

How to apply as an Internal Applicant (active UC Santa Barbara employee)

If you are an active UC Santa Barbara employee, you do not need to create a profile, simply log into UCPATH.

a. Log into UCPATH

Log into UCPATH with your UCSBNetID at <https://ucpath.universityofcalifornia.edu> and on the left side click **Recruiting Workcenter**

Not Available
Primary Title: Not Available
Employee ID: Not Available
Service Date: Not Available

UCPath

D2 UT - VPN server change: Thursday 10/17
Beginning the morning of Thursday, October 17th, all UCPATH testers are asked to move from any-01.ucop.edu to vpn.ucop.edu.
Oct 17, 2019

Worklist

| Date From | Link | Priority |
|------------|--------------------------------------------------------------------------------------------------------------|----------|
| 03/07/2020 | UC_SBCMP_JobOpening_2497, Job Opening, 2019-01-01, N, 0, HRS_JOB_OPENING_ID:4523 RDC:RA,0,A, | Low |
| 03/19/2020 | UC_SBCMP_JobOpening_2563, Job Opening, 2019-01-01, N, 0, HRS_JOB_OPENING_ID:4587 RDC:RA,0,A, | Low |
| 03/23/2020 | UC_SBCMP_JobOpening_2567, Job Opening, 2019-01-01, N, 0, HRS_JOB_OPENING_ID:4592 RDC:RA,0,A, | Low |
| 03/24/2020 | UC_SBCMP_JobOpening_2573, Job Opening, 2019-01-01, N, 0, HRS_JOB_OPENING_ID:4598 RDC:RA,0,A, | Low |
| 04/06/2020 | UC_SBCMP_JobOpening_2616, Job Opening, 2019-01-01, N, 0, HRS_JOB_OPENING_ID:4642 RDC:RA,0,A, | Low |
| 04/08/2020 | UC_SBCMP_JobOpening_2626, Job Opening, 2019-01-01, N, 0, HRS_JOB_OPENING_ID:4657 RDC:RA,0,A, | Low |
| 04/23/2020 | UC_SBCMP_JobOpening_2643, Job Opening, 2019-01-01, N, 0, HRS_JOB_OPENING_ID:4678 RDC:RA,0,A, | Low |

Refresh

b. On the left side click **UC Santa Barbara Careers**

[Favorites](#) > [Main Menu](#) > [Recruiting WorkCenter](#) > [Recruiting WorkCenter](#)

ORACLE

All Search [Advanced Search](#)

Recruiting WorkCenter

Recruiting Self Service

- Employee Self Service
 - Check Referral Status
 - Confirm Referral
 - Routing Response
 - Interview Evaluations
 - Evaluate Open Ended Questions
 - UC Santa Barbara Careers**
- Manager Self Service
 - My Open Jobs

Welcome to Recruiting Workcenter

Welcome to UCpath Recruiting Workcenter. This Workcenter has one "Navigation Area" and one "Work Area". The "Navigation Area" is on the side displaying pagelets assigned to the Workcenter page and the "Work Area" displays transaction pages such as this page.

You can hide the "Navigation Area" when you want to expand the "Work Area".

The Workcenter is primarily used to access Internal Candidate Gateway site to search for open positions in your campus/health. You can also access pages used to access TAM related pages from this Workcenter.

c. Review Postings

You are now logged in and it should say **Signed In As** in the upper right hand corner. You can now begin a job search by browsing through open job postings (use the arrow keys to navigate to other pages to see all postings), or use the Keywords search. Click the **More Options** link for a more targeted search (e.g. only Career postings).

d. Select and apply for a position

If you see a posting you would like to review, click on the specific job to see the Job Description/Position Information. If you are not interested in this particular job opening, click the **Return to Previous page** link at the bottom of the page (or the **Next Job** link at the top if you are scrolling through a list of jobs).

