

AB119: UPDATING LOCATION IN UCPATH



AB119 Purpose:

State Assembly Bill 119 (AB119) signed into law in 2017, contains a legal requirement for public institutions to have available the physical location of a represented employee's "workstation".

UCPath pages for updating location:

UCPATH PAGE	UCPATH NAVIGATION
Position Admin	PeopleSoft menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
Position Control (new position)	PeopleSoft menu > UC Customizations > UC Extensions > Position Control Request
PayPath (recommended for existing positions)	PeopleSoft menu > UC Customizations > UC Extensions > PayPath Actions

How to validate location code:

This job aid requires you to have already obtained a valid Location Code. If you do not already have a Location Code, you can use the [Validate and Translate Location Data](#) job aid to look up location data to obtain a valid UCPATH Location Code.

AB119: UPDATING LOCATION IN UCPATH

UPDATING LOCATION IN POSITION ADMIN - PeopleSoft menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

STEP	ACTION
1	Navigate to Position admin in UCPATH
2	Enter position number in the search box and hit enter
3	Click (+) to "add a row"
4	Enter effective date
5	Select appropriate reason code "MCD" Update Mail/Location Code
6	Clear out and delete the old location number and enter new location number
7	"Save" transaction

The screenshot shows the 'Position Information' form in PeopleSoft. Red arrows and boxes highlight the following steps:

- Step 3:** A red arrow points to the '+' button in the top right corner of the form.
- Step 4:** A red arrow points to the 'Effective Date' field, which contains '11/16/2021'.
- Step 5:** A red arrow points to the 'Reason' dropdown menu, which is set to 'MCD'.
- Step 6:** A red arrow points to the 'Location' field, which contains '3411463' and 'BOYCE'.
- Step 7:** A red arrow points to the 'Save' button at the bottom left of the form.

Other visible fields include: Position Number 40008422, Headcount Status Filled, Current Head Count 1 out of 1, *Status Active, *Business Unit RVC, Job Code 003479, *Reg/Temp Not Applicable, *Full/Part Time Fixed, *Reg Region USA, Department D41050, Location 3411463, Reports To 40814017, Salary Admin Plan T029, Grade 1, Step, Standard Hours 0.01, Work Period W, FLSA Status Exempt, Bargaining Unit 8888, and Updated on 11/16/2021 6:51:42PM by 10006302 (Kameron Johnson).

AB119: UPDATING LOCATION IN UC PATH

UPDATING LOCATION IN POSITION CONTROL - PeopleSoft menu > UC Customizations > UC Extensions > Position Control Request

1. Navigate to Position Control in UCPath
2. Select update vacant position and next

Add/Update Position Request

Transaction Type

Add Vacant Position Update Vacant Position Review Transaction

Next >>

Draft Transactions

select	Transaction ID	Effdt	Position Number	Description	Transaction Status	Position Status	Business Unit	Department	Job Code	Reports To	Update
1 <input checked="" type="checkbox"/>											Update

Delete Selected Transactions

3. Enter effective date and position number and search

Find an Existing Value

Update Vacant Positions

*Effective Date: 02/02/2022

Position Number: 40006540

Description:

Position Status:

Business Unit:

Department:

Job Code:

Reports To Position Number:

Search Clear Return

AB119: UPDATING LOCATION IN UCPATH

4. Once desired results are returned click *select*

Find an Existing Value

Update Vacant Positions

*Effective Date: 02/02/2022
Position Number: 40006540
Description: ADMIN SUPV 2
Position Status: Approved
Business Unit: RVCMP
Department: D01332
Job Code: 007375
Reports To Position Number: 40004657

EFFDT	Position Number	Description	Position Status	Business Unit	Department	Job Code	Reports To Position Number	Action
1 12/01/2017	40006540	ADMIN SUPV 2	Approved	RVCMP	D01332	007375	40004657	Select

5. Select appropriate *reason code* "MCD" Update Mail/Location Code

Position Information

Position Number: 40006540
Transaction ID: 111111111
Headcount Status: Open
Current Head Count: 0 out of 1
*Effective Date: 02/02/2022
Approval Status: Initial
*Status: Active

*Reason: MCD

Job Information

Business Unit: RVCMP UC Riverside Campus
Job Code: 007375 ADMIN SUPV 2
Reg/Temp: Not Applicable
Shift: Not Applicable
Title: ADMIN SUPV 2

Work Location

Reg Region: USA United States
Department: D01332 Econ/Pol Sci Admin Unit
Location: P5523 SPROUL
Reports To: 40004657 PROF-AY-B/E/E
Company: UCS University of California

Salary Plan Information

Salary Admin Plan: CTRV
Salary Grade: 23
Standard Hours: 40.00
Work Period: W Weekly

Salary Ranges

Minimum	Micpoint	Maximum

FLSA status: Exempt
Bargaining Unit: 8888
Updated on: 12/12/2017 6:00:52PM
Updated By User: 10002570
Jean Park

Look Up Reason

Reason Code begins with: |
Description begins with: |

Search Results

Reason Code	Description
ACR	Accretion to Bargaining Unit
ADJ	Created for Payroll Adjustment
APU	APU Change
CID	Change in Duty Station
CNV	Conversion Use Only
COR	Correction SalPlan, Grade, Etc
CWT	Change in Working Title
E2C	Mass Position Creation
ERC	Update Employee Relations Code
FL2	FLSA Update- Does Not Meet
FL3	FLSA Revert
FL5	FLSA Override Due to Review
FTE	Revert to Position FTE
GWC	Career Tracks Grade Watch Chng
IN1	Inactive - Bus Unit Transfer
IN2	Inactive - No Plan to Refill
IN3	Inactive - Void Position
INA	Position Inactivated
JFT	Job Data FTE Override
JRD	Job Reclassification - Downward
JRL	Job Reclassification - Lateral
JRU	Job Reclassification - Upward
NEW	New Position
PIT	Permanent Increase in Time (FTE)
POC	Position Only Change
PRI	Permanent Reduction - Layoff
PRO	Promotion
PRT	Permanent Reduction in Time (FTE)
REG	Regularization
REO	Re-Organization/Restructure
RTC	Reports To Change
SEC	Series Change
SOR	LBNL - Secondary Org Change
TIT	Temporary Increase in Time
TRT	Temporary Reduction in Time

