

UC Agriculture and Natural Resources

Staff Pre-Hire Form

Click here to submit

ServiceNow Case: HRC00		Staff HR Analyst:	
HUMAN RESOURCES SECTION			
HR Information			
Position Number:		Job Title:	Job Code:
Reports to (Name):		Reports to (Pos #):	
Compensation Rate:		FLSA Status: -	Barg Unit:
Comp Rate Code:	Comp Frequency:		Location/Dept:
Appt. Type: -	Start Date:	End Date:	FTE: -
Offer Acceptance Date:	Background Check: -		Clearance Date:
Location Code (Required):		Office/Cubicle/Lab Number or Name (Required):	
Timesheet Approver:		Backup Approver:	
Next Review Date:		Probationary Period ends:	
Is this a concurrent hire? Yes No			
<i>Note: If concurrent hire, a Multilocation Agreement Form may be required</i>			
Justifications/Notes:			
Personal Information (All but Preferred/Lived Name required)			
Legal Name: (First)	(Mid)	(Last)	Preferred/Lived Name:
Home Address:		City/ST/Zip:	SSN:
Personal Email:		DOB:	Home Phone #:
Gender:	Highest Education:		Personal Phone #:
Work Authorization			
Citizenship Country:		Citizenship Status:	
Visa/Permit Type:	Status:	Date entered US:	
Effective Date:	Expiration Date:	Supporting Doc ID:	
Prior Employment			
Transfer from other UC Location:			
If Yes, list other campus:		Break in Service:	If yes,
Previously retired from UC: -		Dates:	
Dept:	Contact Name:		Contact Info:
VERIFICATION			
Applicant Signature:		Date:	
HR Ops CONFIRMATION			
Entry Initials:		Entry Date:	
Approval Initials:		Approval Date:	
Workflow			
<p>1. Staff HR: After completing the recruitment process, prepare/review the "HR Section" and notate the Zendesk ticket. Forward Pre-Hire form to applicant to complete with link to secure new hire box folder. Link: https://ucdavis.app.box.com/upload-widget/view/ey615daa6mzyvjv2dau5wbkea93ejhrn/86408745334</p> <p>2. Applicant: After accepting job offer, complete "Applicant" Section of the Pre-Hire form and upload form into the secure box folder. Does not send back to SHR as the form contains Personally Identifiable Information (PII). NOTE: Applicant must use a physical address, not a P.O. Box.</p> <p>3. HR Operations: Receives notification of the upload and validates the form is complete. HR Ops will submit a transaction to place the applicant to the position number. If HR Ops Asst. submits the transaction, HR Ops Lead will need to approve. If HR Ops Lead submits the transaction, HR Lead will need to approve.</p> <p>4. UCPath Center- Upon approval, UCPC will review and process Pre-Hire in UCPath.</p> <p>5. HR Operations Assistant- Upon UCPC approval, HR Ops Assistant forward to appropriate parties: BOC, Business Officer, Supv, Director, etc.</p>			