The SHiPER Connection

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

AAFA HR & COE | Spring 2025

Overview

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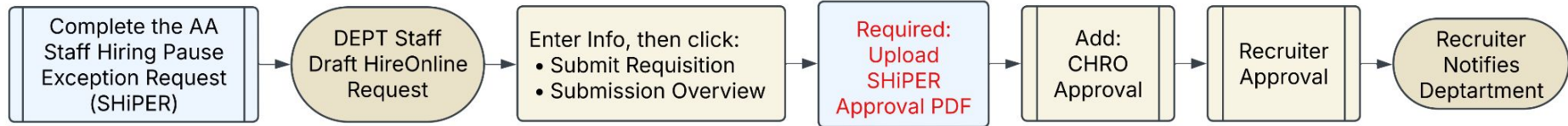The pause will be in place until further notice, and may be amended if circumstances change.

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)

UC San Diego

VCAA-Specific HireOnline Requisition Approval Workflow

Complete the AA Staff Hiring Pause Exception Request (SHiPER) → DEPT Staff Draft HireOnline Request → Enter Info, then click: • Submit Requisition • Submission Overview → Required: Upload SHiPER Approval PDF → Add: CHRO Approval → Recruiter Approval → Recruiter Notifies Deptartment

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   ♥ Subscribe   Actions ▾

Requisition Approval Workflow for Requesters

📅 7d ago • 👁 128 Views

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).

Step 5 & 6

Step 5

- Submit Requisition (button)
  - *Required prior to uploading documents*

Step 6

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

Step 7

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

Step 8

8 Select the Approvals tab then click on "Route for Approvals."
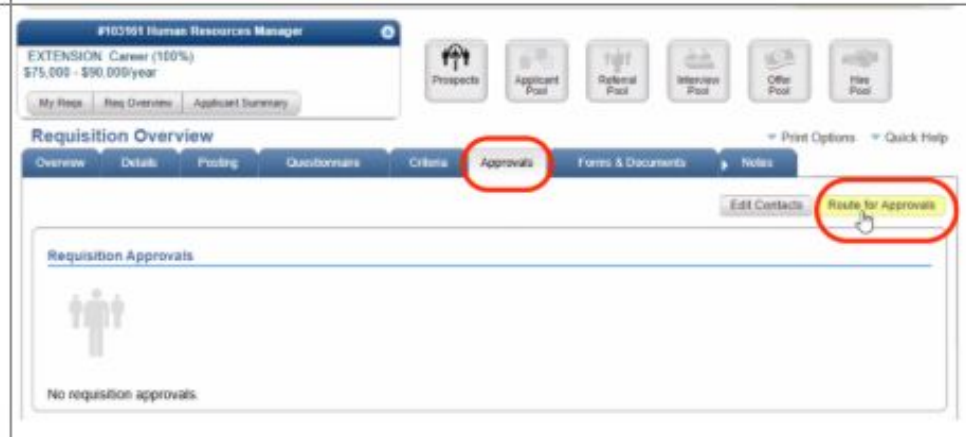
Step 9 & 10

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*

10 Click "Start Approval Routing"

Process Summary

AA Approval PDF and HireOnline

AA Staff Hiring Pause Exception Request: Approval PDF

HireOnline			
Answer YES 'Have Doc' then Submit	Upload SHiPER PDF Approvals	Add CHRO Approval Routing	Continue Process
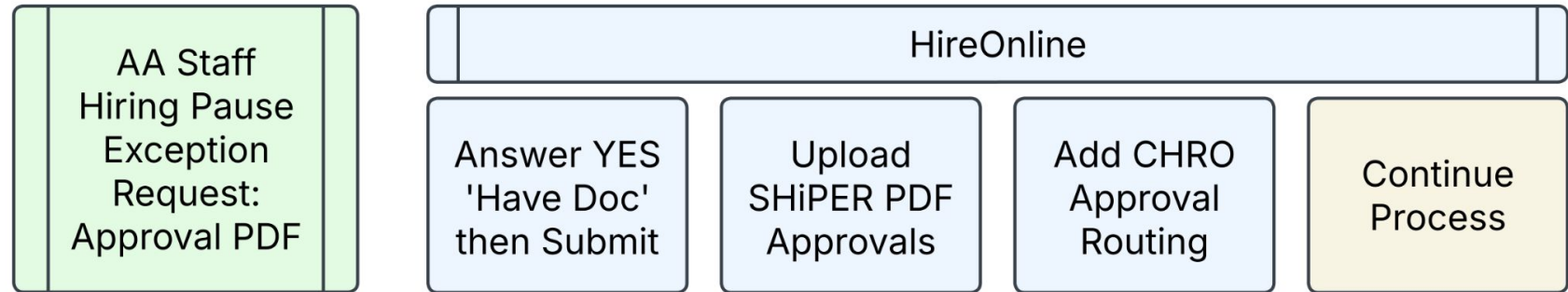
References

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!

coe@ucsd.edu
evc-staffhr@ucsd.edu

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