Job Aid

Seat/Vacate

Audience: ☒ Certified HR Practitioner ☐ Centralized Practitioner ☐ Decentralized Practitioner ☐ University HR

Category: Human Resources

Introduction: This document will assist Certified HR Practitioners with Position Seat/Vacate actions for Graduate/Research/Student/Temp positions who have been previously hired. This document is broken out by the following request type:

- To begin a Seat Action Request
- To begin a Vacate Action Request

Navigation: The individual providing support will need access to UGAJobs – Certified HR Practitioner user role

Instructions:

**To Begin a Seat Request:**

**If you do not have a current Certified HR Practitioner in your department, this workflow will be unavailable.**

Before initiating a Direct Hire - Seat/Vacate action, complete the following steps:

- Confirm the position is up to date (i.e.: Standard Hours/FTE, Department, POT Questions, etc.).
  - Submit an Evaluate request to University HR if any changes are needed to the position.
- Review the position of trust questions on the position to determine if a background check is required.
- Have a conversation with the employee you wish to hire to determine if they have successfully completed a UGA background check within the past year.
  - The employee may access this information by logging into their Accurate account.
  - This would also need to include a credit check for those who are in a financial position of trust.
- If a background check is needed or the department is not sure, the action may be sent to University HR for review and or submission of a background request. This will be done by the Certified HR Practitioner when transitioning the action after full review.

Once the above steps have been reviewed/completed, the Initiator can begin the action request.

**Initiator**

If the position is already seated with an employee, and the intention is to seat a direct hire (active student/temp), remember to submit a termination request in OneUSG Connect prior to completing the Seat/Vacate action.

Note: If you are initiating a Seat action request, and the position is already seated, it will automatically unseat the current seated employee from the position in UGAJobs.
Confirm if an **MSS Termination request** has been submitted before vacating the employee. The MSS Transaction Query under the **System Manager Reporting tile** can be run for the employee. Search for the employee by **EMPL ID** in the Employee ID field. The **Action field should be set to TER**. This will pull any termination transactions that have been submitted for the employee.

**Important:** To utilize the Seat functionality, the employee who will be seated, must already be an **active UGA employee**. If the employee is not active, the system is unable to seat the employee as the employee no longer has an active profile to be assigned to the position.

To check if an employee is active at UGA, you will need to reference the **System Manager Reporting tile** under the Manager Self Service drop down in **OneUSG Connect**.

Under the **Workforce Administration** drop down is the **Job Data Query Group**. Within this group is the **Basic Job Data Query** which will be used to verify if an employee is currently active.

Search by the Employee’s Empl ID in the Employee ID search field. In the **HR Status field**, the status should show as **Active**.
**NOTE:** If the employee you would like to seat is from another department and you do **not** have the EMPL ID, work with the employee to provide you with their EMPL ID. This information can be found under the **Personal Details tile** in **Employee Self Service.**

Once the position has been updated and the employee is confirmed as active, the Seat/Vacate action can be initiated.

From the UGAJobs home screen, Click on 3 blue dots, Select **Position Management.**

Click on **Position Descriptions** and select **Grad/Research/Student/Temp**

Search by the **position number or employee name** in the Search field or scroll down to the list of positions

Select position

Once the position description opens, select **Direct Hire – Seat/Vacate**
This will open the Start Direct Hire – Seat/Vacate Position Request

Select the Start button

Starting from the top tab, open and review each tab, paying close attention to the following:

**Justification Tab**

**Reason for Seat/Vacate** - Select the type of action you will be performing from the following:

- Seat a current Student Assistant
- Seat a current Federal Work Study
- Seat a current Graduate Assistant
- Seat a current Temporary employee

**Justification of Need**

- The Justification of need box will act as an audit trail for your records and allow Central HR to confirm the necessary changes needed with the action. Examples of what could be used in this box are below:
  - Employee Name/EMPL ID to be hired OR vacated
  - Include if your hire is transferring from another unit/position on campus OR if this is an additional position (secondary position)
  - Include if a background investigation is needed
  - Any other information that you think is important to include can also be added to the justification of need box. (Ex. If this employee is transferring from their previous position to their new position).

*NOTE: If you are unable to locate the employee in UGAJobs in the Seated Employee Tab, confirm they are active in OneUSG Connect & indicate the scenario in the justification of need.*
Seated Employee Tab

Select the **Users – Filter these results** to search for the name of the employee you are wanting to seat.

The position type should default; however, if it doesn't you may need to select **Grad/Research/Student/Temp**. Select **Search**.

Select the radio button of the correct employee, and **Select User** button.
The Details box will populate, showing the newly seated employee

Click Save & Continue

**Position Details Tab**

There are 5 required fields that need to be filled out under this tab.

- **Comp Rate Code**
  - To determine the comp rate, reference the Pay Group field directly above the Comp Rate Code field.
    - Hourly – 18C, 18W, 18T
    - Monthly - 18G
    - Annual – 18L

- **Comp Rate**
  - The comp rate should match the comp rate code. If the comp rate code is hourly, the comp rate should be the hourly amount.
  - This field should only include numbers, letters and special characters do not integrate into OneUSG Connect.

- **Start Date**
  - To allow for the employee record to be created in OneUSG Connect HCM, the start date must be a minimum of 2 business days from the date action is being approved. *Holidays do not count towards business dates.*
  - **NOTE: Backdating a Start Date is not allowed** and will result in a benefit and pay impact to the employee. This action can have negative impacts to the employee’s record throughout all modules in OneUSG Connect (ie: Benefits, Time and Labor, Payroll, Access, etc.).
  - For extenuating circumstances surrounding the start date, please contact your UGAJobs Dedicated HR Team.

