



Dear RMS Divisional Approvers,

As the Staff Human Resources Talent Acquisition department prepares for the launch of TAM, UCPATH's new recruitment module, we wanted to reach out to users currently identified in RMS as 'divisional approvers', to let you know what is changing as a result of TAM, and how that affects the 'divisional approver' role in our recruitment process.

Position Management and Recruiting are now Separate Processes

As of UCPATH implementation in January, position management (classification activity, updates to job descriptions, supervisor changes, percentages of time, etc.) is now separate from recruitment activity (posting a job opening, reviewing applications, interviews, job offers, hiring). Whereas both activities were once captured in the RMS Worksheets, all fields relating to position management have since been removed from the RMS Worksheets, and moved into the Position Control Request form in ServiceNow.

ServiceNow Job Opening Request Form

Starting in June, the RMS Worksheets will be retired, to be replaced by a new Job Opening Request form in ServiceNow. This new form will offer all of the same functionality currently handled by all of the current RMS Worksheets, including competitive recruitments (open recruitments and campus-only recruitments), non-recruitments, waivers of recruitments, and job offers. As of June, ServiceNow will be the main interface through which the campus will utilize the TAM module in UCPATH.

Recruitment Approver

Much as divisional approvers approved recruitments in RMS, there will be a need for an approver role in ServiceNow for Job Opening Requests. Unlike the approver role in RMS, this new approver role will only need to approve that a job opening may be posted and the job offer details. That is to say that all activity surrounding classification activity, updates to job descriptions, changes in supervisors, percentages of time, etc., will already have been approved by the division in UCPATH. To distinguish this new approval role from the divisional approver role in UCPATH, the approval role in ServiceNow for Job Opening Requests will be called **Recruitment Approver**.

Talent Acquisition will be reaching out to the principal officers of each division on 3/27/20 to explain the above changes and to request that they identify their recruitment approvers for ServiceNow. It may be the case that the identified recruitment approver will be the same as the RMS divisional approver. On the other hand, it may be that the identified recruitment approver is a different person from the RMS divisional approver, due to the difference in scope of what is being approved.

In either case, we wanted to inform RMS divisional approvers in advance of that communication so that you can reach out to your principal officer if you would like to be identified as a recruitment approver in ServiceNow, or if you want to help identify another individual in your division as a possible recruitment approver.

RMS Access

Please also note that access to RMS will be disabled once TAM launches. The launch date for TAM is tentatively set to June 1st, pending approval from the UCPath Center.

Where to get Support

If you have any questions about the Job Opening Request form in ServiceNow, the recruitment approver role in ServiceNow, or your access to RMS, please don't hesitate to reach out to us for help. The fastest way to get help is to email shrhelp@ucsc.edu.

We're here to help!

Amy Kile

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