[Favorites](#) > [Main Menu](#) > [Recruiting WorkCenter](#) > [Recruiting WorkCenter](#)

ORACLE

All Search [Advanced Search](#)

Job Search | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Contact Information](#) Signed In as Katherine

Filter by Keywords [Search Tips](#)

[Recruiting Location](#)
 UCSB Campus (8)

[Department](#)

6 matches found Sort By

Search Results First 1-6 of 6 Last

| | | | |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---|
| BUSINESS & FINANCIAL SERV..(1) | STDT 1 - 4637 | Department: SRB-OPERATIONS Job Code: 004922 - STDT 1 Location: UCSB Campus Job Function: Student Employment | ☆ |
| CHANCELLOR (1) | Department: CHANCELLOR Job Code: 000559 - EXEC ADVISOR MGR 3 Location: UCSB Campus Job Function: Executive Advising | Posted Date: 04/24/2020 | ☆ |
| ELECTRICAL & COMPUTER ENG..(1) | Payroll and Finance Assistant - 4672 | Department: CHANCELLOR Job Code: 000559 - EXEC ADVISOR MGR 3 Location: UCSB Campus Job Function: Executive Advising | ☆ |
| ENVIRONMENTAL HEALTH & SA..(1) | BLANK AST 2 - 4591 | Department: BUSINESS & FINANCIAL SERVICES Job Code: 004723 - BLANK AST 2 Location: UCSB Campus Job Function: Clerical | ☆ |
| GEOGRAPHY DEPT (1) | Front Office - 4616 | Department: GEOGRAPHY DEPT Job Code: 004724 - BLANK AST 1 Location: UCSB Campus Job Function: Clerical Posted Date: 03/31/2020 | ☆ |
| More... | BLANK AST 2 Needed! - 4599 | Department: ENVIRONMENTAL HEALTH & SAFETY Job Code: 004723 - BLANK AST 2 Location: UCSB Campus Job Function: Clerical | ☆ |
| Job Family | Analog and Digital Electronics Specialist - 4492 | Department: ELECTRICAL & COMPUTER ENGINEER Job Code: 008301 - ELECTR TCHN PRN Location: UCSB Campus Job Function: Electronics | ☆ |
| General Administration (4) | Apply Without Selecting a Job | | |
| Skilled Crafts and Trades (1) | | | |
| Student Services (1) | | | |
| Job Function | | | |
| Clerical (3) | | | |
| Electronics (1) | | | |
| Executive Advising (1) | | | |
| Student Employment (1) | | | |
| Job Posted In | | | |
| 2020/04 (3) | | | |
| 2020/03 (3) | | | |

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)

Job Description

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

[◀ Previous Job](#) [Next Job ▶](#)

Job Details

Job Title Front Office

Job ID 4616

Location UCSB Campus

Favorite Job 

Position Information

Payroll Title: BLANK AST 1

Job Code: 004724

Job Open Date: 03-30-2020

Department Code-Name: GEOG-Geography

Percentage of Time: 100%

Collective Bargaining Unit (CBU): CX-Clerical Unit (Teamsters)

Grade Type/Grade: Professional & Support Staff (PSS)

FLSA Exemption Status: Non-Exempt

Work Location: Geography General Administrative Office, 1611 Ellison Hall

Pay & Work Schedule

Pay Rate/Range: \$17.97-\$19.86/hr

Days/Hours: Monday-Friday, 8am-5pm

Equal Opp/Affirmative Action

Affirmative Action Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

[Apply](#)

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Job Description

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

[◀ Previous Job](#)

[Next Job ▶](#)

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[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

e. Complete the Application

Once you have selected the job opening that you want to apply to click **Apply** at the bottom of the page and begin filling out the application. Please note that you will need to save your work every 20 minutes or the system will time you out. Click **Save as Draft** located on each page if you will be idle for a long period of time.

Summary of Job Duties

Under the supervision of the Business Officer, the Payroll and Financial Assistant is responsible for the approval of transactional financial efforts and serves as the primary payroll processor and analyst for the Interdisciplinary Humanities Center (IHC). Responsibilities include hiring, payroll entry, onboarding of new employees, accounting, fund tracking and management, overseeing all payment related activities, and close interaction with faculty and staff in both the IHC and other campus departments as the financial assistant works independently with only minimal supervision and regularly makes decisions that require application and interpretation of University financial policies and procedures.