- **Contact Details**
  - The contact name and email fields are required to allow the University HR Transactions team to reach out if additional information is needed to seat the employee in OneUSG Connect. This contact should include person(s) who are able to answer questions concerning this hire (i.e.: Business Manager, HR Liaison, Supervisor, etc.)

Select Save & Continue
**Position Request Summary**

Hover over **Take Action on Position Request**

![Take Action On Position Request](image)

Select **Submit (move to Certified HR Practitioner)**

![Take Action](image)

The **Take Action** box will populate, select the Certified HR Practitioner for which you would like to submit this request.

**NOTE:** If no name populates, your department does not currently have a Certified HR Practitioner; therefore, you will need to cancel this action and follow the standard direct hire process to include a direct hire posting and hiring proposal.

**Certified HR Practitioner**

*From UGAJobs home screen, Click on 3 blue dots, Select Position Management*

![Position Management](image)

Click on **Position Descriptions** and select **Grad/Research/Student/Temp Position Requests**

![Position Descriptions](image)
In the **Action Workflow State Name** field, select the Certified HR Practitioner (Grad/Research/Student/Temp Direct Hire – Seat/Vacate Workflow). You can also search by the action number.

![Image of Action Workflow State Name](image)

Select **Search**

The search results will show all Seat/Vacate Position Requests that are currently sitting at the Certified HR Practitioner level.

![Image of Search Results](image)

To select an action, click on the **Working Title** for the correct action.

Select **Edit**

![Image of Direct Hire - Seat/Vacate](image)

Review all four tabs of the action.

![Image of Editing Position Request](image)

Once all information is reviewed, validated and ready to approve return to the **Position Request Summary** page.

Select **Take Action on Position Request**

- **Need a BI?** Submit (move to Position Management: Central Determine Background Check)
- **No BI needed?** Approved (move to Modify Request Seat/Vacate Approved)
Once the unit has confirmed with the hire that a background check is needed or if you need assistance determining if a background check is needed, transition the action to Submit (move to Position Management: Central HR Determine Background Check).

If no further action is needed and the action request is ready for approval, select Approved (move to Modify Request: Seat/Vacate Approved).

After the action is approved, you will receive the approval notification at the top of the screen.

Helpful Reminders for fields not utilized with the Seat/Vacate action:

- **Changes to Personal Details**: Direct employees to update their personal information through Employee Self Service.
- **Changes to the Position**: Submit an Evaluate request in UGAJobs.

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**To Begin a Vacate Request:**

*Vacating an employee from a position in UGAJobs will not terminate the employee from the position in OneUSG Connect.*

**Initiator**

If the position is already seated with an employee, and the intention is to seat a direct hire (active student/temp), remember to submit a termination request in OneUSG Connect prior to completing the Seat/Vacate action.

To confirm if an MSS Termination request has been submitted before vacating the employee. The MSS Transaction Query under the System Manager Reporting tile can be ran for the employee. Search for the employee by EMPL ID in the Employee ID field. The **Action field should be set to TER**. This will pull any termination transactions that have been submitted for the employee.
From UGAjobs home screen, click on 3 blue dots, select **Position Management**

![UGAjobs Home Screen](image1)

Click on **Position Descriptions** and select **Grad/Research/Student/Temp**

![Position Descriptions](image2)

You can search by the **position number or employee name** in the Search field or scroll down to the list of positions

Click on the Working Title to select the position

Once the position description opens, select **Direct Hire – Seat/Vacate** button

![Direct Hire – Seat/Vacate](image3)

This will open the Start Direct Hire – **Seat Vacate Position Request Screen**

![Start Direct Hire – Seat Vacate](image4)

Select the **Start** button

Go through each of the tabs and complete the required fields.
**Justification Tab**

Select **Vacate position**

- The **Justification of need** box will act as an audit trail for your records and allow Central HR to confirm the necessary changes needed with the action. Examples of what could be used in this box are below:
  - Employee Name/EMPL ID to be vacated
  - Any other information that you think is important to include can also be added to the justification of need box. (Ex. A termination request was submitted X date)

**Seated Employee Tab**

- Under the Seated Employee tab, click the button labeled “**Vacate Position**”

You will see the text showing this position description is vacant:

**Position Details Tab**

**Vacate only Request**

The start date field is a required field for both the seat and vacate actions. Once the initiator selects the vacate button, the position is no longer seated in UGAJobs. We recommend using today's date as the start date as the start date field does not impact Vacate only actions.

**Example:** An employee was terminated from their position on Friday, October 22nd. I am submitting the vacate action today; therefore, I will use today's date as the start date and not the termination effective date.

Vacating an employee before their termination has occurred may impact any additional changes made to the employee's record.
Populate the fields with the below data:

Comp Rate Code: Vacate
Comp Rate: 0.00
Start Date: Date the action is approved by Certified HR Practitioner

Contact Details

The contact name and email fields are required to allow the University HR Transactions Team to reach out if additional information is needed to seat the employee in OneUSG Connect. This contact should include person(s) who are able to answer questions concerning this hire (i.e.: Business Manager, HR Liaison, Supervisor, etc.)

Select Save & Continue

Position Request Summary

Transition the Seat/Vacate action to the appropriate workflow:

Resources and contact information

For questions or assistance while reviewing and approving Direct Hire- Seat/Vacate actions, please reach out to your designated HR Team:

hrteam1@uga.edu
hrteam2@uga.edu
hrteam3@uga.edu

Or you can contact University HR Directly:

Email: hrweb@uga.edu
Phone: 706-542-2222