



# Covered Services Guide

Steps on how to begin and complete the Concept Approval Process through the HRMS Contracting Out Process

# Concept Approval Guidelines

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Concept Approval is **required** for all Human Resource Management System (HRMS) requests for Covered Services\*.

1. Please begin at the Human Resources home page <https://hr.ucr.edu/>
2. Click on HR Service Request [outlined in green]



## Human Resources

UCR Central Human Resources (HR) provides HR leadership and expertise to create and support a high performing, inclusive workplace which advance UCR's mission and strategic objectives. Our mission of teaching research, public service, and patient care in our community is what matters most.

HR is the benchmark in higher education for visionary and innovative HR strategies and exemplary service delivery.



**\*Exception is for emergency requests ONLY. For emergency requests, you still need to notify [coveredservices@ucr.edu](mailto:coveredservices@ucr.edu) for instructions on how to proceed to HRMS.**

3. Click on “Submit a Request [outlined in green]”
  - a. Instructions on how to fill out the form are provided on the tab labeled Covered Services [outlined in yellow]

The HR Service Request Portal is an online ticketing system used by Human Resources to provide customer support. UCR faculty and staff can use the service to submit a request for the topics below. To review directions on how to submit a request, please click on the links:

4. Click on HR Covered Services [outlined in green]

# Concept Approval Online Form (also known as a SNOW ticket)

5. Your information will be prepopulated except for “\*Subtype:” Choose “Concept Approval”

The screenshot shows the 'HR Covered Services' form. The title is 'HR Covered Services' with a subtitle 'To submit requests for Policy & Strategic Initiatives: Covered Services'. The form contains several input fields: 'Requestor (If requesting on behalf of another person, please enter name of individual here)' with the value 'Susan Uyemura'; 'Employee ID' with '10716656'; 'First Name' with 'Susan'; 'Email' with 'susan.uyemura@ucr.edu'; 'Work Phone' (empty); 'NetID:' with 'susanu'; 'Last Name' with 'Uyemura'; and 'Department' with 'D01103'. A dropdown menu for 'Subtype' is open, showing options: '-- None --', 'Concept Approval' (highlighted with a green box), and '-- None --'. Below the dropdown is a red asterisk and the label '\* Priority'.

6. Please choose the level of priority.

7. Provide the following information:

- a. Date of Service (when do you need this service to begin)
- b. Type of Service Requested (custodial, laborer, etc.)
- c. Name of the Vendor
- d. Attach the estimate or quote from the vendor
- e. Attach the email communication from the department that would normally provide the service explaining why they cannot provide the service.

The screenshot shows the bottom portion of the form. The 'Sub type:' dropdown is set to 'Concept Approval'. The '\* Priority' dropdown is set to 'Critical'. Below these is a large text area titled 'Additional Information' which is highlighted with a green border. The text area contains the following prompts: 'Date of Services Requested:', 'Service Requested: (custodial, clerical...)', 'Name of Vendor:', '-- Estimate/Quote attached', and '-- Email communication from the department that would normally provide the service explaining why they cannot provide the service / justification on why we need to contract out'. A red dot is visible at the end of the last line. At the bottom right of the form is a blue 'Submit' button.

8. Click submit

## Final Approval

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9. The requestor should receive a copy of this request [sample below]
  - a. **PDF this receipt** as proof you have Concept Approval.
  - b. The requestor will receive instructions on how to begin the HRMS Approval Process.



Request completed. Thank you for submitting your request to Central Human Resources.

Your requested item RITM0285863 has been completed.

Thank you.





# HRMS Step-by-Step Guide

HRMS Contracting Out Process

## HRMS Contracting Out Process

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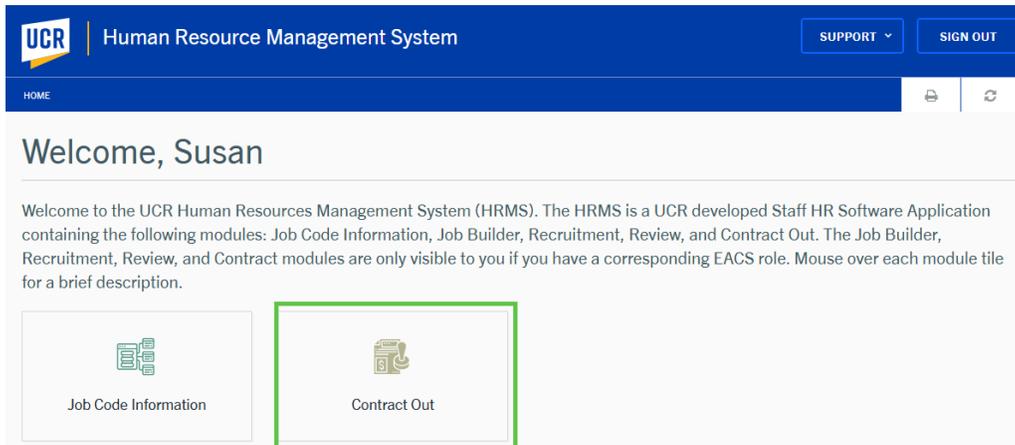
HRMS Request (WIP) is required for any department to hire and work with any outside vendor. This request must be completed before the event or hiring outside help. If you have any questions, email [coveredservices@ucr.edu](mailto:coveredservices@ucr.edu).

