UC San Diego

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 | March 26, 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.

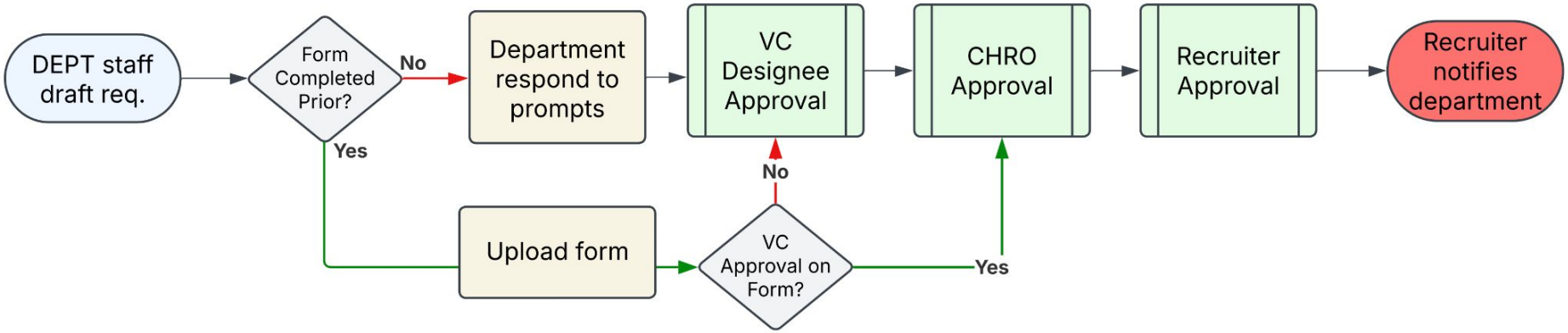
- Academic Affairs created a required pre-approval process: Staff Hiring Pause Exception Request (SHiPER).

- Human Resources updated the HireOnline instructions for routing to include the CHRO.

These slides explain the connection…

HR HireOnline

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

"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).

Step 5 & 6

Step 5

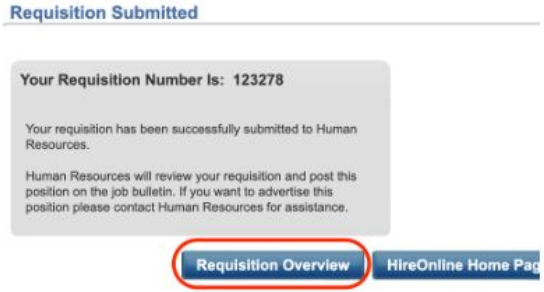
- Submit Requisition (button)

  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)

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.	

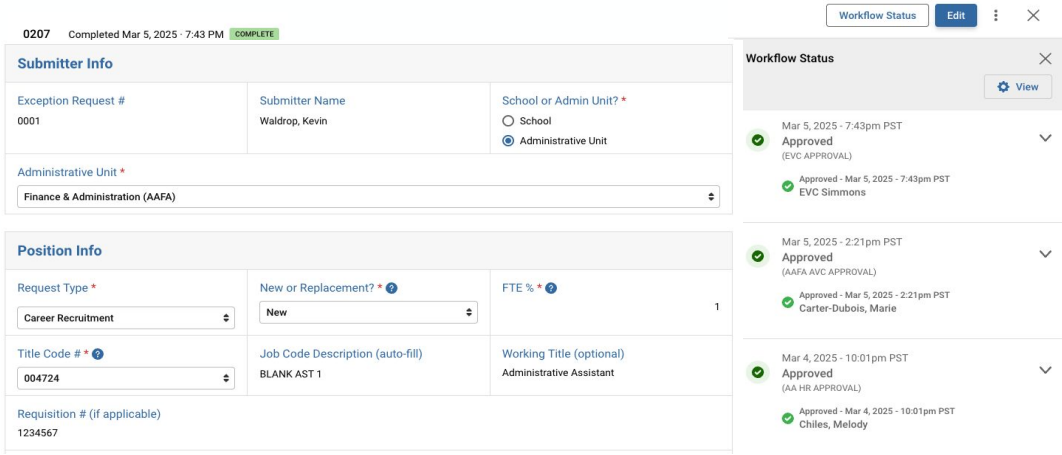
Step 7 - pdf

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.

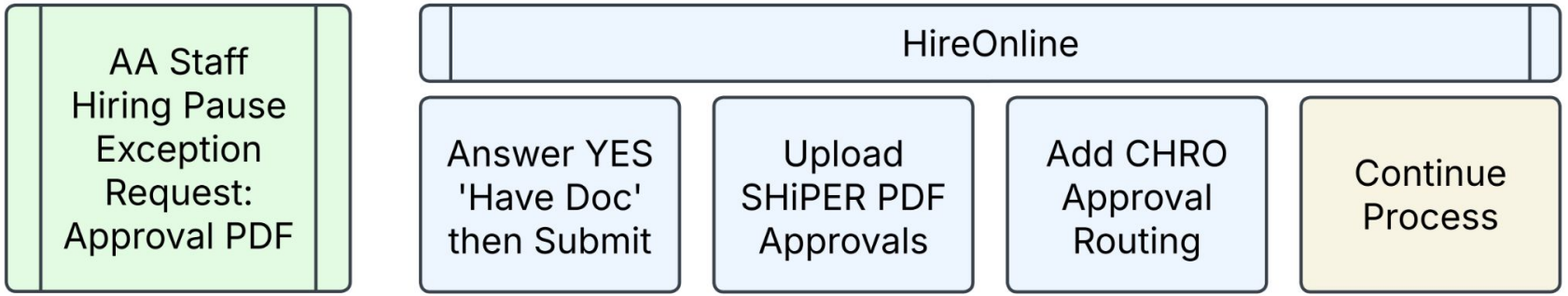


Step 9

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.	

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

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Thank you!

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