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.).
    - o 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.
    - o The employee may access this information by logging into their Accurate account.
    - o 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 <u>automatically</u> 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.
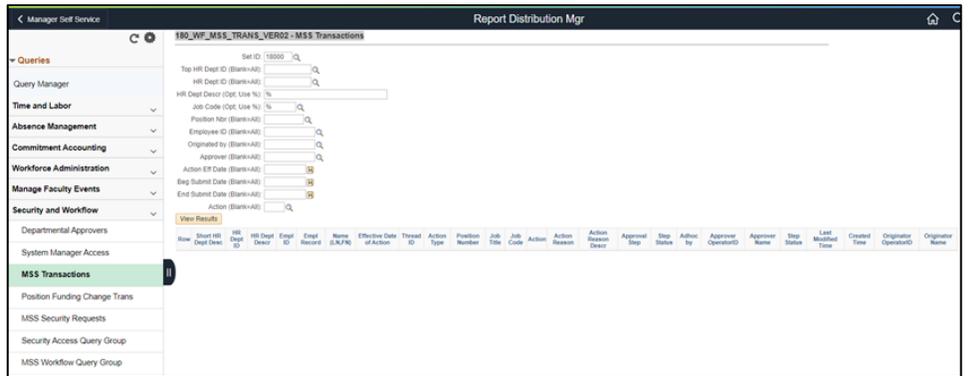
Important: To utilize the Seat functionality, the employee who will be seated, must already be an **active UGA employee**. If the employee is not active, the system is unable to seat the employee as the employee no longer has an active profile to be assigned to the position.

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.

| Row	Set ID	Description	Data System	1	1-Description
1	18000	University of Georgia	OneUSG Connect	Basic Job Data	Query to return basic job data. Includes department, position, job code, and compensation data. Compensation is not broken out by Multiple Components Of Pay (MCOP), only total job comp rate is displayed. Links to view job data, job summary, and position funding data. Prompts for HR Dept ID, Pay Group, Position Number, Employee ID, HR Status, Payroll Status, and Effective Date (which defaults to current date).

Search by the Employee's Empl ID in the Employee ID search field. In the **HR Status field,** the status should show as **Active.**

| Row | Short HR Dept Desc | HR Dept ID | HR Dept ID Descr | Employee ID | Empl Record | Badge Number | Name | Org Relation | Eff Date | Sequence | Position | Job Title | Reports To | Reports To Name | Pay Group | Pay Group Descr | Latest Action Date | Latest Action Reason | Reason Descr | Job Code | Job Code Descr | Payroll Status | HR Status |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | VPF&A | H1000681 | UHR-Wrkfrce Plan & Recr | 18 | 0 | | Megan Myers | Employee | 08/01/2021 | 0 | 21008557 | Sr. On-boarding & Employee Ser | 21002084 | Michael Gorman | | | 07/30/2021 | UPD | Position Data Update | | Human Resources / EEO / OD Pro | Active | 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.**
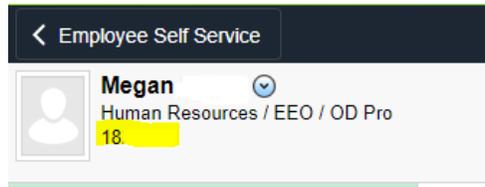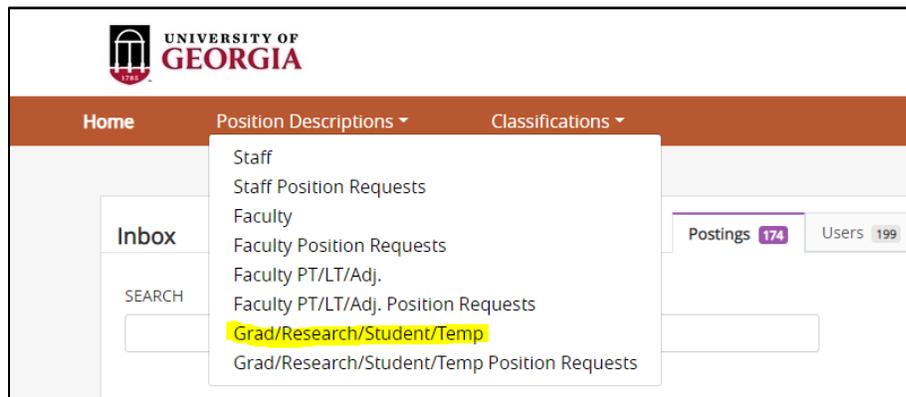

Once the position has been updated and the employee is confirmed as active, the Seat/Vacate action can be initiated.

