

# POSITION CONTROL






**POSITION DATA MANAGEMENT:** UCPATH Position Data Management refers to the process of creating and editing existing position data within PeopleSoft. Position data includes Business Unit, Department, Location, Establishment ID, Job Code, FLSA Status, Union Code, Reports To, Salary Plan, Salary Grade, FTE, and Standard Hours.

There are two relationships with respect to position:

1. Position to job code
2. Position to employee

Positions may create a one-to-many relationship with Job code; that is, departments may have one or multiple positions with a particular job code. The position, then, is used to track details such as the funding source and reporting structure pertaining to that particular job within a particular department, and it usually has a one-to-one relationship with employees. In some cases, such as student workers possessing identical position data, positions may have a one-to-many relationship with employees. The graphs below illustrates the relationship of positions to job codes and employees.

## ROLES FOR POSITION CONTROL

 PARTNER OR DESIGNEE	 TRANSACTIONAL UNIT	 SSC AWE APPROVER	 CENTRAL OFFICE	 PLANNING & BUDGET OFFICE
<ul style="list-style-type: none"><li>• Dedicated role responsible for workforce management in support of departmental business outcomes</li><li>• Act as brokers of HR/AP/Payroll services and primary point of contact for managers and unit level leadership</li><li>• Represent the needs of the department(s)</li></ul>	<ul style="list-style-type: none"><li>• Identify and communicate need for new position or updates to existing positions</li><li>• Consult with the dean or vice chancellor's office as necessary</li><li>• Creating new positions within UCPATH</li><li>• Responsible for executing transactional activities related to position updates</li><li>• Notifying appropriate parties of position creation/updates</li></ul>	<ul style="list-style-type: none"><li>• Does not approve in Phase 2.</li></ul>	<ul style="list-style-type: none"><li>• Responsible for design of HR/AP/Payroll programs</li><li>• Provide subject matter expertise in technical/complex areas (e.g., classification, salary grade/step)</li><li>• Interface with HR/AP/Payroll business partners and institutional leadership</li><li>• Provides policy guidance and oversight</li></ul>	<ul style="list-style-type: none"><li>• Provide guidance on establishing positions from budget perspective and for staffing needs for local and system wide reporting in conjunction with the org unit</li></ul>

## POSITION CONTROL MAP

*Roadmap presents the most common business case.*

