This document acts a hub to guide you to a variety of beneficial resources for the fall hiring season.

**Need Help?**

- Confused about how to complete the mass hire template?  
  Email: massprocessing@ucop.edu

- Need guidance on which Smart HR template to use for your hiring situation?  
  Create a Case with CRU.

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**Resources**

1. **Mass Hire:**  
   Are you hiring at least 50 employees and want an efficient way to enter them into UCPath?  
   You can use the Mass Hire template! There will be a new template beginning October 1 so be sure to use the latest version.

2. **Resolving FLSA Conflicts for Concurrent Hires:**  
   Are you hiring an employee who has an existing position with a conflicting FLSA status?  
   For example, the position you are hiring the employee into is non-exempt but their current position is exempt? This CRU Job Aid is for you!

3. **Short Work Break Series:**  
   Do you have student employees who are coming back to work and need to be returned from a Short Work Break? This is the video series for you!

4. **Job End Dates:**  
   Do you fill in a job end date? Should you fill in a job end date? This video will provide some insight into the Job End Date field!

5. **Academic to Staff/Staff to Academic:**  
   Are you processing a transaction for an employee who is changing from an Academic title to a Staff title (or vice versa)?

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Tip! Click the icon while pressing the “CTRL” key to open the resource in a new tab!