

The SHiPER Connection

Instructions to bridge Academic Affairs approvals with HireOnline using the Staff Hiring Pause Exception Request (SHiPER) Quali Build form.

Overview

Effective February 19, 2025, UC San Diego paused hiring for core-funded positions. The pause will be in place until further notice, and may be amended if circumstances change.

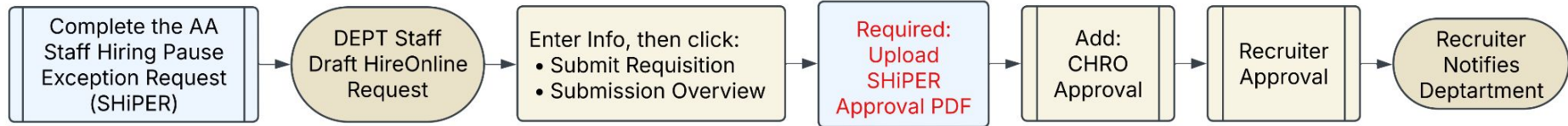
Academic Affairs employees are referred to the 2025 Hiring Pause Exception Guidance for Academic Affairs page for detailed information, including the exception process for Academic Affairs.

- Academic Affairs created a required pre-approval process: Staff Hiring Pause Exception Request (SHiPER).
- Human Resources updated the HireOnline instructions for routing to include the CHRO.

These slides explain the connection...

HR HireOnline (for VCAA)

VCAA-Specific HireOnline Requisition Approval Workflow



Request Types & System

SHiPER Form: Request Types	UCSD System for SHiPER Approval PDF
Career Recruitment	HireOnline , Open Recruitment
Contract Appointment	HireOnline , Open Recruitment
Equity	Equity Module
Funding-Related Temporary Layoff Support	UCPath
Reclassification	JDOnline
Short Term Exception (STE) Hire	HireOnline , STE/Limited/Direct Hire
Staff Promotion Program	HireOnline , Promotion
Stipend	Equity Module
Temporary Employee (TES)	Email to TESO

KB0035616



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Actions ▾

Requisition Approval Workflow for Requesters

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Overview

Effective February 19, 2025, UC San Diego is pausing hiring for core-funded positions. The pause will be in place until further notice, and may be amended if circumstances change.

This guide walks through each step of the *Exceptions and Exception submission* in HireOnline for Requesters. More information on the hiring pause visit [Blink](#).

Step 4

Q: Have responses been completed on another form and will be uploaded to the Forms & Documents tab?

A: YES

4 Complete the requisition following the normal process and include all fields in the newly-added Staff Hiring Pause prompts located on the "Position" tab.

Note: If Staff Hiring Pause prompts have been completed using another form, respond to the prompt "Have responses been completed on another form and will be uploaded to the Forms & Documents tab?" and upload that form to the Forms and Documents tab on the requisition. (Instructions below).

Create Requisition

Contacts Position Appointment Recruitment Plan Review & Submit

Position Information

Payroll Title Code Payroll Title

Position Number (Optional) Job Desc# / Lawson Template#

New or Replacement Position? Replacement For (Name, Phone, Mail Code)

Funding Source Index/Cost Center

Classified By HEERA

C.O.I. Disclosure Required? Background Check? Physical Check?

Yes Yes Yes

This section is required for all career, contract, and STE requests, excluding Health and Health Sciences.

Position Approval Information

Have responses been completed on another form and will be uploaded to the Forms & Documents tab?

Is the position core funded?

Is the position mission critical?

What is the consequence of not filling the position?

Can the work be reallocated through reorganization?

Can the position be temporarily backfilled with available talent?

<< Previous Page Finish Later Save and Continue >>

Step 5 & 6

Step 5

- Submit Requisition (button)
Required prior to uploading documents

	team-oriented environment, exercising good judgment, creativity and initiative in performance of job responsibilities. Willingness to develop new skills and knowledge as required to continue to perform effectively. "Demonstrated record management experience. Proven skill in developing and maintaining accurate, organized records, files and filing systems. "Ability to provide effective training and work direction to student staff."
Special Conditions:	Job offer is contingent on clear Background Check. Overtime and occasional evenings/weekends may be required. The California Child Abuse and Neglect Reporting Act ("CANRA"), Penal Code sections 11164-11174.4) requires certain professionals, known as "mandated reporters", to report known or suspected instances of child abuse or neglect to law enforcement. This position has been identified as a "mandated reporter."
Screening Criteria:	TBD
Additional Comments:	

[<< Previous Page](#)
[Finish Later](#)
[Submit Requisition](#)

Step 6

- Requisition Overview (button)
Takes you back into the requisition

Requisition Submitted

Your Requisition Number is: 123278

Your requisition has been successfully submitted to Human Resources.

