The Probationary Status Maintenance and Trial Employment process begins when a report is generated at the UCPath Center which details employees whose probationary status has either reached its mid-point or is thirty days from expiration. The UCPath Center sends the report to the location’s designated managers, who must make the determination to either: a) maintain the current probationary period; b) change the length of the probationary period; c) end the probationary period (and terminate the employee). The Probationary Status Maintenance Process ends when the employee is notified of their probation status. The Trial Employment Maintenance Process ends with the passing of the trial employment end date or when the manager submits a request for termination based on the decision of either the manager or employee.
Initiate action (eg. Maintaining probation, Completing probation, Extending probation, Final employment)

Receive notification

Approve based on action

Receive notification

Approved as required based on defined rule/conditions

Confirms Action

Report R-186 identifies employees with approaching probation or trial employment end dates.

Start

Process requested action

Requested action is recorded in UCPath

UCPath Center | UCPath
Probationary Status and Trial Employment (WFA.11) - Staff

1. Start
   - UCPath | iReport

2. Report R-186 identifies employees with approaching probation or trial employment end dates.

3. Assess employee performance and suitability and makes employment decision.
   - For phase to direct and partner review as is today.

4. Code and/or end date change?
   - Yes
     - Initiate action (e.g., pass or modify probation status / Trial Employment).
     - ServiceNow
     - Receive notification
   - No
     - Approve based on action.
     - ServiceNow
     - Receive notification

5. Assess employee performance and suitability and makes employment decision.
   - Terminate (Off-boarding process).
   - ServiceNow
   - Receive notification

6. Assess employee performance and suitability and makes employment decision.
   - Modify
   - Approve based on action.
   - ServiceNow
   - Receive notification

7. Assess employee performance and suitability and makes employment decision.
   - Yes
     - Process requested action.
     - ServiceNow | UCPath
   - No
     - Requested action is recorded in UCPath.
     - UCPath Center | UCPath

Version: In Progress
Last Updated: 09/21/2016
Page: 3 - 6
### Step # | Context/Information/Questions
--- | ---
1 | Refer step 1 of the central process - WFA.11 Probationary status and Trial employment (as of 5/26/16)
1 | Q1: What is the frequency of the report Weekly/Bi-Weekly (every 2 weeks)?
   | Ans: Monthly is preferred. Please note this has to be captured as part of Reporting requirements.
1 | Q2: Can we make the assumption that UCR is confirming the frequency of R-186 report with UCPath?
   | Ans: Please note this has to be captured as part of Reporting requirements.
1 | Q3: Who should receive this report within UCR? (who is the stakeholder eg. CFAO?)
   | Ans: Please note this has to be captured as part of Reporting requirements.
1 | Q4: How do we want to receive this report? Can we assume that this report is received via email?
   | Ans: It was suggested (during the review the Functional Leads on 8/23/2016) to receive these reports via iReport. Please note this has to be captured as part of Reporting requirements.
1 | Q5: Who should initiate the action? Partner or Dept?
   | Partner
2,3,4,5 | Refer step 23,4 and 8,12 of the central process - WFA.11 Probationary status and Trial employment (as of 5/26/16)
5 | Action is initiated based on the decision made (e.g., a) maintain the current probationary period or trial employment. Once the employee’s probation end date is reached, UCPath will automatically end their probation and mark it complete. For trial employment, no action is required to end the trial employment period; b) change the length of the probationary period or trial employment; c) Elect to terminate the employee before their probationary end date or trial appointment end date is reached.
4 | Refer step 1 and 3 in L2 To-Be offboarding process which covers voluntary and involuntary termination
6b | Q1: B11 Does UCR policy/practice require that departments obtain central office approval before extending an employee’s probation or trial appointment?
   | Ans: It was agreed central office approval is required on case to case basis
7 | Refer step 5-7 of the central process - WFA.11 Probationary status and Trial employment (as of 5/26/16)
7 | Refer step 14-18 and 20-21 of the central process - WFA.11 Probationary status and Trial employment (as of 5/26/16)
7 | Once the employee’s probation end date is reached, UCPath will automatically end their probation and mark it complete.
General | Trial Employment information is included in Report R-186 (eventhough it has not mentioned in the process description)
   | 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.

![Start/End](image)

**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.

![Task/Activity](image)

**Automatic Process**

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

![Automatic Process](image)

**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).

![Off-page reference](image)

**One way connection**

Connection arrows show the direction that the process flows.

![One way connection](image)

**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.

![Roles and Tools](image)

**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.

![On-page Reference](image)

**Subprocess**

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

![Subprocess](image)

**Decision**

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

![Decision](image)

**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).

![Or Connector](image)

**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.

![Consultation/Collaboration](image)

**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.

![Annotation](image)

**UCPath Central Process**

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

![UCPath Central Process](image)

**UCPath Local Process**

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

![UCPath Local Process](image)