# Initiate Contracting Out HRMS Request

1. To submit a Contracting Out HRMS Request\*\*, please go to this site:

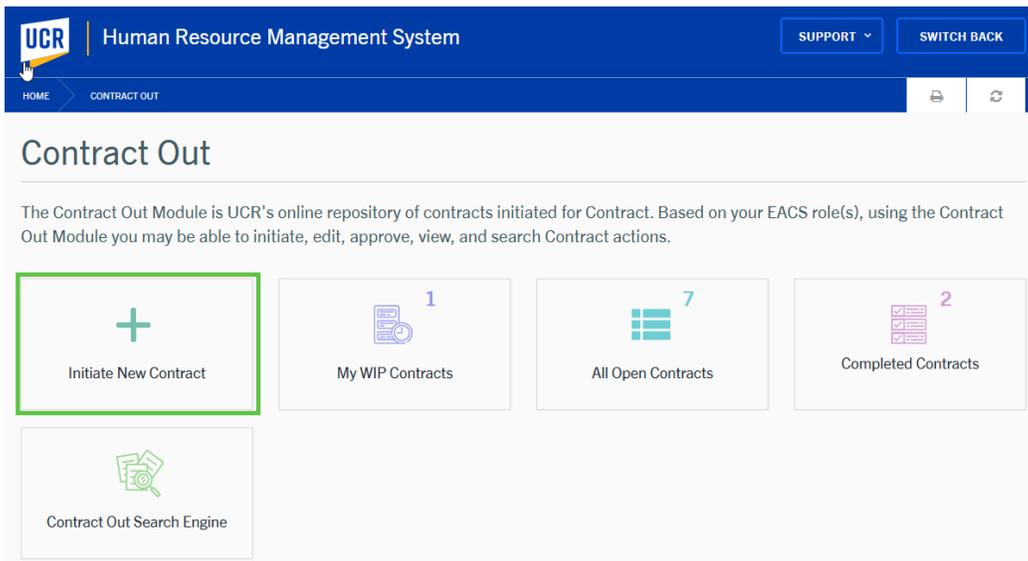
<https://hrms.ucr.edu/app/home>

2. Select **Contract Out**

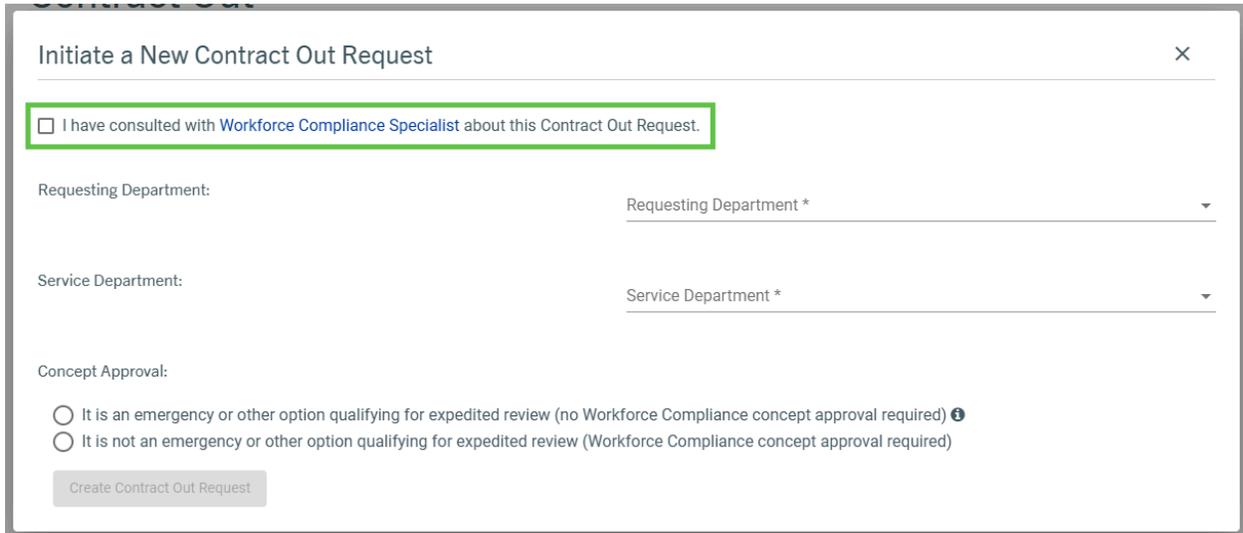


\*\*Before any department submits an HRMS (Human Resource Management System) request, Concept Approval is **required** for all Covered Services. If you have not received Concept Approval from Central Human Resources, please do not submit a request.

3. Initiate New Contract



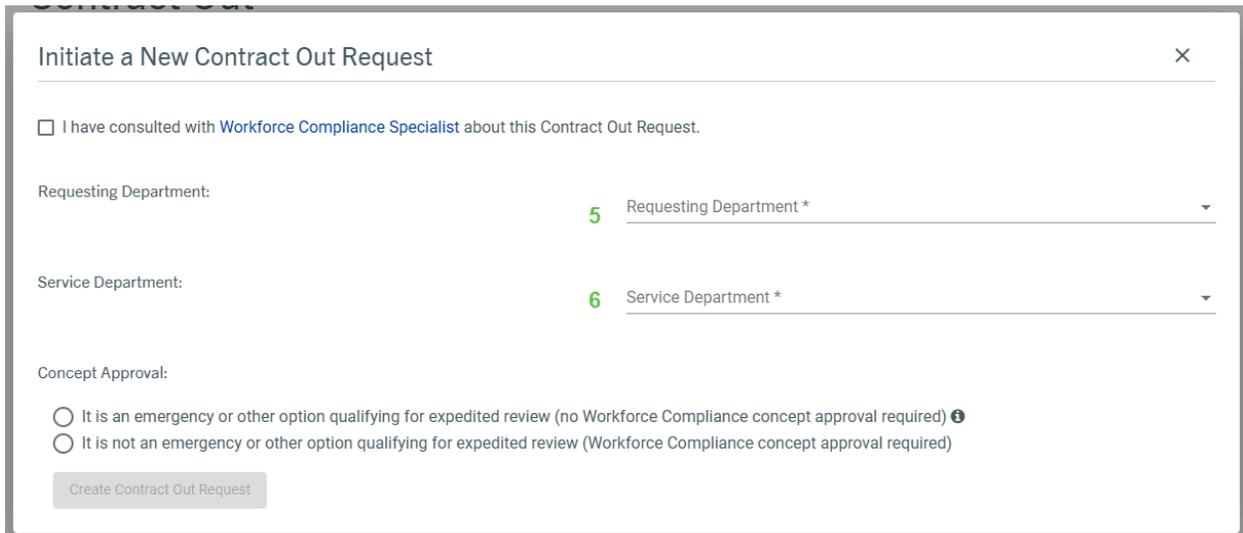
4. First, check the box “*I have consulted with Workforce Compliance Specialist about this Contract Out Request.*” Checking this box means you have **completed Concept Approval** and should have a **RITM ticket number**. (see #8)



The screenshot shows a web form titled "Initiate a New Contract Out Request" with a close button (X) in the top right corner. The form contains the following elements:

- A checkbox labeled "I have consulted with Workforce Compliance Specialist about this Contract Out Request." which is highlighted with a green border.
- A "Requesting Department:" label followed by a dropdown menu labeled "Requesting Department \*".
- A "Service Department:" label followed by a dropdown menu labeled "Service Department \*".
- A "Concept Approval:" section with two radio button options:
  - It is an emergency or other option qualifying for expedited review (no Workforce Compliance concept approval required) ⓘ
  - It is not an emergency or other option qualifying for expedited review (Workforce Compliance concept approval required)
- A "Create Contract Out Request" button at the bottom.

5. Requesting Department: The requestor who is initiating this request selects their department.
6. Service Department: The department that would normally provide the service.



This screenshot is identical to the one above, but with green numbers indicating the selection steps:

- A green "5" is placed to the left of the "Requesting Department \*" dropdown menu.
- A green "6" is placed to the left of the "Service Department \*" dropdown menu.

# Emergency HRMS Request

Emergency request if the event will occur within less than 7 days and **does not require** Concept Approval. The requestor will need to provide a justification statement as to why this request is an emergency. [sample text provided in green outline] and **communicate** with the Workforce Specialist at [coveredservices@ucr.edu](mailto:coveredservices@ucr.edu)

This is reserved for unique situations and should not be a common request.

Initiate a New Contract Out Request ✕

I have consulted with [Workforce Compliance Specialist](#) about this Contract Out Request.

Requesting Department: Requesting Department \*  
D01039 ( School of Business Admin Ops )

Service Department: Service Department \*  
D01123 (Security Services)

Concept Approval:

- It is an emergency or other option qualifying for expedited review (no Workforce Compliance concept approval required) ⓘ
- It is not an emergency or other option qualifying for expedited review (Workforce Compliance concept approval required)

Enter Emergency Justification Notes:

This event will occur within 7 days and we do not have the personnel to cover our event.



912 characters remaining

Create Contract Out Request

- Normal requests require the HR Service Request Ticket (RITM Ticket number, same as Concept Approval - sample provided see #8)

Initiate a New Contract Out Request ×

Service Department:

Service Department \*  
D01123 (Security Services)

Concept Approval:

- It is an emergency or other option qualifying for expedited review (no Workforce Compliance concept approval required) ⓘ
- It is not an emergency or other option qualifying for expedited review (Workforce Compliance concept approval required)

Pre approval Attachment

Uploaded Pre approval attachment 



Enter Pre approval Comment:

The RITM #0282294 attached and explains why this request is necessary.

