<tr>
<td>UC_TRANSFER_AC</td>
<td>Intra-Business Unit Transfer - Academic Only</td>
</tr>
<tr>
<td>UC_VOL_TERM</td>
<td>Voluntary Termination</td>
</tr>
</tbody>
</table>
If applicable, Dual Appointment Form and Multi-Location Appt. form must be submitted to avoid cancellation by UCPC.
Concurrent Hire Pre-Process & Considerations

Before entering your Concurrent Hire Template Transaction:

- Determine if you need to reconcile FLSA statuses and pay frequencies between the employee’s new and existing jobs, UCPC will not pay employees with conflicting FLSA statuses and pay frequencies.

Have the information you need to complete the template handy, including:

- Position number
- EMPL ID
- Start date/Effective date
- Dual Appointment Form
- Multi-Location Agreement (MLA) if concurrent hire is for an employee currently working at a different UC Location

- Determine the new total percent FTE for the employee
- Review the Template Transactions – Action Reason Codes and Descriptions job aid to ensure you utilize the correct template and reason code
- Review the Payroll Processing Calendar to ensure you submit your transaction in time for approval before deadline
Enter details for the **Concurrent Hire** on the template tabs.

- Paygroup may derives the day after fields are changed and/or the Hire template transaction is processed
- Overrides to Comp Frequency can be entered on the hire template and a Paygroup override can be requested in the Comments

**Note:** Be sure to check that UCPC processes correctly and know you may need to make updates after the hire is processed in some cases
Template Transactions
Action Reason Codes and Descriptions

1. Open the UCPath Help site.

2. Search the Template Transactions – Action Reason Codes and Descriptions topic.
Transaction Status and Cloning

- Transaction Status Pages
- Cloning a Template
Template Transactions | Three Ways to View Current Status

- **Smart HR Transactions Page**
  - View list of templates **you have submitted** that are in progress
  - Click name link to open and review your transaction, including local AWE status

- **SS Smart HR Transactions Page**
  - View status and comments for template transactions in **local approval workflow**
  - Search and view any template submitted within your **Business Unit**

- **Transaction Status Page**
  - View status of templates locally approved or denied; see status of templates being processed by UCPC
  - Search and view any template transactions submitted by any department(s) for which you have row-level security

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested</td>
<td>Transaction completed local AWE and is waiting for UCPC to process.</td>
</tr>
<tr>
<td>Completed</td>
<td>Transaction was processed by UCPC and saved into UCPPath.</td>
</tr>
<tr>
<td>Hired/Added</td>
<td>Hire or rehire transaction was processed by UCPC and saved into UCPPath.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Transaction was canceled by UCPC.</td>
</tr>
<tr>
<td>Denied</td>
<td>Transaction was denied during local AWE by a Location Approver.</td>
</tr>
</tbody>
</table>
Clone a template when you need to correct a transaction that has been canceled or denied:

- UCPC may cancel a Template Transaction and will provide a comment explaining why and what needs to be corrected (View the comments on the Transaction Status Page)
- A Campus Approver may deny a Template Transaction and will provide comments about what needs to be corrected (View the comments on the SS Smart HR Transaction Page)
- Transactor cannot change the type of transaction by cloning if that was the reason for declination/cancellation

**NOTE:** The Template Initiator is notified by email of a canceled or denied transaction.
The Date Created field indicates when the change impacted the system. Check if it meets the applicable Payroll Processing Calendar deadline.
View Transaction Status Reminders

- Local approvers **deny** template transactions; UCPC **cancels** template transactions

- Use the **Smart HR Transactions page** to review or **delete** template transactions you have initiated that are in progress

- Use the **SS Smart HR Transactions page** to review **local AWE status and approver comments** for template transactions in your Business Unit

- Use the **Transaction Status page** to (1) view the **status** of transactions that have already been approved/denied locally and (2) **clone** transactions that have been denied or canceled

- Use the **Job Data page** to check when specific updates were committed to UCPath
**BEST PRACTICES**

**Always Review Person Org Summary before Transacting**
- Ensure you have a complete understanding of the employee’s active and inactive Positions
- Identify departments for transaction collaboration

**Use the Comments sections**
- Use the hire template for Job Data updates to your new concurrent hire, like Pay Freq and Pay Group
- Confirm UCPC processed the updates mentioned in the comments after template processing

**Plan for Approval and Processing Times**
- The payroll calendar deadline for template transactions is the Employee Data Change at 3pm
- For Pay Freq changes, note the deadlines for Inbound Files, Pay Confirm, & Employee Data Change
Coordinate with other departments as needed

- Reconciling Position and Job Data requires active coordination to ensure the employee’s new appt is entered on time
- Contact your Comp Policy Expert as needed

Review key resources as often as you need to

- *Templates Action and Reason Codes* Job Aid
- Payroll Processing Calendar
- *Resolving FLSA Conflicts* Quick Reference