AB119: UPDATING LOCATION IN UCPATH

6. Clear out and delete the old location number and enter new location number
7. "Save and Submit" transaction

The screenshot displays the UCPath interface for a position record. The 'Work Location' section is highlighted, showing the following details:

- Reg Region: USA (United States)
- Department: D01332 (Econ/Pol Sci Admin Unit)
- Company: UCS (University of California)
- Location: 3411463 (BOYCE) - This field is highlighted with a red box and a red arrow labeled '6'.
- Reports To: 40004657 (PROF-AY-B/E/E)
- Dot-Line: (empty)
- Supervisor Lvl: (empty)

Other sections visible include:

- Position Information:** Position Number 40006540, Transaction ID 111111111, Headcount Status Open, Current Head Count 0 out of 1, Effective Date 02/02/2022, Approval Status Initial, *Status ACTIVE.
- Job Information:** Business Unit RVCMP (UC Riverside Campus), Job Code 007375 (ADMIN SUPV 2), Manager Level, Reg/Temp Not Applicable, Full/Part Time Fixed, Shift Not Applicable, Union Code 99 (Non-Represented), Title ADMIN SUPV 2, Short Title ADMIN SUPV, Detailed Position Description.
- Salary Plan Information:** Salary Admin Plan CTRV, Salary Grade 23, Standard Hours 40.00, Work Period W, Weekly.
- Salary Ranges:** Table with columns for Minimum, Midpoint, and Maximum.
- FLSA Status:** Exempt, Bargaining Unit 8888.
- Updated on:** 12/12/2017 6:00:52PM, Updated By User 10002570, Jean Park.

AB119: UPDATING LOCATION IN UCPATH

UPDATING LOCATION IN PAYPATH - PeopleSoft menu > UC Customizations > UC Extensions > PayPath Actions

1. Navigate to Paypath in UCPATH
2. Enter *position number*, or *employee ID* or use *name search*

The screenshot shows the 'PayPath Actions' search interface. It includes a 'Search Criteria' section with several dropdown menus: 'Empl ID begins with', 'Empl Record begins with', 'Name begins with', 'Last Name begins with', 'Business Unit begins with', 'Position Number begins with' (containing '40008422'), 'Department begins with', 'Job Code begins with', and 'Employee Classification begins with'. There are also 'Employee Status' dropdowns and a 'Case Sensitive' checkbox. At the bottom, there is a 'Search' button, a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'. Two red arrows with the number '2' point to the 'Position Number' field and the 'Search' button, indicating the steps described in the list above.

AB119: UPDATING LOCATION IN UCPATH

3. Enter effective date
4. Select appropriate reason code "MCD" Update Mail/Location Code
5. Clear out and delete the old location number and enter new location number
6. "Save and Submit" transaction

The screenshot shows the UCPath Position Data form for a position. The form is divided into several sections: Position Data, New Values to update, and Existing Values. Red arrows point to specific fields:

- Arrow 3:** Points to the **Effective Date** field, which contains the date 02/02/2022.
- Arrow 4:** Points to the **Position Change Reason** field, which contains the code MCD.
- Arrow 5:** Points to the **Location** field in the **New Values to update** section, which contains the code 3411463.

The form also includes fields for Business Unit (RVCMP), Department ID (D41050), Job Code (003479), Union Code (FX), FLSA Status (Exempt), Reports To Position (40814017), Salary Admin Plan (T029), Salary Grade (1), Standard Hours (0.01), FTE (0.000000), Mail Drop (P5323), Position Pool, Employee Relations Code (All Others, Not Confidential), Classified Indicator (Academic), Adds to FTE Actual Count (checked), Include FTE (checked), Representation Code (Covered), and Worksite ID.

AB119: UPDATING LOCATION IN UCPATH

Position Data | Job Data | **Additional Pay Data**

Antoon Ploeg Employee Empl ID 10005556 Empl Record 1

No Data present for current Additional Pay

New Additional Pay Find | View All First 1 of 1 Last

*Earnings Code: []

Effective Date Find | View All First 1 of 1 Last

*Effective Date: 02/18/2022

Payment Details Find | View All First 1 of 1 Last

Addl Seq #: 1

End Date: [] Reason: Not Specified

Pay Period Amt: []

Goal Amount: [] Goal Balance: []

Prorate Additional Pay

Applies To Pay Periods

First Second Third

Job Information

Employee Type: Salaried Standard Hours: 0.01

Compensation Rate: [] Frequency: []

Default Job Data

Position: 40008422 SPECIALIST COOP EXT
Business Unit: RVCMP UC Riverside Campus
Department: D41050 CE - Nematology
Job Code: 003479 SPECIALIST COOP EXT
FTE: 0.000000
Employee Status: Active Expected Job End Date: []

6 [Upload \ View Supporting Documents](#)

Transaction ID NEW
Workflow Status Apprvl Prc
Request Status In Progress

Initiator's Comments []
User ID 10001349

Position Data | Job Data | Additional Pay Data

END UPDATING LOCATION IN UCPATH