1

3929 characters remaining

Create Contract Out Request

- Sample of **Concept Approval Ticket**. RITM Ticket # is in green. Please include this number in the purchase order.

Request RITM0284564 has been Completed

IT Service Desk <ucrsupport@service-now.com>

To: [Redacted]

**HUMAN RESOURCES TICKETING SYSTEM** 

Request completed. Thank you for submitting your request to Central Human Resources.  
Your requested item, **RITM0284564** has been completed.

Thank you.

 **E** Employee Success, Well-being & Retention  **T** Technology Enhancements  **H** Human Capital Investment & Succession Planning  **O** Operational Agility and Business Continuity  **S** Service, Stability, Sustainability

Ref:MSG8576350

Reply Reply all Forward

## REQUESTOR RESPONSIBILITIES

1. Once the requestor initiates the HRMS request, the screen will change to below. Everything in red must be addressed before the requestor can submit the request. The text in parentheses describes which tab to enter the required information.

The screenshot shows the 'Contract Out' page in the HRMS system. The breadcrumb navigation at the top includes 'HOME', 'CONTRACT OUT', 'MY WIP CONTRACTS', and 'CONTRACT OUT'. The page title is 'Contract Out'. There are three buttons: 'Update Service Department', 'Cancel Contract Out', and 'Back'. The contract ID is 24885570, the requesting department is D01039 - School of Business Admin Ops, and the service department is D01123 - Security Services.

A red error message box states: "The contract out is missing some required information. The following fields must be completed before the contract out can be completed." Below this message is a 'Click to Collapse' link and a list of 13 required fields:

- **User Certification:** must be acknowledged. This field is ALSO required in order to have any routing options available under "Contract Out Action Options" on the "Review & Submit" tab (Contract Out Certification Tab)
- **Are you/staff affiliated with the supplier:** must be selected (Supplier Information Tab)
- **Supplier Information:** must be entered (Supplier Information Tab)
- **Service Description:** must be selected (Service Information Tab)
- **Is the work site 10+ miles from Main UCR Campus or UCR property:** must be selected (Service Information Tab)
- **Service Site:** must be selected (Service Information Tab)
- **Service Building:** must be selected (Service Information Tab)
- **Required Term of Service Begin Date:** must be selected (Service Information Tab)
- **Required Term of Service End Date:** must be selected (Service Information Tab)
- **This is a new service or extension to existing service:** must be selected (Service Information Tab)
- **Dollar Value of service quoted by supplier:** must be selected (Service Information Tab)
- **Annual Estimated Dollar Value of service quoted by supplier:** must be selected (Service Information Tab)
- **At least one Supplier Pricing:** must be entered (Service Information Tab)
- **Contract Out Request for Quote:** must be uploaded (Contract Out Attachments Tab)

At the bottom of the page, there is a 'Next Section >' button and a 'History' button with a circular arrow icon. A progress bar at the bottom shows the following steps: Requesting Department Coordinator (checked), Service Department Coordinator, HR Compensation Analyst, Department CAO/CFAO, Department Chair/Head/Dean, Workforce Compliance, HR Talent Acquisition, Central HR (AVC), Planning and Budget (VC), and Procurement.

a. **User Certification.** Please check this box. Once you click this box, the notification in the red box will disappear. This action is required at all approval levels.

CONTRACT OUT CERTIFICATION

JUSTIFICATION

SUPPLIER INFORMATION

SERVICE INFORMATION

SERVICE DEPARTMENT RESPONSE

WAGE PARITY

PROCUREMENT

CONTRACT OUT ATTACHMENTS

CONTRACT OUT COMMENTS

REVIEW & SUBMIT

### Contract Out Certification

I understand and certify the information entered meets the criteria for Contracting Out.

Next Section >

b. **Are you/staff affiliated with the supplier?** Once you click this box, this notification in the red box will disappear.

c. **Supplier Information.** Use the blue box to select the vendor. If the vendor is not in the system, you can manually enter the data.

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REVIEW & SUBMIT

### Supplier Information

Are you/staff affiliated with the supplier?  Yes  No

Supplier

Enter Manually

Supplier Name

Supplier Email

Supplier Representative

Supplier Phone Number

## 2. Service Information.

The contract out is missing some required information. The following fields must be completed before the contract out can be completed.

Click to Collapse

- **User Certification:** must be acknowledged. This field is ALSO required in order to have any routing options available under "Contract Out Action Options" on the "Review & Submit" tab (Contract Out Certification Tab)
- **Are you/staff affiliated with the supplier:** must be selected (Supplier Information Tab)
- **Supplier Information:** must be entered (Supplier Information Tab)
- **Service Description:** must be selected (Service Information Tab)
- **Is the work site 10+ miles from Main UCR Campus or UCR property:** must be selected (Service Information Tab)
- **Service Site:** must be selected (Service Information Tab)
- **Service Building:** must be selected (Service Information Tab)
- **Required Term of Service Begin Date:** must be selected (Service Information Tab)
- **Required Term of Service End Date:** must be selected (Service Information Tab)
- **This is a new service or extension to existing service:** must be selected (Service Information Tab)
- **Dollar Value of service quoted by supplier:** must be selected (Service Information Tab)
- **Annual Estimated Dollar Value of service quoted by supplier:** must be selected (Service Information Tab)
- **At least one Supplier Pricing:** must be entered (Service Information Tab)
- **Contract Out Request for Quote:** must be uploaded (Contract Out Attachments Tab)

The information for this tab can be found on the estimate provided by the vendor.

 CONTRACT OUT CERTIFICATION

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 SUPPLIER INFORMATION

 SERVICE INFORMATION

 SERVICE DEPARTMENT RESPONSE

 WAGE PARITY

 PROCUREMENT

 CONTRACT OUT ATTACHMENTS

 CONTRACT OUT COMMENTS

 REVIEW & SUBMIT

### Service Information

**Service Description:**

Describe the service being provided and the specific work duties being performed by each of the people (supplier posi...

4000 characters remaining

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**Is the work site 10+ miles from Main UCR Campus or UCR property:**  Yes  No

**Service Site** **Service Building**

**Requested Term of Service:**

Enter Begin Date (MM/DD/YYYY)

Enter End Date (MM/DD/YYYY)

- Input the information for the contracted employees [example: 5 individuals, 10 hours each, \$35.09 (wage parity rate); Security Guard–Click Add.

This is a new service or extension to existing service?:  New  Extension

Dollar Value of service quoted by supplier:

Annual Estimated Dollar Value of service quoted by supplier:

### Supplier Pricing

Vendor Head Count	Estimated Hours (Per Vendor Head Count)	Estimated Supplier Hourly Rate (Per Vendor Head Count)	Supplier Position Title	Actions
				<input type="button" value="Add"/>

### Add Supplier Pricing ✕

Vendor Head Count  
Enter vendor head count here \*

Estimated Hours (Per Vendor Head Count)  
Enter estimated hours (per vendor head count) here \*

Estimated Supplier Hourly Rate (Per Vendor Head Count)  
Enter estimated supplier hourly rate (per vendor head count) here \*

Supplier Position Title  
Enter supplier position title here \*

- This tab is for all the attachments: Concept Approval, Estimate provided by the Vendor, and email from the service department explaining why they cannot provide this service.