From the UGAJobs home screen, Click on 3 blue dots, Select **Position Management.**
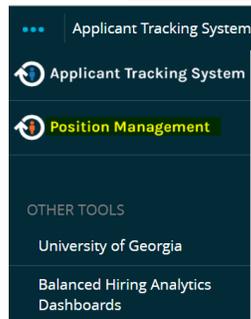
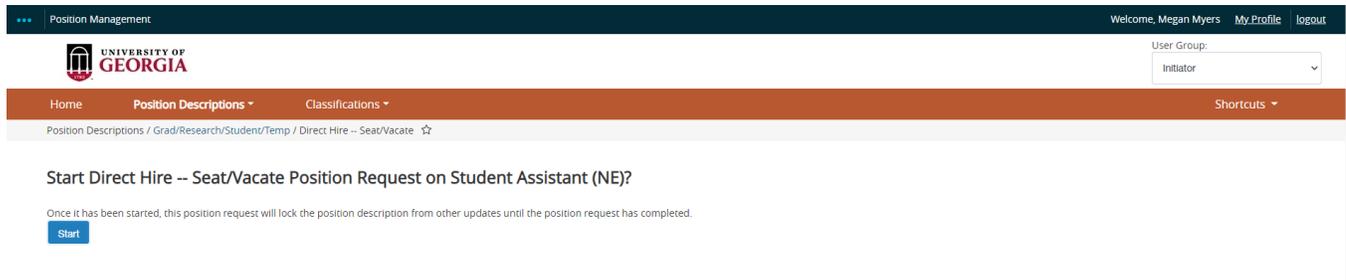Click on **Position Descriptions** and select **Grad/Research/Student/Temp**

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

Select position

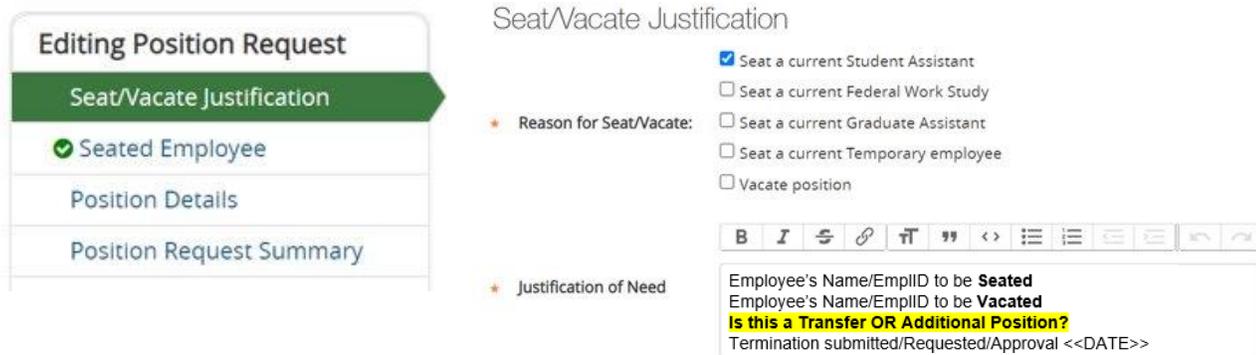Once the position description opens, select **Direct Hire – Seat/Vacate**

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.
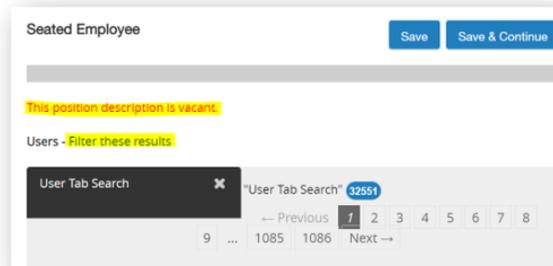
Seated Employee Tab

