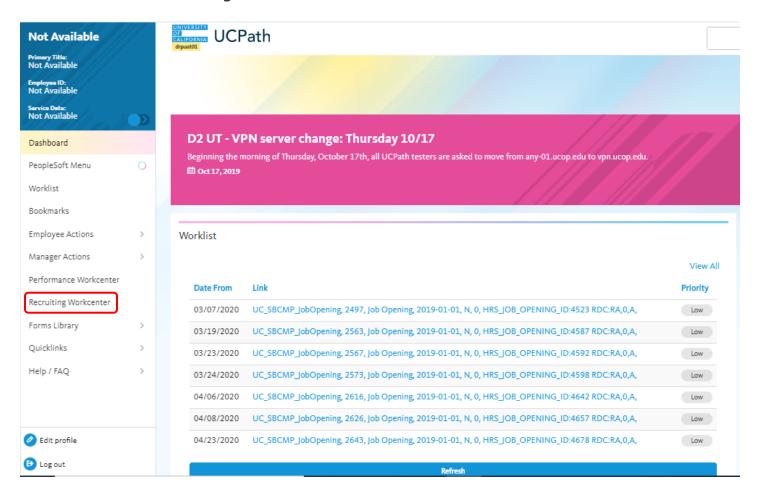# How to apply as an Internal Applicant (*active UC Santa Barbara employee*)
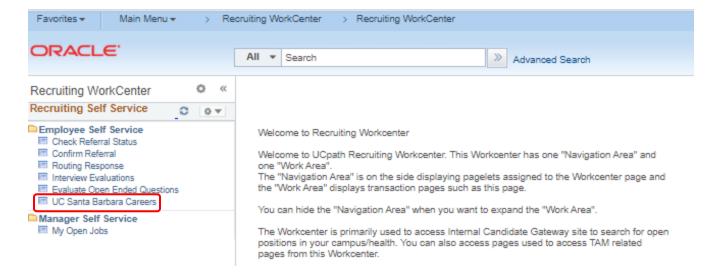
If you are an active UC Santa Barbara employee, you do not need to create a profile, simply log into UCPath.

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

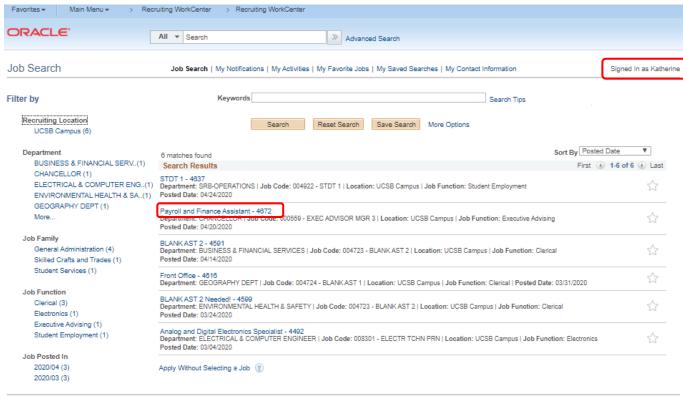**b.** On the left side click **UC Santa Barbara Careers**

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).

UC SANTA BARBARA

Job Description

◀ 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	Email to Friend

Job Description

◀ Previous Job   Next Job ▶

Job Details

Job Title Front Office   Job ID 4616

Location UCSB Campus

Favorite Job ☆

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Apply   Email to Friend

Return to Previous Page   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.
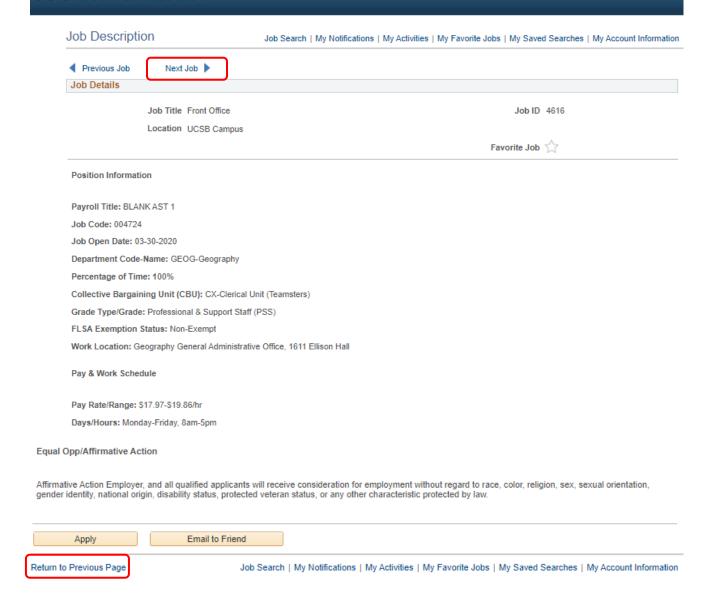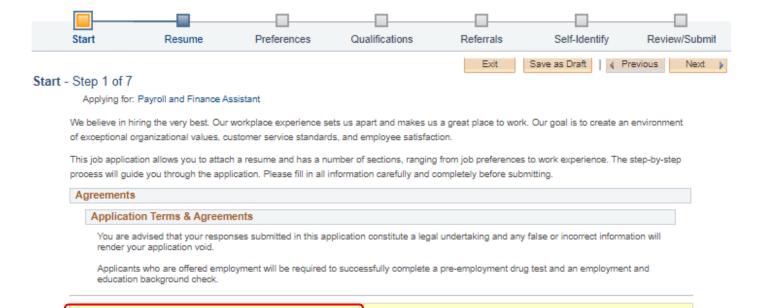
Apply	Email to Friend

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**.