HOME > CONTRACT OUT > MY WIP CONTRACTS > CONTRACT OUT

## Contract Out

Contract ID: 24885570 | Requesting Department: D01039 - School of Business Admin Ops | Service Department: D01123 - Security Services

[Update Service Department](#) [Cancel Contract Out](#) [Back](#)

**The contract out is missing some required information. The following fields must be completed before the contract out can be completed.**

Click to Collapse

- User Certification:** must be acknowledged. This field is ALSO required in order to have any routing options available under "Contract Out Action Options" on the "Review & Submit" tab (Contract Out Certification Tab)
- Are you/staff affiliated with the supplier:** must be selected (Supplier Information Tab)
- Supplier Information:** must be entered (Supplier Information Tab)
- Service Description:** must be selected (Service Information Tab)
- Is the work site 10+ miles from Main UCR Campus or UCR property:** must be selected (Service Information Tab)
- Service Site:** must be selected (Service Information Tab)
- Service Building:** must be selected (Service Information Tab)
- Required Term of Service Begin Date:** must be selected (Service Information Tab)
- Required Term of Service End Date:** must be selected (Service Information Tab)
- This is a new service or extension to existing service:** must be selected (Service Information Tab)
- Dollar Value of service quoted by supplier:** must be selected (Service Information Tab)
- Annual Estimated Dollar Value of service quoted by supplier:** must be selected (Service Information Tab)
- At least one Supplier Pricing:** must be entered (Service Information Tab)
- Contract Out Request for Quote:** must be uploaded (Contract Out Attachments Tab)

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**CONTRACT OUT ATTACHMENTS**

CONTRACT OUT COMMENTS

REVIEW & SUBMIT

### Contract Out Attachments

Maximum size per file is 10MB

Drop a single file to upload.  
(or click)

Uploaded Attachments

File	Type	Attachment Title	Uploaded By	Date Uploaded	Comments	Action
Walking on Sunshine.png	Other	Email from Service Department		11/26/24 02:04 PM		
FoodTruck.jpg	Request For Quote	Estimate Provided by Vendor		11/26/24 02:04 PM		
Approved.png	Concept Approval	Approved		11/26/24 02:03 PM		

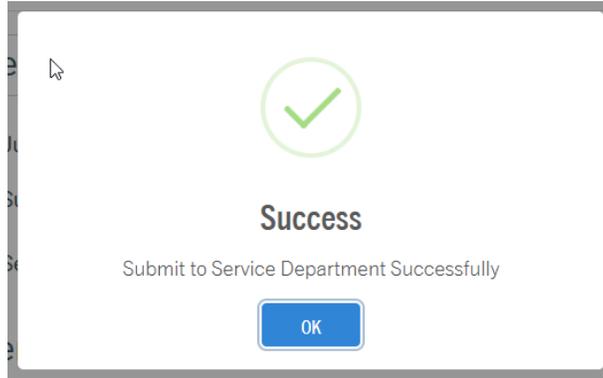
[Previous Section](#) [Next Section](#)

- If everything has been answered, the red box will be gone, and the requestor can submit the HRMS request.

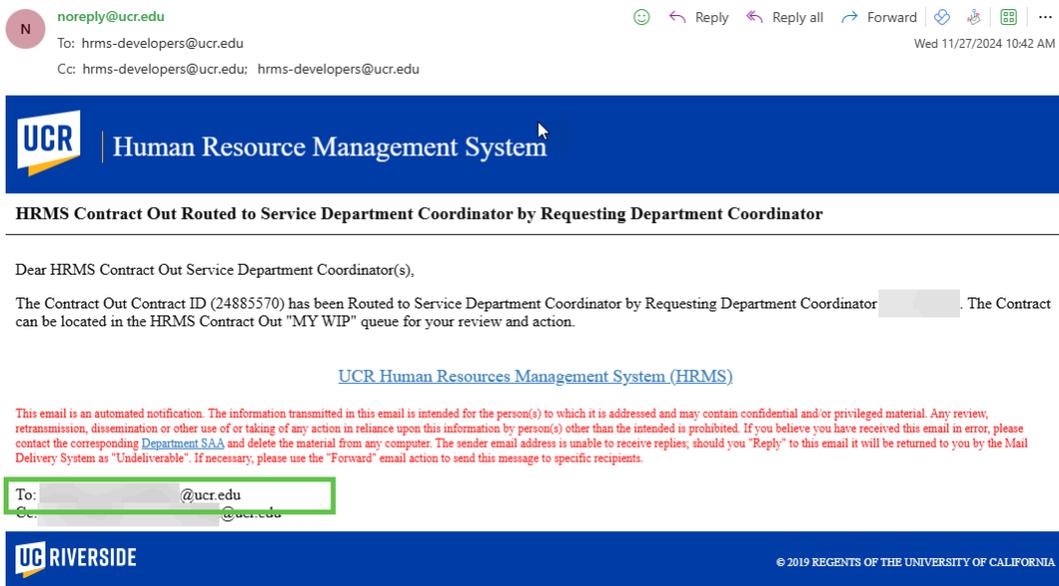
- a. **Check out the Contract Out option.** This option is used when the requestor has a question and is pausing the request. The requestor can “assign” this request to a specific person.

6. Once you click “Submit to Service Department,” you will see this image. I would add a brief comment to the next person in the cue so they understand the request.

7. Once the requestor types in a short response and clicks “Submit,” the requestor will see this image showing that the HRMS request is now in process.



8. The requestor will receive an email within minutes.



## Service Department Coordinator

The HRMS request (also known as a WIP) is now in the Service Department Cue. The Service Department will have its tasks in the red box. All of these tasks must be completed before the Service Department can submit to the HR Compensation Analyst.

- User Certification.** Please check this box. Once you click this box, the notification in the red box will disappear.

**Contract Out** Back

Contract ID: 24885570 | Requesting Department: D01039 - School of Business Admin Ops | Service Department: D01123 - Security Services

**The contract out is missing some required information. The following fields must be completed before the contract out can be completed.**

Click to Collapse

- User Certification:** must be acknowledged. This field is ALSO required in order to have any routing options available under "Contract Out Action Options" on the "Review & Submit" tab (Contract Out Certification Tab)
- Are the described services available on the local campus service department: must be selected (Service Department Response Tab)
- Can the described services be performed within the required period of time by the local service department: must be selected (Service Department Response Tab)
- Service Department Manager Response: must be entered (Service Department Response Tab)

Next Section >

History

Requesting Department Coordinator | **Service Department Coordinator** | HR Compensation Analyst | Department CAO/CAFO | Department Chair/Head/Dean | Workforce Compliance | HR Talent Acquisition | Central HR (AVC) | Planning and Budget (VC) | Procurement

**CONTRACT OUT CERTIFICATION** | JUSTIFICATION | SUPPLIER INFORMATION

### Contract Out Certification

understand and certify the information entered meets the criteria for Contracting Out.

- If there are any issues or comments, the red arrow points to where the Service Department Coordinator *can add comments*. It is not required.