Editing Position Request

Seat/Vacate Justification

✓ Seated Employee

Position Details

Position Request Summary

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

Seated Employee   Save   Save & Continue
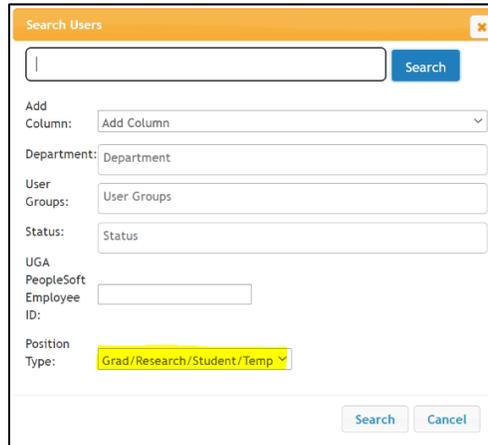
This position description is vacant.

Users - Filter these results

User Tab Search   ✕   "User Tab Search" 32551
← Previous 1 2 3 4 5 6 7 8
9 ... 1085 1086 Next →

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

Search Users   ✕

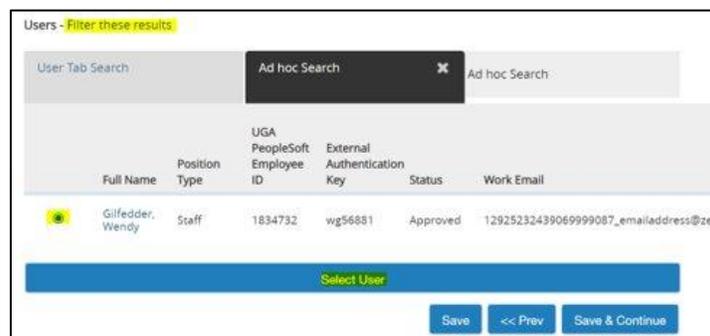[   ] Search

Add Column: Add Column ▾

Department: Department

User Groups: User Groups

Status: Status

UGA PeopleSoft Employee ID: [   ]

Position Type: Grad/Research/Student/Temp ▾

Search   Cancel

Select the radio button of the correct employee, and **Select User** button.

Users - Filter these results

User Tab Search   Ad hoc Search   ✕   Ad hoc Search

Full Name	Position Type	UGA PeopleSoft Employee ID	External Authentication Key	Status	Work Email
⦿ Gilfedder, Wendy	Staff	1834732	wg56881	Approved	12925232439069999087_emailaddress@zed

Select User

Save   << Prev   Save & Continue

The **Details** box will populate, showing the newly seated employee

Details

First Name	Wendy
Last Name	Gilfedder
Work Email	12925232439069999087_emailaddress@zed.zed
UGA PeopleSoft Employee ID	1834732
UGA Badge Number	810752535

Click **Save & Continue**

Position Details Tab

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

Pay Group   18T - Student Assistants

★ Comp Rate Code   [Please select ▾]
                    This field is required.

★ Comp Rate   [   ]
                    This field is required.
                    If Comp Rate Code is Annual, then provide an Annual Rate. If Comp Rate Code is Monthly, then provide a Monthly Rate. If Comp Rate Code is Hourly, then provide an Hourly Rate

★ Start Date   [MM/DD/YYYY   📅]
                    This field is required.
                    All start dates should be future dated and at a minimum, should be two business days from date of approval. If you are unsure of the start date or have questions, please email hrweb@uga.edu.

Contact Details
Contact below should include person(s) who are able to answer questions concerning this hire (i.e.: Business Manager, HR Liaison, Supervisor, etc.)

★ Contact Name   [   ]
                    This field is required.

★ Contact Email   [   ]
                    This field is required.

