

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.

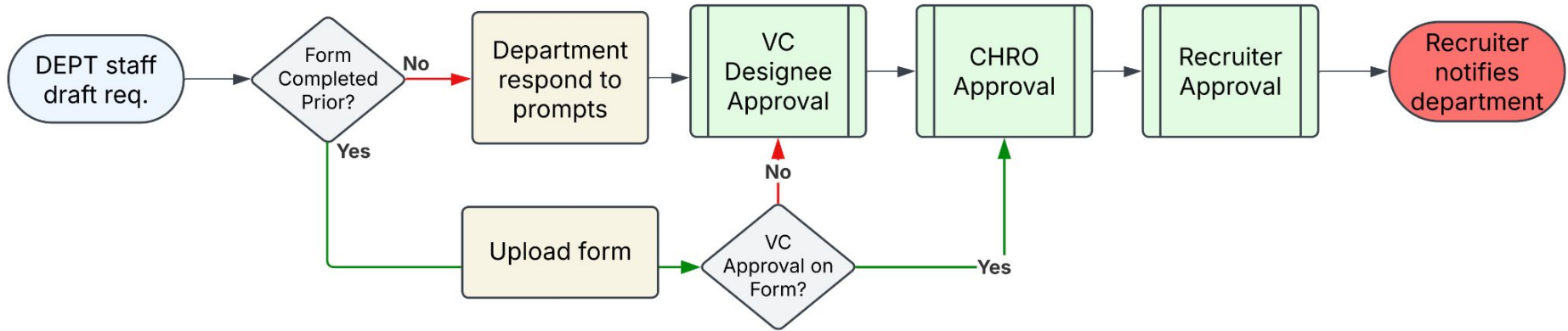
Academic Affairs employees are referred to the 2025 Hiring Pause Exception Guidance for Academic Affairs page for detailed information, including the exception process for Academic Affairs.

- 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

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

📅 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

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

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 Quit

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?

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. "Classroom-based 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.



The screenshot displays the 'Requisition Overview' interface. At the top, there are navigation tabs: Overview, Details, Posting, Questionnaire, Criteria, Approvals, and Forms & Documents. The 'Forms & Documents' tab is selected and circled in red. Below the tabs, the text 'No Shared Docs Found' is displayed, and a blue button labeled 'Add a Shared Document' is highlighted with a red circle. In the top right corner, there are links for 'Print Options' and 'Quick H'.

Step 7 - pdf

Academic Affairs submitters to upload the SHiPER Approval PDF*

* If the SHiPER Approval pdf does not include the **Workflow Status** section, the submitter of the form must also provide a screenshot of the Workflow Status with any approver comments.

Center for Operational Excellence is sending the screenshot to known submitters who may need it.

Any submitter has access to view the Workflow Status for their own submission.

The screenshot displays a submission form for request 0207, completed on Mar 5, 2025 at 7:43 PM. The form is divided into two main sections: Submitter Info and Position Info.

Submitter Info:

- Exception Request #: 0001
- Submitter Name: Waldrop, Kevin
- School or Admin Unit?: Administrative Unit (selected)
- Administrative Unit: Finance & Administration (AAFA)

Position Info:

- Request Type: Career Recruitment
- New or Replacement?: New
- FTE %: 1
- Title Code #: 004724
- Job Code Description (auto-fill): BLANK AST 1
- Working Title (optional): Administrative Assistant
- Requisition #: 1234567

Workflow Status:

- Mar 5, 2025 - 7:43pm PST: Approved (EVC APPROVAL) - EVC Simmons
- Mar 5, 2025 - 2:21pm PST: Approved (AAFA AVC APPROVAL) - Carter-Dubois, Marie
- Mar 4, 2025 - 10:01pm PST: Approved (AA HR APPROVAL) - Chiles, Melody

Step 9

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

Add CHRO as approver to all requests.

#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?](#)

Prospects Applicant Pool

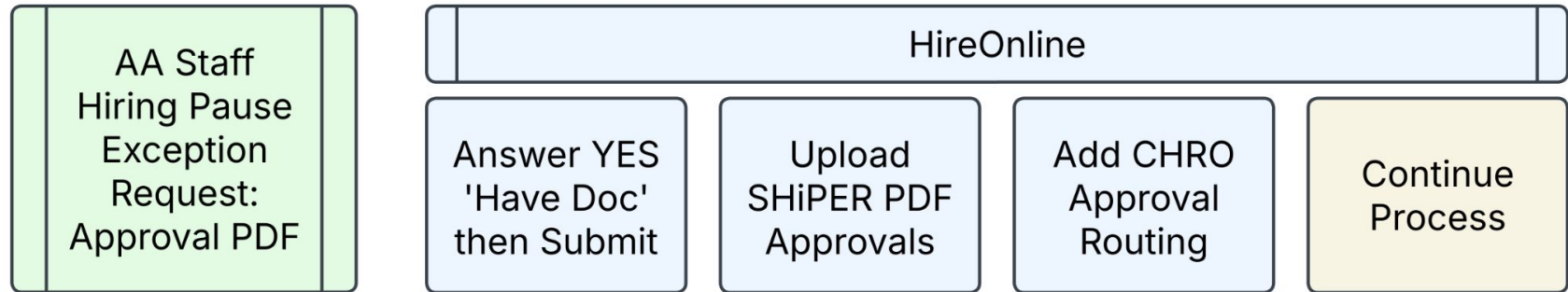
Edit Approval Route

HR Recruiter

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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