Job Record End Date Monitoring (WFA.07)- Staff/Academic

Job Record End Date Monitoring refers to the process of monitoring the end dates of those job records in UCPath which require end dates (e.g., limited employees, students, untenured faculty, contingent workers, etc.). The process begins with the generation of a report detailing job records with upcoming end dates. The location initiates the appropriate UCPath Custom Form to take action on job records with upcoming end dates (e.g., extension, reappointment, short work break, termination). The process ends with UCPath being updated.
Job Record End Date Monitoring (WFA.07) - Staff/Academic

1. Process requested action
   - UCPath | Email
   - ServiceNow | UCPath

2. Process request and update system (Report/Query etc.)
   - UCPC | UCPath

3. Reviews of reports 10 calendar days before deadline
   - R-261
   - Email

4. Initiate action for extension and reappointment based on R-261 for exceptional cases only
   - ServiceNow
   - R-103

5. Receive notification

6. If central office raise the request

- R-261 is a 30/60/90 day monitoring report of employees with approaching job record end dates. It is also an escalation report listing employees with approaching job end dates.

- R-103 is an email notification of employees with approaching job record end dates.

- AP Partner will contact the Department to request information. Department must have ability to send the IRED transaction via ServiceNow to UCR Shared service center.

- For Phase 1 Dept/ Org and Partner will contact the Department to request information. Department must have ability to send the BID transaction via ServiceNow to UCR Shared service center.
### Step # | Context/Information/Questions
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1 | Refer Step 5 in L2 To-Be Offboarding Process which covers monitoring Job End Date Reports
1 | Refer Step 1 and 2 of the Central process - WFA.07 Job Record End Date Monitoring (as of 5/26/16)
1 | Q1: What is the frequency of the R-103 and R-261 Reports -- Weekly/Bi-weekly (Every 2 weeks)?<br>Ans: Reporting team to confirm the frequency. (Pending if report is pulled or pushed from UCPATH)
1 | Q2: Can we make the assumption that UCR is confirming the frequency of R-103 report with UCPATH<br>Ans: Yes. If UCPATH defines the frequency for R-103 report then UCR receives the report based on that defined frequency. If UCR wants to make changes to that frequency then Change Request to be raised.
1 | Q3: Who should receive this report within UCR? (who is the stakeholder eg.CFAO?)<br>Ans: Partner.
1 | Q4: How do we want to receive this report - Can we assume that this report is received by email<br>Ans: It could be iReport or email. Get confirmation from reporting team
2 | Refer Step 3 and 4 of the Central Process - WFA.07 Job Record End Date Monitoring (as of 5/26/16)
2 | Assumption is made that action is initiated based on the decision made (e.g. Extension, reappointment, short work break, termination)
2 | Q5: Who should initiate the action? Partner or Dept?<br>Ans: Both should able to initiate the action
2 | Appropriate forms/values to be identified so that forms/values can be created in ServiceNow
4 | Refer Step 5-12 of the Central process - WFA.07 Job Record End Date Monitoring (as of 5/26/16)

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**Added Note on 8/26/2016:**
1. The data change and SWB templates are decommissioned. Also, Comp.03 Academic Advancement has been decommissioned. The central maps will be updated but they are behind on the updates since they are focused on testing.
2. Staff will use PayPath E-102 along with Academics to make data changes and payrate changes.
Start / End

Shows the start and end of a process. The text should indicate the trigger action or condition that puts the process flow in motion or indicates that it is complete.

Task/Activity

Captures a specific task or activity. Written starting with a verb ("Prepare Form"). A box should reflect a single role and tool to complete a specific output.

Automatic Process

Represents a process, task, or activity that is accomplished through a system or program. For example, "Upload Data (Nightly)."

Off-page reference

Shows the continuation of the flow on another page. Label the inside of the symbol with a capital letter and number (e.g., "A/2" indicates look for point A on page 2).

One way connection

Connection arrows show the direction that the process flows.

Roles and Tools

These annotation boxes are placed below task/activity boxes or decision points to clarify the generic role that performs the step (e.g., “Manager”) and/or to clarify the functionality or tool that supports it, e.g. Workflow, PPS. These boxes are not required for each step.

UCPath Central Process

Color indicates processes performed by UCPath as defined on related Central FSPD Maps (cannot be revised on local map).

UCPath Local Process

Color indicates processes performed by Local Campus as defined on related Central FSPD Maps (cannot be revised on local map).

On-page Reference

On page connectors link one point in a process flow diagram to another. They help reduce flow lines that cross other shapes and lines. They are labeled with capital letters to show matching jump points.

Subprocess

Indicates another process or set of processes formally defined elsewhere. For example, “Perform Background Check” as part of the Onboarding process.

Decision

Indicates divergent paths for process; typically phrased in Yes/No format. For example, “Approve Leave”.

Or Connector

Shows when processes diverge, usually for more than two branches. Can be helpful in indicating variations (e.g., one path for Faculty, one for Staff, one for Students).

Consultation/Collaboration

Consultation/collaboration lines link two task/activity boxes that are performing the same function together or in consultation with each other. Not used for formal reviews or approvals.

Annotation

Provides comments or clarification to a task, connector, or subprocess. Helpful to indicate where there is variability or inefficiency or where complex rules may apply to how a particular task is completed.