Equal Opp/Affirmative Action

Affirmative Action Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply

Email to Friend

[Return to Previous Page](#)

f. Application Step 1 - Start

Click that you have **Read and agree to the above terms and agreements** and click **Next**. Please note that on any page you can **Save as Draft** at any time and come back later. You can also return to the last page by clicking **Previous** and you can **Exit** at any time.



Start



Resume



Preferences



Qualifications



Referrals



Self-Identify



Review/Submit

Exit

Save as Draft

Previous

Next

Start - Step 1 of 7

Applying for: [Payroll and Finance Assistant](#)

We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Agreements

Application Terms & Agreements

You are advised that your responses submitted in this application constitute a legal undertaking and any false or incorrect information will render your application void.

Applicants who are offered employment will be required to successfully complete a pre-employment drug test and an employment and education background check.

I have read and agree to the above terms and agreements

Exit

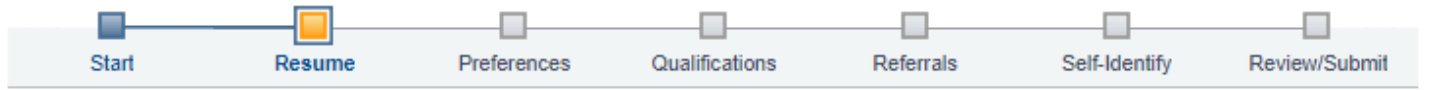
Save as Draft

Previous

Next

g. Application Step 2 - Resume

Upload your resume and attach a cover letter. You can **Use Existing Resume**, **Copy & Paste Resume** or **Attach Resume**. Then **Attach Cover Letter**. When finished click **Next**.



Exit Save as Draft | Previous Next

Resume - Step 2 of 7

Applying for: Payroll and Finance Assistant

To apply with a resume, select an option below. To apply without a resume, please click Next.

Resume (Required)

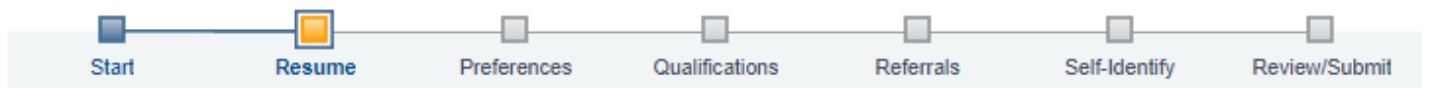
| | |
|---------------------|-------------------------------------------|
| Use Existing Resume | Use a resume you already uploaded with us |
| Copy & Paste Resume | Copy and paste your resume |
| Attach Resume | Provide us with your resume |

Please provide us with your cover letter.

Cover Letter

| | |
|---------------------|-----------------------------------|
| Attach Cover Letter | Provide us with your cover letter |
|---------------------|-----------------------------------|

Exit Save as Draft | Previous Next



Exit Save as Draft | Previous Next

Resume - Step 2 of 7

Applying for: Payroll and Finance Assistant

Current Resume

| Resume | Language |
|--------|----------|
| Resume | English |

Use Different Resume

Current Cover Letter

| Cover Letter | *Cover Letter Title |
|-------------------|---------------------|
| Cover_letter.docx | Cover_letter.docx |

Use Different Cover Letter

Exit Save as Draft | Previous Next

h. Application Step 3 - Preferences

Please select your employment preferences, such as what days and times you are willing to work, when you can begin work, the minimum pay that you require, etc. When finished click **Next**.

Start Resume **Preferences** Qualifications Referrals Self-Identify Review/Submit

Exit Save as Draft | Previous Next

Preferences - Step 3 of 7

Applying for: Payroll and Finance Assistant

Employment Preferences

1. I can start my new job on or after

2. I am looking for the following kind of work

- Regular
- Temporary
- Either

3. I want to work

- Full-Time
- Part-Time
- Either

4. I am willing to travel

- Never or rarely
- Up to 25% of the time
- Up to 50% of the time
- Up to 75% of the time
- Up to 100% of the time

5. I am willing to relocate

- No
- Yes

6. I am available to work the following days of the week

- Monday Tuesday Wednesday Thursday Friday Saturday Sunday

7. I want to work the following shift(s)

Not Applicable
 Day
 Evening
 Night
 Compressed
 Rotating
 Any

8. I want to work
 hours per week

9. I require a minimum pay of

Amount: Currency: Frequency:

10. I would prefer a work location in or around

my first choice
 my second choice

Comments about where I prefer to work:

Exit | Save as Draft | < Previous | **Next >**

i. Application Step 4 - Experience

Use the **Add Work Experience** button to add current and previous work experience. To add current and previous references click the **Add Reference** button. You can also edit by clicking the **edit icons** or delete by clicking the **trash can**. When finished click **Next**.

