UCPath Location Data Update for AB119 Process

UC RIVERSIDE
Campus Support Center

AB119: 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."

ROLES FOR LOCATION DATA PROCESSING

DEPARTMENT (REQUIRED)

- Responsible for submitting location on new positions or any updates to employee workstation location to SSC
- Confirms location with SSC

SHARED SERVICE CENTER (REQUIRED)

- Confirms location wtih Dept.
- Translates location into new Location Code Format
- Submits data in UCPath

CAMPUS SUPPORT CENTER (REQUIRED)

- AB119 Project Management, Process & End User Support
- Mass location data uploads
- UCPath configuration table updates

UCPC/UCOP LABOR RELATIONS

- UCPC applies campus location data configuration changes in UCPath
- UCOP is the process owner

MAP FOR UPDATE TO EMPLOYEE'S EXISTING WORKSTATION LOCATION

SERVICELINK

EMPLOYEE → **Employee** changes workstation location → DEPARTMENT → **Department** confirms Building & Room and translates into new Location Code format.* → **Department** sends Building & Room through ServiceLink to SSC → SHARED SERVICE CENTER → **Shared Service Center** receives workstation Building & Room through ServiceLink → **Shared Service Center** selects a valid location code in Paypath or position and submits transaction in UCPath → COMPLETE

This step varies by SSC - in this case the department confirms location

OTHER CMT TOOLS

EMPLOYEE → **Employee** changes workstation location → DEPARTMENT → **Department** sends Building & Room through Case Mgmt Tool to SSC → SHARED SERVICE CENTER → **Shared Service Center** receives workstation Building & Room through Case Mgmt Tool → **Shared Service Center** confirms Building & Room and translates into new Location Code format.* → **Shared Service Center** selects a valid location code in Paypath or position and submits transaction in UCPath → COMPLETE

This step varies by SSC - in this case the SSC confirms location

MAP TO UPDATE NEW EMPLOYEE'S WORKSTATION LOCATION

SERVICELINK

EMPLOYEE → **New Employee** is hired and department needs to submit new employee's workstation location → DEPARTMENT → **Department** confirms Building & Room and translates into new Location Code format.* → **Department** sends Building & Room through ServiceLink to SSC → SHARED SERVICE CENTER → **Shared Service Center** receives workstation Building & Room through ServiceLink → **Shared Service Center** selects a valid location code in Paypath or position and submits transaction in UCPath → COMPLETE

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OTHER CMT TOOLS

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This step varies by SSC - in this case the SSC confirms location

=Handoff