From: UCPath, University of California
Subject: UCPath Update: Minimum Requirement for Mass Hire Processing
Date: Tuesday, February 1, 2022 11:41:59 AM

UCPath_Vertical response 650x126 Email Header 2

UCPath Update: Minimum Requirement for Mass Hire Processing

To: General UCPath Communications distribution

To improve the efficiency and effectiveness of our mass hire process, **effective March 1, 2022**, UCPath will implement a minimum requirement of **10 employees per file**.

UCPath will continue to review all incoming mass hire files regardless of population size through the end of February 2022. Starting on March 1, 2022, mass hire files containing less than 10 employees will be referred back to the submitter to process through individual HR templates.

Resources:

- Job Aid: Complete the CSV File Templates for Mass Hires
- Initiate Full Hire Template Transaction (Staff)
- Initiate Full Hire Template Transaction (Acad)
- Initiate Concurrent Hire Template Transaction (Staff)
- Initiate Concurrent Hire Template Transaction (Acad)
- Initiate Add Contingent Worker (No Position) Template Transaction
- Initiate Add Contingent Worker (With Position) Template Transaction
- Search for People Using Search Match

If you have any questions or would like to begin leveraging the mass hire process for your location, please reach out to massprocessing@ucop.edu for further assistance.

Thank you,

UCPath
(855) 982-7284
Monday - Friday from 8:00 a.m. - 5:00 p.m.
ucpath.universityofcalifornia.edu