The Payroll office receives error reports for payroll issues & benefits adjustments needed as a result of frequency changes and will notify the HR Dept Contact if errors identified; but the primary responsibility for confirming accurate pay and benefits remains with the dept and the HR Transactors.
Key Takeaways

- Concurrent Hires will not be processed if Pay Frequency and FLSA Status don’t align to existing appointments.
- The Effective Date of the Pay Frequency Job Data update should be the day after the Pay Confirm Date, and before the Employee Data Change deadline of the new frequency’s pay cycle.
- Contact your local Comp Policy Expert to reconcile Position and Job Data fields between existing and new appointments before submitting your transaction.
- Multi-Location Appointment and Dual Appointment Forms (Staff only) must be attached to the concurrent hire, if applicable, to avoid cancellation.
- If a template is cancelled, clone the transaction after reconciliation of Position and Job Data is complete.
- Refer to the *Resolving FLSA Status Quick Reference* on the UC San Diego UCPath website under Job Aids, access other resources as needed.
- If missing pay is owed to the employee, submit an Off-Cycle Pay Request or contact the Campus Ecotime team via SNOW for assistance.
UC San Diego Job Aids and Quick References
https://ucpath.ucsd.edu/training/job-aids.html

UCPath Help Site for Transactional Users
https://sp.ucop.edu/sites/ucpathhelp/Location Users/LOCplayer/data/toc.html
Will we be covering changes in pay frequency for faculty (like 9/9, 9/12, 11/12)? Kelly Maheu in APO requested these type of changes request guidance through APO since it is situation specific.

Academics can have concurrent appointments with different pay frequency, e.g., UC_FY for postdocs and UC_9M for lecturers. As long as the different pay frequencies derive the same Employee Type (ie. Monthly or BW designation) across all appointments.

So we may be able to avoid the job data update form to change pay group and pay frequency by adding comments in the concurrent hire transaction? Correct, ask in the comments since the existing positions should not be reconciled. If UCPC processes it incorrectly, updates to Posn and Job Data will be needed after UCPC processing in PayPath (or form for Pay Group).

If employee move from 83% staff appointment to 100% academic, and Concurrent hire template used for hiring her to new position and terminate the staff position, do we still have to update the data or it will be automatically correct the data? No reconciliation needed if it’s a transfer!

Are you saying we could payout comp time through EcoTime? We don't have to go thru UC Path? Payout while they are in that comp eligible position via EcoTime – use the units to payout to avoid overpayment.

I have not done a “clone” in awhile, but I vaguely remember having a problem in some cases. Some fields in the clone process cannot be edited, if I recall correctly. If that particular un-editable data was wrong and needs to be updated, you won’t be able to do it via a clone. I had to start over from scratch. Sorry, I don’t recall more details than that. But are you familiar with such situations and can you explain when it might be better to start over from scratch rather than clone a transaction? If the type of transaction is wrong (Full Hire vs Concurrent) then a new transaction is required.
I recently submitted a Job Data Update Form to UCPC requesting them to update a student employee's pay group. This employee switched from MO to BW and the pay group didn't auto derive when I switched the pay frequency. UCPC said "We are unable to change pay group for you and change must be completed at location level. I would suggest you reach out to your HR Director for assistance." Escalate via SNOW to UCPath Project to escalate to QCU. Provide the case# and keep the case open.

Can someone explain all the different types of aids? What’s the functional difference between a “Job Aid,” “Quick Reference,” “UPK,” and “KBA”? Functionally, they are all mostly the same (except a UPK is a simulation). They each live in different areas though (Job Aids are on UCSD UCPath site and Help Site).

The FLSA mismatch process has resulted in delays in pay for several ASE (academic student hires) as it can be lengthy. ASE hires are almost always hired as Exempt. Are there any suggestions on how resolve the FLSA status concerns more quickly to avoid missed pay? And/or is the FLSA mismatch form required if the ASE positions are known to be exempt? Requiring form at this time due to some issues. May adjust in future as situation evolves.

Can you remind us where we can view the recordings of these sessions? Training on the UCPath.ucsd.edu website, under Review and Reinforcement?

I submitted a concurrent hire transaction which UCPC has approved. The employee decided not to begin employment. A Job data Update is the appropriate action to delete the empl record? with a job data update form? Submit a termination template with the Reason of NSE (never started employment). Use the hire date as the termination date.
Regarding my “clone” issue above, I recall one of the errors that I couldn’t update in the clone. I wanted to delete an erroneously entered “Oath Signature Date.” The employee was not a US citizen and did not sign the Oath. I had accidentally entered an oath date in the orig. template. I asked my local reviewer to deny the template so that I could delete that Oath Sig Date. But when I cloned the transaction, it wasn’t possible to delete the Oath Sig Date.