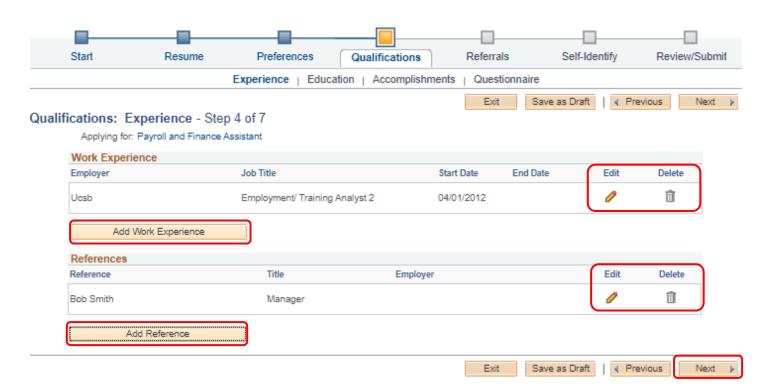| Start	Resume	Preferences	Qualifications	Referrals	Self-Identify	Review/Submit

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

[40] hours per week

9. I require a minimum pay of

Amount	Currency	Frequency
[20]	USD - US Dollar ▼	Hourly ▼

10. I would prefer a work location in or around

[▼] my first choice

[▼] my second choice

Comments about where I prefer to work:

[   ]
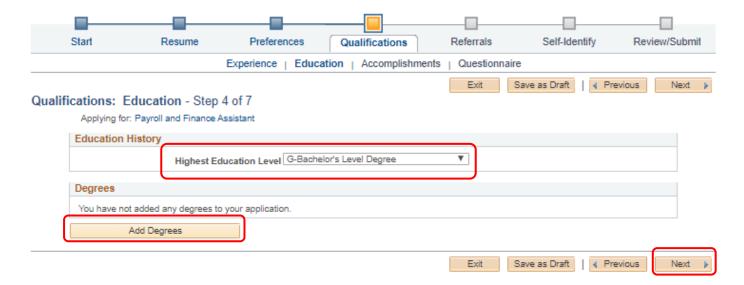
Exit | Save as Draft | ◄ Previous | Next ►

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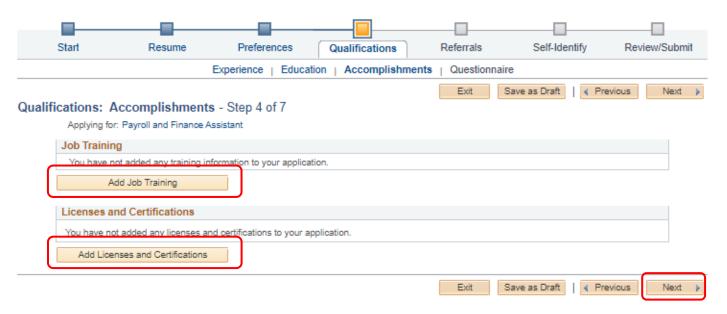
Start	Resume	Preferences	Qualifications	Referrals	Self-Identify	Review/Submit

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 ►

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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**.
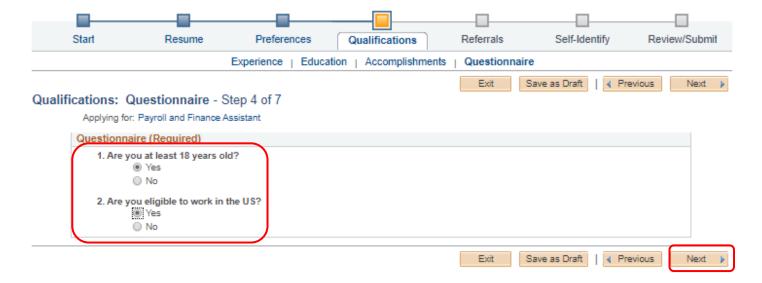
k. Application Step 4 Questions - Accomplishments
Click **Add Job Training** to add any relevant training you have had in your current or previous jobs. Click **Add Licenses and Certifications** if you have any. When finished click **Next**.
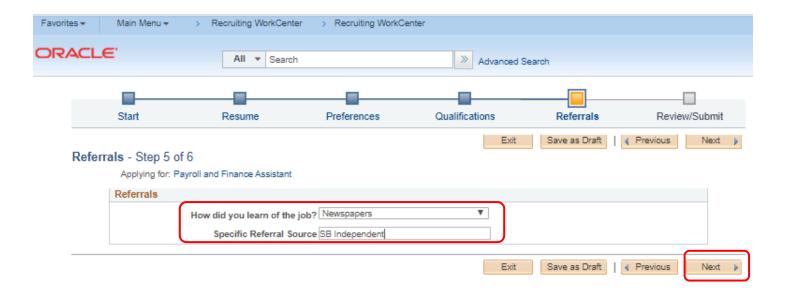

l. Application Step 4 - Questions
Answer the required questions by clicking the button and click **Next**.

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**.

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.

Exit | Save as Draft | ◀ Previous | Submit Application

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   [Search] [Reset Search] [Save Search]   More Options
UCSB Campus (6)

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 [All Applications ▼]

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		[Withdraw]

Resumes

You do not have any saved resumes.

Cover Letters and Attachments

You have not added any attachments.

[Add Attachment]

Return to Previous Page   Job Search | My Notifications | **My Activities** | My Favorite Jobs | My Saved Searches | My Account Information