**Contract Out** Back

Contract ID: 24885570 | Requesting Department: D01039 - School of Business Admin Ops | Service Department: D01123 - Security Services

Previous Section | Next Section >

Requesting Department Coordinator | **Service Department Coordinator** | HR Compensation Analyst | Department CAO/CAFO | Department Chair/Head/Dean | Workforce Compliance | HR Talent Acquisition | Central HR (AVC) | Planning and Budget (VC) | Procurement

History

**CONTRACT OUT CERTIFICATION** | JUSTIFICATION | SUPPLIER INFORMATION | SERVICE INFORMATION | **SERVICE DEPARTMENT RESPONSE** | WAGE PARITY | PROCUREMENT | CONTRACT OUT ATTACHMENTS | CONTRACT OUT COMMENTS | **REVIEW & SUBMIT**

### Service Department Response

Are the described services available on the local campus service department?  Yes  No

Can the described services be performed within the required period of time by the local service department?  Yes  No

**Service Department Manager Response: (Please explain your response)**

Enter service department manager response here

Please see attached communication from the Service Department stating they are unable to provide personnel on the dates needed.

3873 characters remaining

Previous Section | Next Section >

11. Notice the Service Department Coordinator has different options than the Requestor in the review and submit box.

- a. **Check out the Contract Out option.** This option is used when the coordinator has a question and is pausing the request. The coordinator can “assign” this request to a specific person.
- b. **Return Contract Out Request to Requesting Department.** This means the service coordinator is denying this request or has serious issues with this request.
- c. **Accept Contract Out Request.** This action will move the request to the next person.

**Contract Out**

Contract ID: 24885570 | Requesting Department: D01039 - School of Business Admin Ops | Service Department: D01123 - Security Services

Requesting Department Coordinator | **Service Department Coordinator** | HR Compensation Analyst | Department CAO/CFAD | Department Chair/Head/Dean | Workforce Compliance | HR Talent Acquisition | Central HR (AVC) | Planning Budget (0)

Contract Out Action Options

- Check Out Contract Out
- Return Contract Out Request to Requesting Department
- Accept Contract Out Request

**Review & Submit**

- Justification
- Supplier Information
- Service Information

**Service Information**

**Service Description:**  
Describe the service being provided and the specific work duties being performed by each of the people (supplier position titles) providing the service.  
We need security services during the Regents Meeting held on our campus, October 1- October 3, 2024.

3900 characters remaining

Is the work site 10+ miles from Main UCR Campus or UCR  Yes  No

12. Once you click “Accept Contract Out Request,” you will see this image. The next stage is for Wage Parity. The estimate provided should provide the Wage Parity.

Accept Contract Out Request

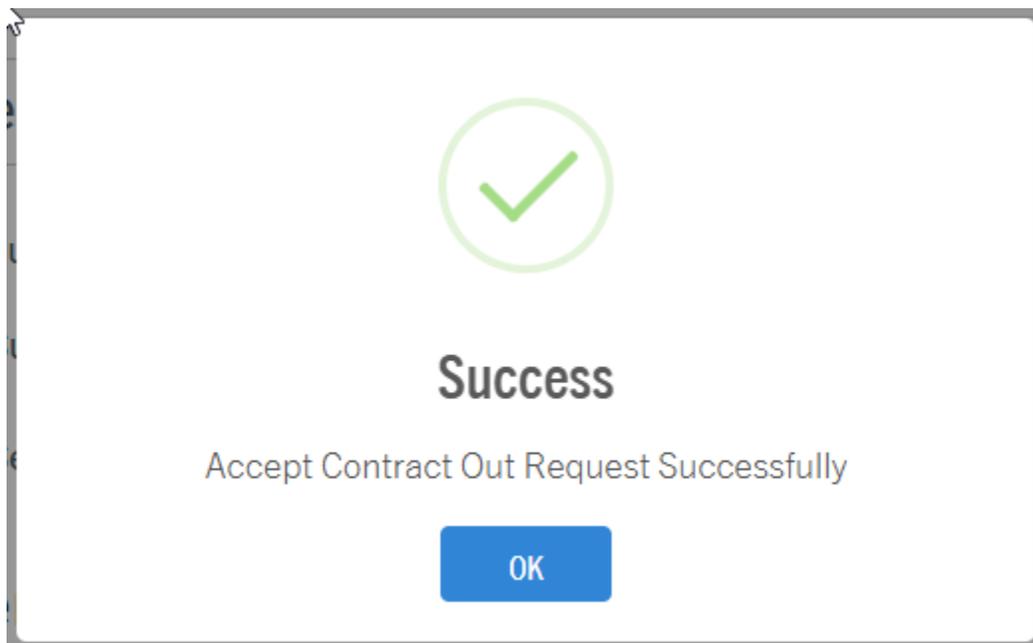
Comments \*

We agree we cannot provide these services. Please proceed with the HRMS request.

3420 characters remaining

Accept Contract Out Request Close

13. Once the coordinator types in a short response and clicks “Submit,” the coordinator will see this image showing that the HRMS request is now in process.



14. The Service Department Coordinator (along with the requestor) will receive this email.

 noreply@ucr.edu  
To: hrms-developers@ucr.edu; hrms-developers@ucr.edu; hrms-developers@ucr.edu  
Cc: hrms-developers@ucr.edu; hrms-developers@ucr.edu  
Wed 11/27/2024 4:30 PM

 Human Resource Management System

**HRMS Contract Out Accepted by Service Department Coordinator**

Dear HRMS Contract Out HR Compensation Analyst(s),  
The Contract Out Contract ID (24885570) has been Accepted by Service Department Coordinator Sumita Roy Chowdhury. The Contract can be located in the HRMS Contract Out "MY WIP" queue for your review and action.

[UCR Human Resources Management System \(HRMS\)](#)

This email is an automated notification. The information transmitted in this email is intended for the person(s) to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of or taking of any action in reliance upon this information by person(s) other than the intended is prohibited. If you believe you have received this email in error, please contact the corresponding [Department SAA](#) and delete the material from any computer. The sender email address is unable to receive replies; should you "Reply" to this email it will be returned to you by the Mail Delivery System as "Undeliverable". If necessary, please use the "Forward" email action to send this message to specific recipients.

To: @ucr.edu; @ucr.edu; @ucr.edu  
Cc:

## HR Compensation Analyst

The focus of the HR Compensation Analyst is to verify that the vendor has met the Wage Parity Benefit (WPB). The HRMS request (also known as a WIP) is now in the HR Compensation Cue.

15. **User Certification.** Please check this box. Once you click this box, the notification in the red box will disappear.

**Contract Out** Back

Contract ID: 24885570 | Requesting Department: D01039 - School of Business Admin Ops | Service Department: D01123 - Security Services

The contract out is missing some required information. The following fields must be completed before the contract out can be completed.

Click to Collapse

**User Certification:** must be acknowledged. This field is ALSO required in order to have any routing options available under "Contract Out Action Options" on the "Review & Submit" tab (Contract Out Certification Tab)

HR Compensation Analyst Job Code: must be selected (Wage Parity Tab)

Next Section >

Requesting Department Coordinator

Service Department Coordinator

**HR Compensation Analyst**

Department CAO/CAFO

Department Chair/Head/Dean

Workforce Compliance

HR Talent Acquisition

Central HR (AVC)

Planning and Budget (VC)

Procurement

History

**CONTRACT OUT CERTIFICATION**

JUSTIFICATION

SUPPLIER INFORMATION

SERVICE INFORMATION

### Contract Out Certification

understand and certify the information entered meets the criteria for Contracting Out.

Next Section >

16. **Wage Parity Tab.** The HR Compensation Analyst is responsible for selecting the correct job and matching the wages to ensure wage benefit parity.

**Contract Out** Back

Contract ID: 24885570 | Requesting Department: D01039 - School of Business Admin Ops | Service Department: D01123 - Security Services

Requesting Department Coordinator

Service Department Coordinator

**HR Compensation Analyst**

Department CAO/CAFO

Department Chair/Head/Dean

Workforce Compliance

HR Talent Acquisition

Central HR (AVC)

Planning and Budget (VC)

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### Wage Parity

**Requesting Department**

Vendor Head Count	Estimated Hours (Per Vendor Head Count)	Estimated Supplier Hourly Rate (Per Vendor Head Count)	Supplier Position Title
5	10	\$35.09	Security Guard

**HR Compensation Analyst**

Supplier Position Title	Job Code	Job Code Description	Parity Hourly Rate	Total Cost
Security Guard	Choose a Job Code 005327	SCRTY GUARD	\$31.34	\$1,754.50
<b>Grand Total</b>				\$1,754.50

Previous Section < Next Section >

16. Notice the HR Compensation Analyst has the same options as the coordinator in the review and submit box.

- a. **Check out the Contract Out option.** This option is used when the coordinator has a question and is pausing the request. The coordinator can “assign” this request to a specific person.
- b. **Return Contract Out Request to Requesting Department.** This means the service coordinator is denying this request or has serious issues with this request.
- c. **Accept Wage Parity.** This action will move the request to the next person.

**\*\* Emergency Request.** If this request is an emergency request, this request will automatically skip CAO/CFAO and Department Chair/Head/Dean [outlined in blue] and go to the Workforce Compliance [outlined in yellow].

**Contract Out** Back

Contract ID: 24885570 | Requesting Department: D01039 - School of Business Admin Ops | Service Department: D01123 - Security Services

← Previous Section | Contract Out Action Options ▾

Requesting Department Coordinator | Service Department Coordinator | **HR Compensation Analyst** | Department CAO/CFAO | Department Chair/Head/Dean | **Workforce Compliance** | HR Talent Acquisition | Central HR (AVC) | Planning Budget

Contract Out Action Options:

- Check Out Contract Out
- Return Contract Out Request to Requesting Department
- Approve Wage Parity

**REVIEW & SUBMIT**

### Review & Submit

- Justification
- Supplier Information
- Service Information

### Service Information

**Service Description:**  
Describe the service being provided and the specific work duties being performed by each of the people (supplier position titles) providing the service.  
We need security services during the Regents Meeting held on our campus, October 1- October 3, 2024.

3900 characters remaining

Is the work site 10+ miles from Main UCR Campus or UCR  Yes  No

17. Once you click “Accept Contract Out Request,” you will see this image. The next stage is for CAO/CFAO. Type in a short comment and Approve Wage Parity.

Approve Wage Parity

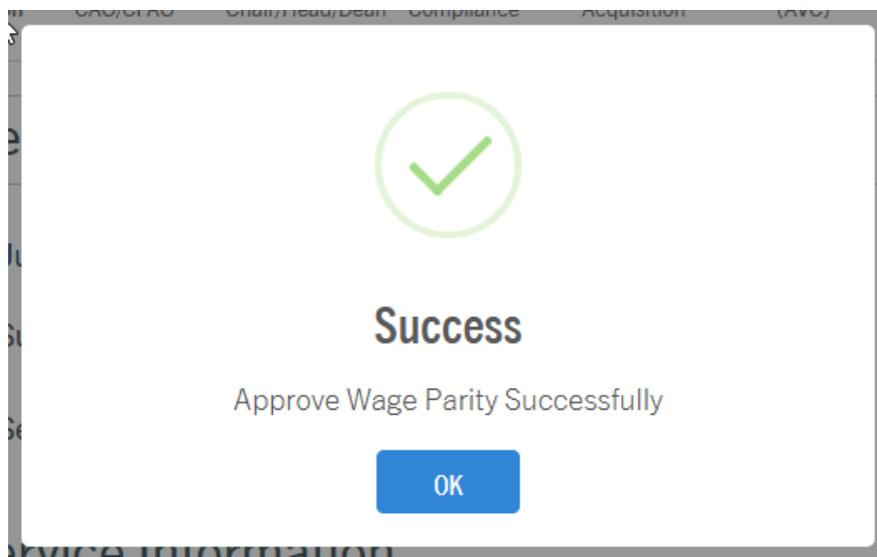
Comments \*

Wage Parity has been met.

3474 characters remaining

Approve Wage Parity Close

18. Once the HR Compensation analyst types in a short response and clicks “Submit,” the HR Compensation analyst will see this image showing that the HRMS request is now in process.



19. The HR Compensation Analyst (along with the requestor) will receive this email.

 noreply@ucr.edu 😊 ↩ Reply ↶ Reply all ↷ Forward 🗑️ 🔄 📧 ⋮  
To: hrms-developers@ucr.edu Thu 11/28/2024 2:20 PM  
Cc: hrms-developers@ucr.edu; hrms-developers@ucr.edu

 Human Resource Management System

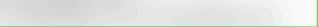
**HRMS Contract Out Approved for Wage Parity by HR Compensation Analyst**

Dear HRMS Contract Out Department CAO/CFAO,

The Contract Out Contract ID (24896872) has been Approved for Wage Parity by HR Compensation Analyst Scott Biggerstaff. The Contract can be located in the HRMS Contract Out "MY WIP" queue for your review and action.

[UCR Human Resources Management System \(HRMS\)](#)

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To:   
Cc: 

## CAO / CFAO

Once the HRMS request reaches the CAO / CFAO cue, there are no tasks to be completed except for “user certification.” The role of this person is to verify that this request is required.

20. **User Certification.** Please check this box. Once you click this box, the notification in the red box will disappear.

**Contract Out**

Contract ID: 34587422 | Requesting Department: ORG13 - School of Business | Service Department: D01123 - Security Services

Requesting Department Coordinator | Service Department Coordinator | HR Compensation Analyst | **Department CAO/CFAO** | Department Chair/Head/Dean | Workforce Compliance | HR Talent Acquisition | Central HR (AVC) | Planning and Budget (VC) | Procurement

I understand and certify the information entered meets the criteria for Contracting Out.

21. The CAO / CFAO can check out, approve or deny. If the CAO / CFAO denies this request, it will return to the requestor and the process either needs to begin again or be canceled.

**Contract Out**

Contract ID: 24896872 | Requesting Department: D01039 - School of Business Admin Ops | Service Department: D01123 - Security Services

Requesting Department Coordinator | Service Department Coordinator | HR Compensation Analyst | **Department CAO/CFAO** | Department Chair/Head/Dean | Workforce Compliance | HR Talent Acquisition | Central HR (AVC) | Planning Budget | Procurement

Check Out Contract Out  
Approve  
Deny

**Review & Submit**

Justification  
Supplier Information  
Service Information

**Service Information**

Service Description:  
Describe the service being provided and the specific work duties being performed by each of the people (supplier position titles) providing the service.  
This request is for security on October 1-3, 2024.