- **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 <u>do not</u> 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.)
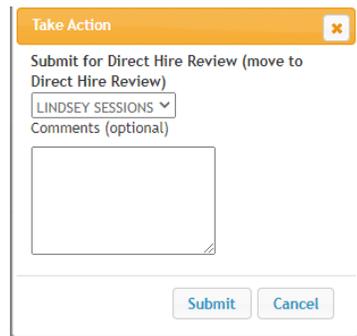
Select **Save & Continue**

Position Request Summary

Hover over **Take Action on Position Request**
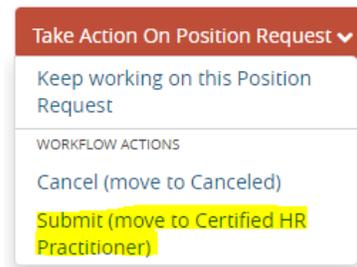
Select **Submit (move to Certified HR Practitioner)**

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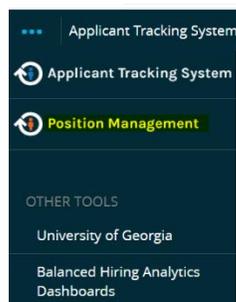
Click on **Position Descriptions** and select **Grad/Research/Student/Temp Position Requests**

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.

Select **Search**

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

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

Select **Edit**

Review all four tabs of the action.

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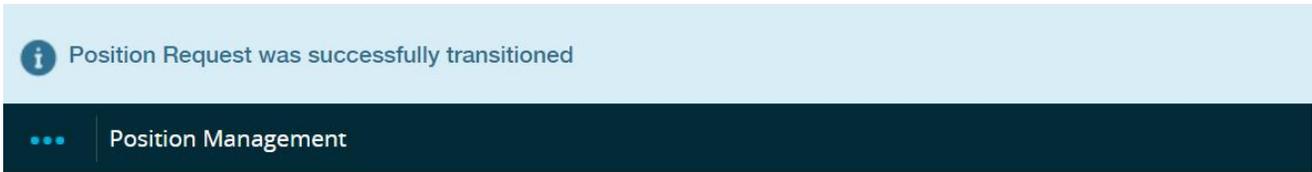
Helpful Reminders for fields not utilized with the Seat/Vacate action:

- **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.

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.
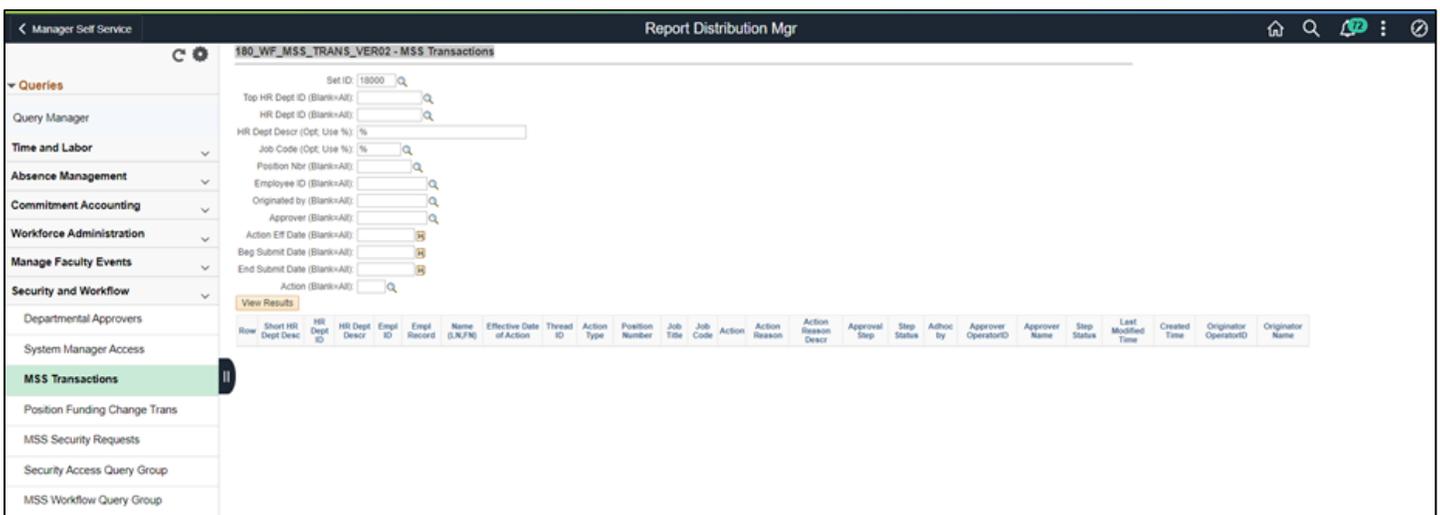
From **UGAJobs** home screen, click on 3 blue dots, select **Position Management**
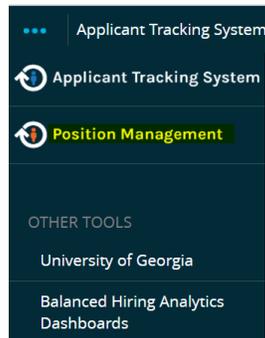
Click on **Position Descriptions** and select **Grad/Research/Student/Temp**
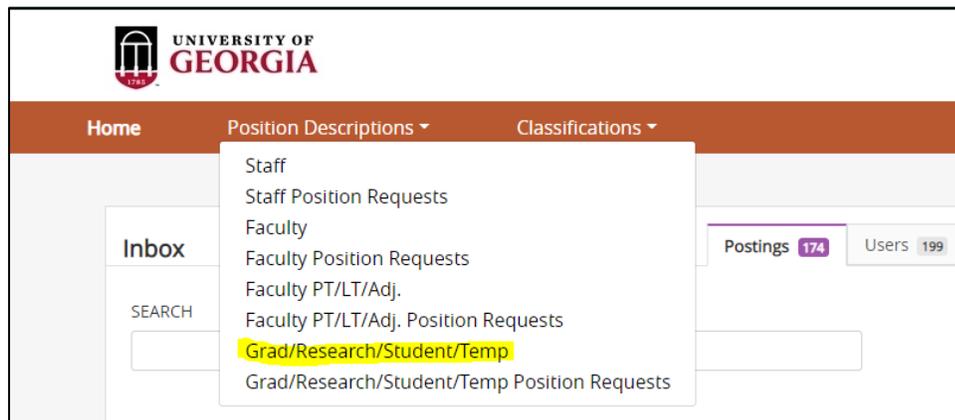
You can search by the **position number or employee name** in the Search field or scroll down to the list of positions

