ServiceLink LOCATION LOOKUP VALIDATION
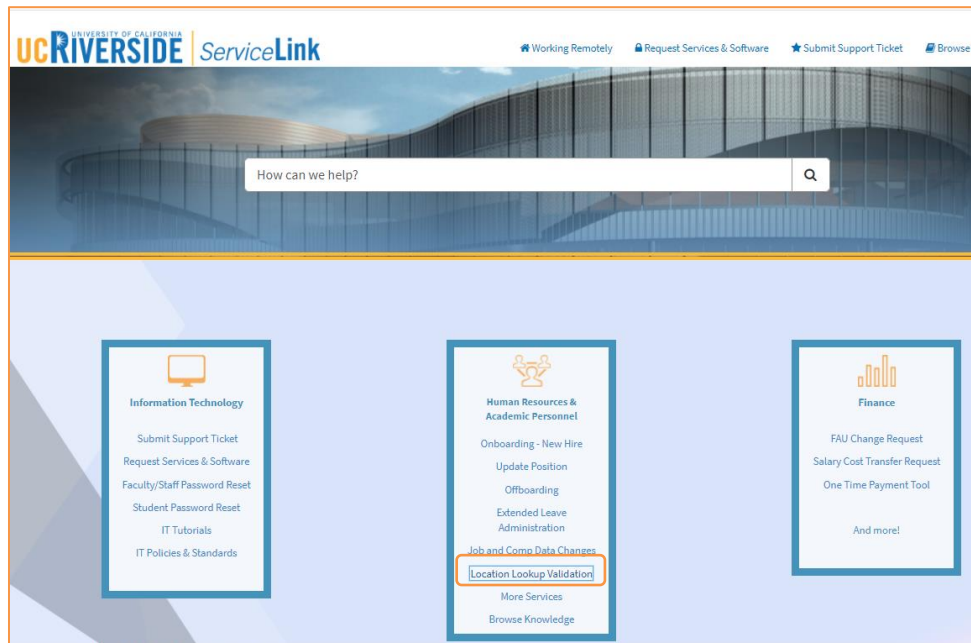
Physical work locations and descriptions are now required to be assigned in UCPath position data. State Assembly Bill 119 (AB119) signed into law in 2017, contains a legal requirement for public institutions to have available the physical location of a represented employee's "workstation." This job aid provides instructions on how to look up the Building and Room location codes using the ServiceLink Location Lookup Validation tool and generate a valid location code.

Location Lookup Validation – From the ServiceLink Main Menu, select the Location Lookup Validation link. https://ucrsupport.service-now.com/ucr_portal/

ServiceLink UI Main Menu:

1. In the Select Building Name field, select the magnifying glass to pull up the list of buildings to choose for the work location.

2. Enter the building name in the Description search and hit enter to filter the Building list. Use an asterisk at the beginning of the word to search partial matches. Select the building description.

3. Use the drop-down to select the building room number

4. The valid and formatted Location Code then displays in the Location Code field.