

HIRING PROCESS WORK FLOW

NEEDS IDENTIFICATION

- PI identifies the need for support staff
- As needed, PI consults with their department for support staffing (Department Manager may with consult with the Dean's AP/HR Office)
- PI consults with Finance to verify funding/Budget

1

RECRUITMENT via the DEPARTMENT

Dept Manager initiates the recruitment with the Dean's AP/HR Office:

- UCI Recruit for academic employees
- Fast Class for contract staff employees
- Limited employees - Direct hire

2

INITIAL APPOINTMENT FILE ASSEMBLED BY THE DEPARTMENT

DEPARTMENT IS RESPONSIBLE FOR END DATES AND THOSE CONSIDERED FOR REAPPOINTMENT/RENEWAL

3

DEPARTMENT VERIFIES THE FUNDING for the HIRE (including salaries for multi-year appointments)

- Use verification of funding form
- Obtains approval from the Finance Team or Department Manager

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DEPARTMENT SUBMITS TO DEAN'S AP/HR OFFICE

- Initial appointment file
- APPROVED Funding verification form
- Dean's AP/HR Office confirms the position # with Finance

5

Dean's Office initiates ONBOARDING.

6

CENTRAL HR processes and notifies the Dean's AP/HR Office once completed.

UCPATH ENTRY COMPLETED BY DEAN'S AP/HR OFFICE

- Notify the new hire and department once processed

7

REAPPOINTMENT/RENEWAL DOCUMENTS ARE INITIATED ASSEMBLED, & TRACKED BY THE DEPARTMENT

8

DEPARTMENT VERIFIES THE FUNDING for the REAPPOINTMENT/RENEWAL

- Use verification of funding form
- Obtains approval from Finance Team or Department Manager

9

DEPARTMENT SUBMITS TO DEAN'S OFFICE AP/HR

- Reappointment/renewal documents
- APPROVED Funding verification form

10

UCPATH ENTRY BY DEAN'S OFFICE AP/HR

- Notify the department once processed

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Funding Verification Request Form

_____ Initial Appointment

_____ Reappointment/Renewal

PI/Supervisor:

Employee Name:

Job Title:

Begin/End Date:

Annual Salary

(include multi-year appointments, as needed):

% of Appointment:

Funding Source (if known):

Visa information (if applicable):

Visa Type:

Duration of Visa:

Cost of Visa:

Funding Source for Visa (if known):

_____ Funding Approved

_____ Funding Not Approved

Funding Verification Approval Name:

Funding Verification Approval Date:
