FAQ: UCPath Center Career Opportunities

Recruiting for UCPath Center has begun. This FAQ answers questions about the UCPath Center recruitment process, including information about priority consideration for current UC employees considering applying for positions. If you don't find the recruiting information you are looking for, you may call (866) 935-0013 or email your question to ucpathjobs@universityofcalifornia.edu.

WHAT IS THE UCPATH CENTER?

The UCPath Center is the systemwide shared services center that will provide HR and payroll services to all employees on UC's ten campuses and five medical centers.

WHERE IS THE UCPATH CENTER?

The UCPath Center is located in Riverside, California. Photos and maps are included on this flier (pdf) on the UCPath website: http://ucpath.universityofcalifornia.edu/about/UCPath%20Center%20Flier4.pdf.

WHAT IS THE ORGANIZATIONAL STRUCTURE OF THE UCPATH CENTER?

The UCPath Center will be under the direction of an Executive Director who reports directly to the Chief Financial Officer of the University, Peter Taylor. Other members of the UCPath management team will include an Operations Director and Customer Service Director. The UCPath organizational chart is linked from the UCPath website at http://ucpath.universityofcalifornia.edu/working-at-uc-path/organizational_structure.html.

WHAT TYPE OF JOBS WILL THE UCPATH CENTER HAVE?

The UCPath Center will offer jobs in Benefits, Payroll, Human Resources, Fulfillment and Records, Quality, Business Operations, HR Information Systems and Customer Service. We encourage you to explore the job opportunities and job descriptions, which can be found at http://jobs.universityofcalifornia.edu/?action=ucpsearch.

WILL CURRENT UC EMPLOYEES HAVE PRIORITYFOR UCPATH JOBS?

Yes. The University is committed to supporting the UC community by giving priority consideration to current UC employees seeking employment opportunities at the UCPath Center. Applications from current UC employees will be screened, qualified applicants will be interviewed, and job offers will be made prior to interviewing external applicants. In the event that two candidates are equally qualified, priority will be given to current UC employees. By attracting current UC employees, the UCPath Center will build a team that is familiar with the University's operations and culture and will be better positioned to deliver quality service to UC employees.

HOW MANY JOBS WILL THERE BE AT THE UCPATH CENTER?

Initially, the center is recruiting for 156 positions targeted to start by April 1, 2013. By the time the Center is fully operational in October 2014, it is projected that the UCPath Center will employ up to 500 people.

WHAT IS THE DEADLINE TO APPLY FOR CURRENT OPENINGS?

For this round of recruitments, the job posting period for select technical, managerial, and executive support position will close on Dec. 21, 2012. All other UCPath Center jobs will close on Jan. 18, 2013.

WHEN WILL NEW UCPATH CENTER EMPLOYEES BEGIN WORK?

For most jobs in this initial hiring period, the targeted start date is April 1, 2013. Technical, managerial and executive support positions may start earlier.

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HOW WILL THE RECRUITMENT PROCESS WORK?

Applicants must submit their application materials online. Each position posting includes an "Apply Now" link that leads to the online application. Applications will be reviewed, and qualified candidates will be asked to participate in a telephone interview. Candidates asked to advance in the process will then participate in an in-person interview.

WHERE WILL THE UCPATH INTERVIEWS TAKE PLACE?

Initial plans are to conduct interviews in both Riverside and Oakland. In the event that a significant number of applications are received from other areas, additional locations may be considered.

HOW CAN I PREPARE FOR THE APPLICATION PROCESS?

UCPath website includes a Transition Toolkit (http://ucpath.universityofcalifornia.edu/working-at-uc-path/transition_toolkit.html) which provides a series of short videos covering useful information such as how to prepare your resume, write a cover letter and prepare for an interview.

IF I CAN'T APPLY AT THIS TIME, WILL THERE BE FUTURE OPPORTUNITIES?

Yes. The UCPath Center will be hiring 156 people before April 1, 2013 and has plans to employ up to 500 people by the time the Center is fully operational in October, 2014.

THE APPLICATION IS ON A WEBSITE CALLED "CANDIDATECARE.COM".
IS THAT PART OF THE UNIVERSITY?

Due to the size of this hiring effort, the University has retained a recruitment vendor to manage UCPath Center recruitment. The vendor is an ADP subsidiary, named The RightThing and CandidateCare.com is the online site where applicants will submit their application. This is the official and secure site sanctioned by the University.

After submitting an application, candidates will receive correspondence from UCPath@candidatecare.com.

DO CURRENT UC EMPLOYEES HAVE TO WAIT UNTIL THEIR CAMPUS OR MEDICAL CENTER IS TRANSITIONED TO UCPATH TO APPLY FOR UCPATH JOBS?

No, UC employees can apply for UCPath Center jobs at any time.

ARE UC BENEFITS AND SERVICE CREDITS TRANSFERABLE?

Yes, for current UC employees without a break in service, UC benefits and service credit will transfer. If any of your benefit providers are regional and not offered in Riverside, such as a primary care physician in your medical plan, you would need to transfer to another service provider in the Riverside area.

WILL UCPATH EMPLOYEES BE EMPLOYED BY UC RIVERSIDE OR UCOP?

UCPath employees will be employed by the UC Office of the President (UCOP). However, arrangements are being made so that UCPath employees can gain access to certain UC Riverside programs.

WILL UCPATH OFFER A RELOCATION ALLOWANCE?

UC does not typically provide relocation pay for employees moving within the state of California, but may consider providing an allowance in individual cases based on need.

WILL CURRENT UC EMPLOYEES NEED TO COMPLETE A NEW PROBATIONARY PERIOD?

UC employees who have completed a probationary period at their current locations have already satisfied this requirement and will not need to complete a new probationary period unless there has been a break in service

WHERE CAN I ASK ADDITIONAL QUESTIONS ABOUT UCPATH RECRUITING?

You can ask additional questions via email at ucpathjobs@universityofcalifornia.edu or via telephone at (866) 935-0013.

About UC Path

WHAT IS UCPATH?

UCPath is the name for the University's new payroll and human resources information system, replacing the 30-year old Payroll Personnel System (PPS)system. The project includes replacing PPS and implementing a systemwide shared service center called the UCPath Center to more effectively and efficiently deliver payroll and human resource services to all UC employees.

WHAT DOES "UCPATH" MEAN?

UCPath is an acronym for "University of California: Payroll, Academic Personnel, Timekeeping and Human Resources."

WHY IS UCPATH IMPORTANT TO THE UNIVERSITY?

Built on 30-year-old technology, the current system, PPS, is difficult to use, maintain, and enhance, and requires redundant data entry, manual calculations and significant paper processing. PPS has limited human resource management functionality, and the eleven variations of PPS UC-wide make it difficult to align and aggregate payroll and human resources data. UCPath will eliminate those inefficiencies, allowing UC to more effectively manage and plan for its workforce needs.

WHEN WILL UCPATH BE IMPLEMENTED?

UCPath implementation will take place with a staged rollout to campuses and medical centers over a three-year period. The first wave of UC locations will begin using UCPath and the UCPath Center on July 1, 2013. Wave 2 and Wave 3 campuses will transition in 2014.

HOW WILL PAYROLL AND HUMAN RESOURCE SERVICES BECOME MORE EFFECTIVE AND EFFICIENT WITH UCPATH?

Replacing 11 versions of PPS and several other stand-alone human resource information systems with a single payroll and human resource information system for all UC employees will unify systems and data across the University. Centralization and standardization of business practices across the UC system will streamline processes, enhance productivity and improve data accuracy and integrity.