Start | Resume | Preferences | **Qualifications** | Referrals | Self-Identify | Review/Submit

Experience | Education | Accomplishments | Questionnaire

Exit | Save as Draft | < Previous | **Next >**

Qualifications: Experience - Step 4 of 7

Applying for: Payroll and Finance Assistant

| Work Experience | | | | | |
|-----------------|--------------------------------|------------|----------|------|--------|
| Employer | Job Title | Start Date | End Date | Edit | Delete |
| Ucsb | Employment/ Training Analyst 2 | 04/01/2012 | | | |

Add Work Experience

| References | | | | |
|------------|---------|----------|------|--------|
| Reference | Title | Employer | Edit | Delete |
| Bob Smith | Manager | | | |

Add Reference

Exit | Save as Draft | < Previous | **Next >**

j. Application Step 4 - Education

Enter your education history by clicking the dropdown **Highest Education Level**. You can also **Add Degrees** by clicking the button. When finished click **Next**.

The screenshot shows a progress bar at the top with steps: Start, Resume, Preferences, **Qualifications**, Referrals, Self-Identify, and Review/Submit. Below the progress bar are sub-sections: Experience, Education, Accomplishments, and Questionnaire. The main heading is "Qualifications: Education - Step 4 of 7" with the subtext "Applying for: Payroll and Finance Assistant". The "Education History" section contains a dropdown menu for "Highest Education Level" set to "G-Bachelor's Level Degree". The "Degrees" section has the text "You have not added any degrees to your application." and an "Add Degrees" button. At the bottom right, there are buttons for "Exit", "Save as Draft", "Previous", and "Next".

k. Application Step 4 Questions - Accomplishments

Click **Add Job Training** to add any relevant training you have had in your current or previous jobs. Click **Add Licenses and Certifications** if you have any. When finished click **Next**.

The screenshot shows a progress bar at the top with steps: Start, Resume, Preferences, **Qualifications**, Referrals, Self-Identify, and Review/Submit. Below the progress bar are sub-sections: Experience, Education, Accomplishments, and Questionnaire. The main heading is "Qualifications: Accomplishments - Step 4 of 7" with the subtext "Applying for: Payroll and Finance Assistant". The "Job Training" section has the text "You have not added any training information to your application." and an "Add Job Training" button. The "Licenses and Certifications" section has the text "You have not added any licenses and certifications to your application." and an "Add Licenses and Certifications" button. At the bottom right, there are buttons for "Exit", "Save as Draft", "Previous", and "Next".

l. Application Step 4 - Questions

Answer the required questions by clicking the button and click **Next**.

Start Resume Preferences **Qualifications** Referrals Self-Identify Review/Submit

Experience | Education | Accomplishments | **Questionnaire**

Exit Save as Draft | Previous Next

Qualifications: Questionnaire - Step 4 of 7

Applying for: Payroll and Finance Assistant

Questionnaire (Required)

1. Are you at least 18 years old?
 Yes
 No

2. Are you eligible to work in the US?
 Yes
 No

Exit Save as Draft | Previous **Next**

m. Application Step 5 - Referrals

Click the drop down boxes to answer the question of how you learned about the job you are applying to and click **Next**.