Human Resources will review your requisition and post this position on the job bulletin. If you want to advertise this position please contact Human Resources for assistance.

[Requisition Overview](#)

[HireOnline Home Page](#)

Step 7

- Forms & Documents (tab)
- Add a Shared Document (AA SHiPER Approval pdf)

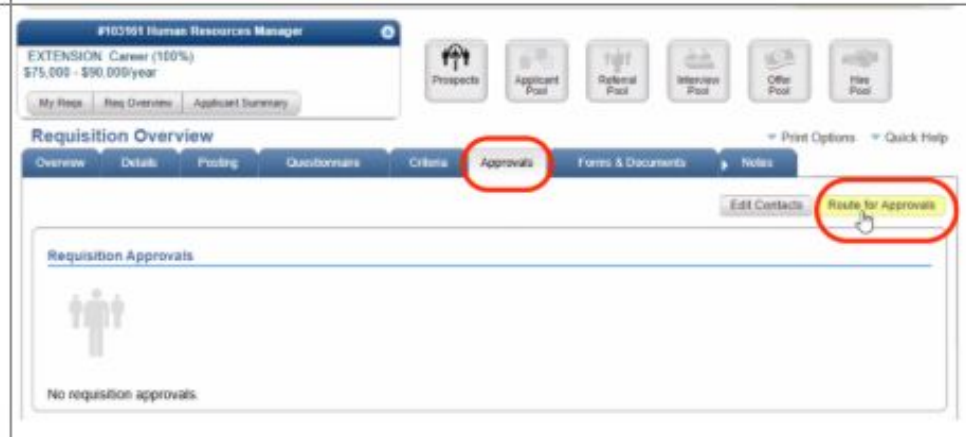
7 If you have already completed the responses to the prompts on another form, upload it to the Forms & Documents tab.

Note: PDF is the most compatible format for upload.



Step 8

8 Select the Approvals tab then click on "Route for Approvals."



Step 9 & 10

9 If VC Designee approval has not been documented on another form and uploaded to the requisition, add VC Designee as approver.

VCAA Note: Skip above. The SHiPER Approval pdf DOES include the VC Designee approval.

Add CHRO as approver to all requests. *VCAA Note: Add the CHRO*

#103161 Human Resources Manager

EXTENSION Career (100%)
\$75,000 - \$90,000/year

My Reqs Req Overview Applicant Summary

Request Approvals

Add Approver

Role: CHRO

Name: Terri Win

Winbush, Terri S
VC CHIEF FINANCIAL OFFICER

[Can't Find Someone?](#)

Edit Approval Route

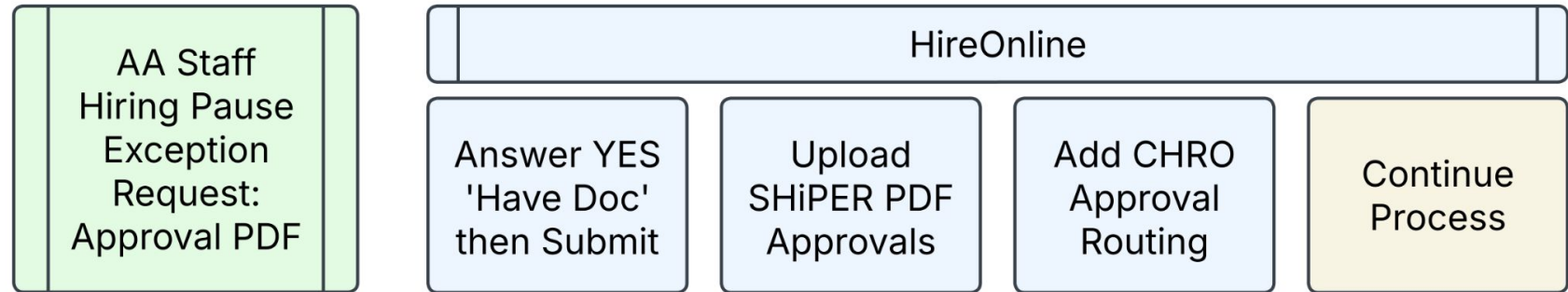
HR Recruiter

Start Approval Routing

10 Click “Start Approval Routing”

Process Summary

AA Approval PDF and HireOnline



References

Human Resources

- [Human Resources](#) - Staff Hiring Pause
- [KB0035616](#) - Requisition Approval Workflow for Requesters
- [KB0035618](#) - Requisition Approval Workflow for Approvers
- [Email](#) - Temporary Employment Services Office (TESO)

Academic Affairs

- [AAFA HR](#) - Staff Hiring Pause Exception Guidance for Academic Affairs
- [SHiPER](#) - Staff Hiring Pause Exception Request

Thank you!

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