From: UCPath-Training
To: UCPath-Training
Subject: UCPath Training Update - 10/4/21
Date: Monday, October 4, 2021 2:22:41 PM
Attachments: image001.png

Good afternoon,

The UCPath Training Team updated training materials for Workforce Administration and Talent Acquisition Management. We recommend you communicate these changes to your users. The changes are as follows:

- Workforce Administration (WFA215: Mass Hires):
  - *Job Aid*: **Complete the CSV File Templates for Mass Hires**
    - Updated job aid with new fields and compensation guidelines for using MCOP/JED with Mass Hires
    - Incorporated text from WFA215: Mass Hires web course (UCPC_PHCMWFA215)
  - *WBT:* **Mass Hires**
    - Web course **UCPC_PHCMWFA215** is being retired. Please remove this course from your UC Learning Center/LMS instance.
    - In the analysis of training materials for this update, we found the majority of the course content was already present in the existing *Complete the CSV File Templates for Mass Hires* job aid. A small amount of content from the web course, specifically "When to Use Mass Hires" and "When Not to Use Mass Hires," was incorporated into the job aid.

- Talent Acquisition Management (TAM240: Prepare for Hire):
  - *Simulation*: **Process Prepare for Hire - External Previous Employee**
    - Updated Template Based Hire (TBH) images and text to match corresponding Smart HR Templates
  - *Job Aid*: **TAM Prepare for Hire – Applicant Type, Type of Hire, Action Reason and Description**
    - Updated job aid to match corresponding Smart HR Template action reasons and descriptions

You can see all changes for each course by revision number here:
D2_LocationCourseChanges.pdf (new Box link).

The **UCPath Help** site was updated to reflect these changes. Please visit the following UCPath Help site links to see these new updates:

- Self Service Users
- Location Users

UCPath web courses for LMS* - Box link. Password: ucpathd2
**To add to your LMS, each location must download the web courses from Box, and your LMS administrator must add them to your LMS domain.*

*If necessary, forward this email to colleagues that may benefit from this information.

Thank you,

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