Favorites Main Menu > Recruiting WorkCenter > Recruiting WorkCenter

ORACLE All Search Advanced Search

Start Resume Preferences Qualifications **Referrals** Review/Submit

Exit Save as Draft | Previous Next

Referrals - Step 5 of 6

Applying for: Payroll and Finance Assistant

Referrals

How did you learn of the job? Newspapers

Specific Referral Source SB Independent

Exit Save as Draft | Previous **Next**

n. Application Step 7 Review/Submit


On this page you can review your information, once your application is submitted, you will not be able to edit it. To make changes, click the **edit icons** throughout each section or the previous button to return to earlier pages. You can **Save as Draft**, but remember to return later to My Activities located on your main account page to finish it. When satisfied, click **Submit Application** to apply. The next screen will pop up letting you know that you have successfully applied.

Review/Submit - Step 7 of 7

Applying for: Payroll and Finance Assistant

Review your application and make any changes before submitting.

My Contact Information


Email katherine.abad@hr.ucsb.edu 

Home Phone 805/893-4664


Address UC Santa Barbara, Santa Barbara, CA 93106

Preferred Contact Method Phone

Resume

| Resume | Edit |
|--------------------|-------------------------------------------------------------------------------------|
| Katherine Rae Abad |  |

Cover Letter

| Cover Letter | Cover Letter Title | Edit |
|-------------------|--------------------|-------------------------------------------------------------------------------------|
| Cover_letter.docx | Cover_letter.docx |  |

Preferences

I can start my new job on or after

I am looking for the following kind of work Either

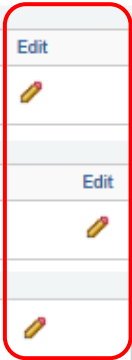

I want to work Full-Time

I am willing to travel Never or rarely


I am willing to relocate No

I am available to work the following days of the week Mon, Tue, Wed, Thu, Fri


I want to work the following shift(s) Day





I want to work the following shift(s) Day
 I want to work 40 hours per week
 I require a minimum pay of 20.00 USD Hour
 I would prefer a work location in or around
 Comments about where I prefer to work


Education History
 Highest Education Level G-Bachelor's Level Degree 


Work Experience


| Employer | Job Title | Start Date | End Date | Edit |
|----------|--------------------------------|------------|----------|-------------------------------------------------------------------------------------|
| Ucsb | Employment/ Training Analyst 2 | 04/01/2012 | |  |


Job Training
 You have not added any training information to your application. 

Degrees
 You have not added any degrees to your application. 

Licenses and Certifications
 You have not added any licenses and certifications to your application. 


References
 You have not added any references to your application. 

Referrals
 How did you learn of the job? 
 Specific Referral Source
 Are you a former employee No

Diversity
 Ethnicity No, I am not Hispanic or Latino. 
 Race White (Not Specified)

Exit Save as Draft **Previous** **Submit Application**

Application Confirmation

 **Your job application has been successfully submitted.**

You have applied for the following job(s):

Jobs Applied For

| Job Title | Job ID | Location | Job Posting Date | Application Date |
|-------------------------------|--------|-------------|------------------|------------------|
| Payroll and Finance Assistant | 4672 | UCSB Campus | 04/20/2020 | 05/20/2020 |

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.

[Return to Job Search](#) [View Submitted Application](#)

o. Checking your applicant status

Once logged back in, click on **My Activities** at the top of the page to view your application status.

Job Search

Job Search | My Notifications **7** | My Activities | My Favorite Jobs | My Saved Searches | My Account Information

Signed In as Frank | Sign Out

Filter by

Keywords Search Tips

Recruiting Location
UCSB Campus (6)

Search

Reset Search

Save Search

More Options

UC SANTA BARBARA

My Activities

Job Search | My Notifications | **My Activities** | My Favorite Jobs | My Saved Searches | My Account Information

Signed In as Jane | Sign Out

Display applications from

Applications

| Job Title | Job ID | Location | Status | Date Created | Date Submitted | Withdraw Application |
|--------------|--------|--------------|---------------|-------------------|----------------|-----------------------------------------|
| Front Office | 4616 | Ellison Hall | Not Submitted | 05/11/2020 8:46PM | | <input type="button" value="Withdraw"/> |

Resumes

You do not have any saved resumes.

Cover Letters and Attachments

You have not added any attachments.

[Return to Previous Page](#)

[Job Search](#) | [My Notifications](#) | **[My Activities](#)** | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#)