

To:

RMS Divisional Approvers  
RMS Certified Hiring Managers  
All Managers and Supervisors  
Human Resources Advisory Group

From:

Amy Kile | Assistant Manager, Talent Acquisition

Dear UCSC Hiring Managers,

With UCPATH going live for UC Santa Cruz on January 2nd, SHR wanted to highlight a UCPATH related change in the process for initiating a staff recruitment. Starting January 2nd, you will need to have an up-to-date, vacant or soon to be vacant position number before you can start a staff recruitment.

If you do not have a vacant position number available, you will need to submit a Position Control Request through [ServiceNow](#) to have SHR Compensation create a new position for you. The Position Control Request form is anticipated to be available to the campus on Monday, January 6th, 2020.

If you have a vacant staff position, but you need to make updates to the position (for example, a change in classification) or you need to update the job description, you will need to submit a Position Control Request in ServiceNow to have SHR Compensation make all relevant updates to the position before you can start the recruitment.

A more detailed description of these changes can be found [attached](#).

After reviewing the attached document, if you have any questions about position management, the ServiceNow Position Control Request form, or the new RMS Worksheets, please don't hesitate to reach out to us for help. The fastest way to get help is to email [shrhelp@ucsc.edu](mailto:shrhelp@ucsc.edu).

Please share this information broadly among those within your department that do recruiting.

Best wishes,

Amy Kile | Assistant Manager, Talent Acquisition