3950 characters remaining

Is the work site 10+ miles from Main UCR Campus or UCR  Yes  No

22. Once you click “Accept Contract Out Request,” you will see this image. The next stage is for the Chair/Head/Dean. Type in a short comment and Approve.



Approve

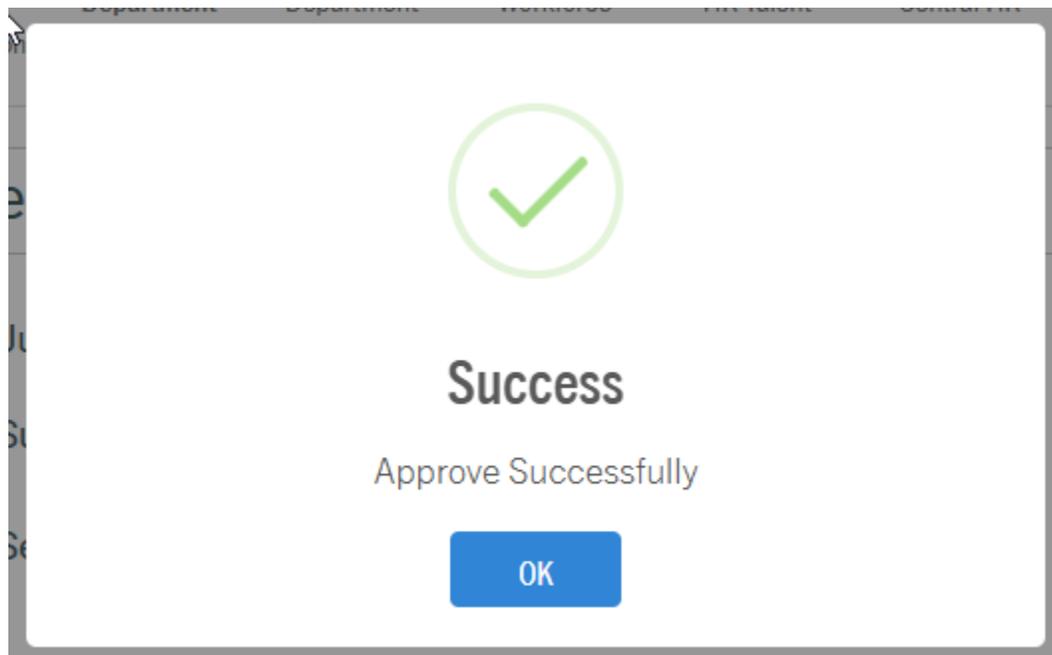
Comments \*

I approve.

3489 characters remaining

Approve Close

23. Once the CAO/CFAO types in a short response and clicks “Submit,” the CAO/CFAO will see this image showing that the HRMS request is now in process.



## Head/Dean/Chair

In the Head/Dean/Chair cue, there are no tasks to be completed except for “user certification.” The role of this person is to verify that this request is required.

**24. User Certification.** Please check this box. Once you click this box, the notification in the red box will disappear.

The screenshot shows the 'Contract Out' process flow. The current step is 'Department Chair/Head/Dean', which is highlighted with a green box. The flow includes: Requesting Department Coordinator, Service Department Coordinator, HR Compensation Analyst, Department CAO/CFAO, Department Chair/Head/Dean, Workforce Compliance, HR Talent Acquisition, Central HR (AVC), Planning and Budget (VC), and Procurement. A 'Next Section >' button is visible. Below the flow, there is a 'CONTRACT OUT CERTIFICATION' section with a checkbox:  I understand and certify the information entered meets the criteria for Contracting Out. A 'Next Section >' button is also present at the bottom right.

**25.** The Head/Dean/Chair can check out, approve or deny. If the Head/Dean/Chair denies this request, it will be returned to the requestor, and the process either needs to begin again or be canceled.

The screenshot shows the 'Contract Out' process flow. The current step is 'Department Chair/Head/Dean', which is highlighted with a green box. A dropdown menu is open, showing options: 'Check Out Contract Out', 'Approve', and 'Deny'. The flow includes: Requesting Department Coordinator, Service Department Coordinator, HR Compensation Analyst, Department CAO/CFAO, Department Chair/Head/Dean, Workforce Compliance, HR Talent Acquisition, Central HR (AVC), Planning and Budget (VC), and Procurement. A 'Previous Section <' button and a 'Contract Out Action Options' dropdown are visible. Below the flow, there is a 'REVIEW & SUBMIT' section with a 'Justification' field, a 'Supplier Information' field, and a 'Service Information' field. A 'Service Description' field is also present, with a note: 'This request is for security on October 1-3, 2024.' A '3950 characters remaining' indicator is shown. At the bottom, there is a question: 'Is the work site 10+ miles from Main UCR Campus or UCR' with radio buttons for 'Yes' and 'No'.

26. Once you click “Accept Contract Out Request, ” you will see this image. The next stage is for Workforce Compliance. Type in a short comment and Approve.



Approve

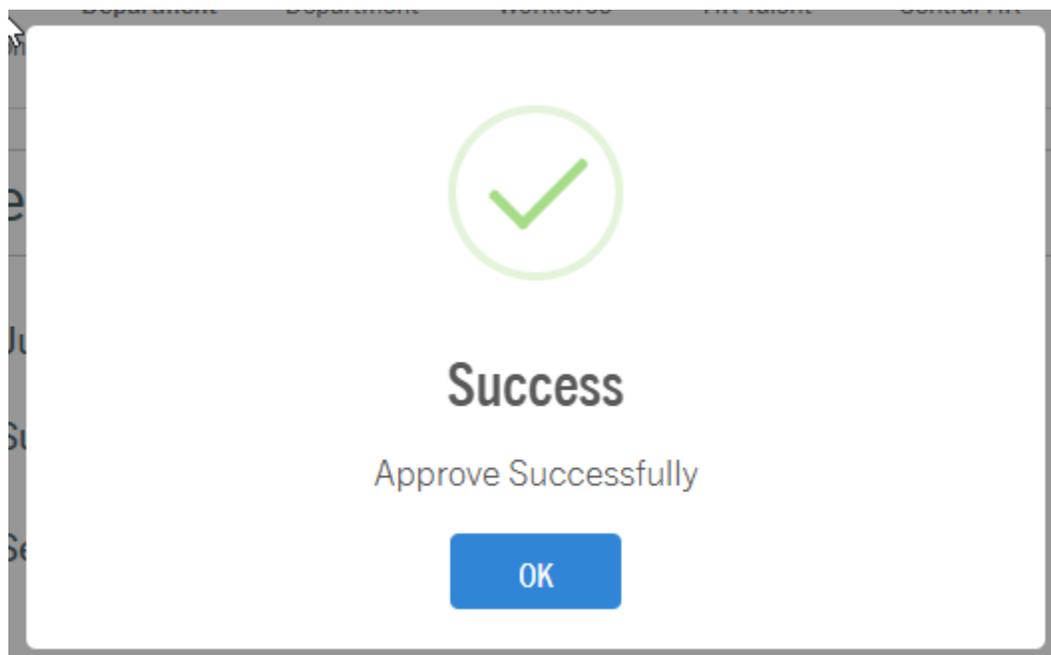
Comments \*

I approve.

3489 characters remaining

Approve Close

27. Once the Head/Dean/Chair types in a short response and clicks “Submit,” the Head/Dean/Chair will see this image showing that the HRMS request is now in process.