Click on the Working Title to select the position

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

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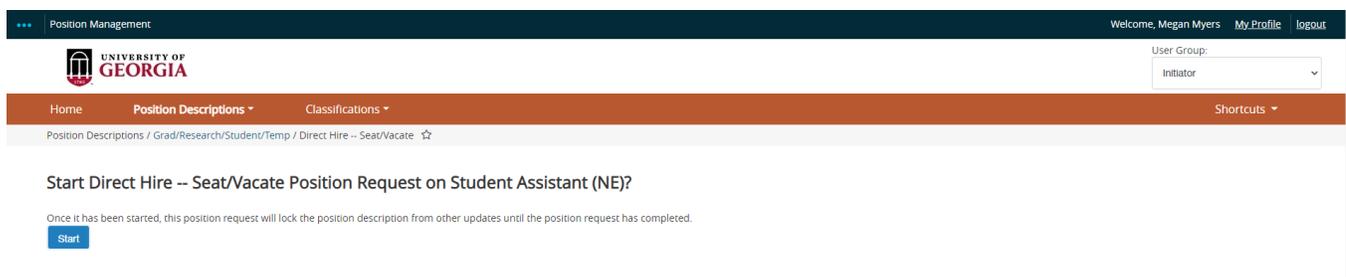
Select the **Start** button

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

Pay Group	18T - Student Assistants
* Comp Rate Code	Please select ▾
	This field is required.
* Comp Rate	
	This field is required.
	If Comp Rate Code is Annual, then provide an Annual Rate. If Comp Rate Code is Monthly, then provide a Monthly Rate. If Comp Rate Code is Hourly, then provide an Hourly Rate
* Start Date	MM/DD/YYYY 🛗
	This field is required.

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.)

Contact Details
Contact below should include person(s) who are able to answer questions concerning this hire (i.e.: Business Manager, HR Liaison, Supervisor, etc.)

* Contact Name	
	This field is required.
* Contact Email	
	This field is required.

Select **Save & Continue**

Position Request Summary

Transition the Seat/Vacate action to the appropriate workflow:

Take Action On Position Request ▾

Keep working on this Position Request

WORKFLOW ACTIONS

Cancel (move to Canceled)

Return (move to Initiator)

Approved (move to Modify Request: Seat/Vacate Approved)

Submit (move to Position Management: Central HR Determine Background Check)

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