## Workforce Compliance

Workforce Compliance focuses on verifying the vendor's status, wage parity, concept approval, and working with Employee Labor Relations on any potential issue.

**28. User Certification.** Please check this box. Once you click this box, the notification in the red box will disappear.

**Contract Out** Cancel Contract Out Back

Contract ID: 24896872 | Requesting Department: D01039 - School of Business Admin Ops | Service Department: D01123 - Security Services

The contract out is missing some required information. The following fields must be completed before the contract out can be completed.

Click to Collapse

- User Certification:** must be acknowledged. This field is ALSO required in order to have any routing options available under "Contract Out Action Options" on the "Review & Submit" tab (Contract Out Certification Tab)

Next Section >

Requesting Department Coordinator | Service Department Coordinator | HR Compensation Analyst | Department CAO/CFAO | Department Chair/Head/Dean | **Workforce Compliance** | HR Talent Acquisition | Central HR (AVC) | Planning and Budget (VC) | Procurement

History

**CONTRACT OUT CERTIFICATION**

**Contract Out Certification**

understand and certify the information entered meets the criteria for Contracting Out.

Next Section >

**29.** The focus of the Workforce Compliance is to verify everything from justification to comments.

**CONTRACT OUT CERTIFICATION**

- JUSTIFICATION
- SUPPLIER INFORMATION
- SERVICE INFORMATION
- SERVICE DEPARTMENT RESPONSE
- WAGE PARITY
- PROCUREMENT
- CONTRACT OUT ATTACHMENTS
- CONTRACT OUT COMMENTS
- REVIEW & SUBMIT

30. Once everything is verified, Workforce Compliance will approve the request.

**Contract Out**

Contract ID: 24896872 | Requesting Department: D01039 - School of Business Admin Ops | Service Department: D01123 - Security Services

Requesting Department Coordinator | Service Department Coordinator | HR Compensation Analyst | Department CAO/CFAO | Department Chair/Head/Dean | **Workforce Compliance** | HR Talent Acquisition | Central HR (AVC) | Planning Budget

Cancel Contract Out | Back

Previous Section | Contract Out Action Options

Check Out Contract Out  
Approve  
Deny

History

**CONTRACT OUT CERTIFICATION**  
JUSTIFICATION  
SUPPLIER INFORMATION  
SERVICE INFORMATION  
SERVICE DEPARTMENT RESPONSE  
WAGE PARITY  
PROCUREMENT  
CONTRACT OUT ATTACHMENTS  
CONTRACT OUT COMMENTS  
**REVIEW & SUBMIT**

### Review & Submit

- Justification
- Supplier Information
- Service Information

### Service Information

**Service Description:**  
Describe the service being provided and the specific work duties being performed by each of the people (supplier position titles) providing the service.  
This request is for security on October 1-3, 2024.

3950 characters remaining

Is the work site 10+ miles from Main UCR Campus or UCR  Yes  No

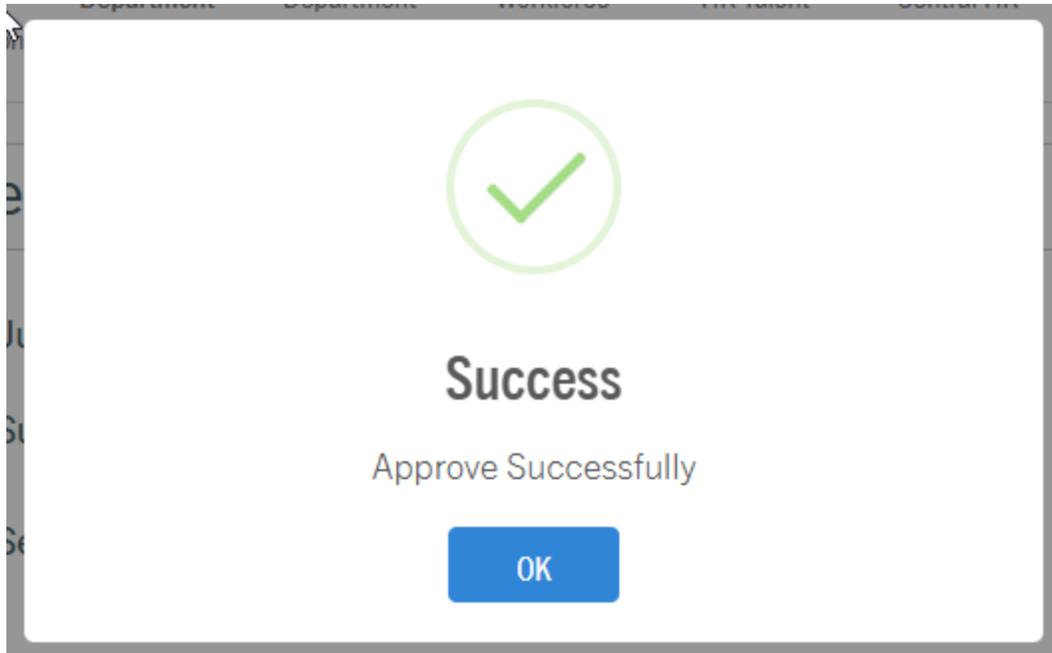
31. Once the Workforce Compliance clicks “Approve,” you will see this image. The next stage is procurement **unless the request is over 100K.**

**Approve**

Comments \*  
I approve.

3489 characters remaining

Approve Close



32. The HRMS request is now in Procurement and cannot be canceled.



### 33. The final email will be sent.

 noreply@ucr.edu 📧 ↩ Reply ↩ Reply all ➡ Forward 🔗 📄 ☰ ⋮  
To: hrms-developers@ucr.edu Thu 11/28/2024 3:08 PM  
Cc: hrms-developers@ucr.edu; hrms-developers@ucr.edu; hrms-developers@ucr.edu; hrms-developers@ucr.edu; +1 other

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 Human Resource Management System

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**HRMS Contract Out Reviewed and Approved by Workforce Compliance**

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Dear HRMS Contract Out Procurement,

The Contract Out Contract ID (24896872) has been Reviewed and Approved by Workforce Compliance Deborah A Page. The Contract can be located in the HRMS Contract Out "MY WIP" queue for your review and action.

[UCR Human Resources Management System \(HRMS\)](#)

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To:   
Cc: 

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## For Requests 100K or over

For requests over 100k, please email our Employee Labor Representative, Cassandra Serrato, **before starting the HRMS process**. This allows ELR to give proper notification to the Union. Also, as a courtesy, include Procurement, Gae Purvis.

Requests that are 100K or over have extra steps in the HRMS process. [outlined in yellow].

**Contract Out**

Contract ID: 24940815 | Requesting Department: D01039 - School of Business Admin Ops | Service Department: D01123 - Security Services

Requesting Department Coordinator | Service Department Coordinator | HR Compensation Analyst | Department CAO/CFAO | Department Chair/Head/Dean | Workforce Compliance | **HR Talent Acquisition** | **Central HR (AVC)** | **Planning and Budget (VC)** | Procurement

I understand and certify the information entered meets the criteria for Contracting Out.

CONTRACT OUT CERTIFICATION  
JUSTIFICATION  
SUPPLIER INFORMATION  
SERVICE INFORMATION

## Questions?



If you have any questions, feel free to contact us at  
**[coveredservices@ucr.edu](mailto:coveredservices@ucr.edu)**