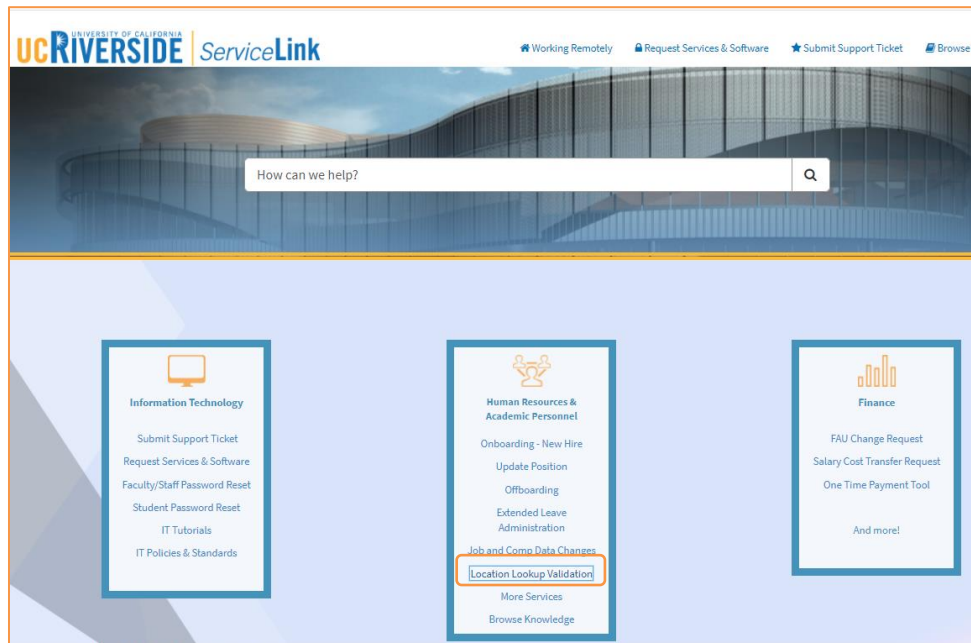


ServiceLink LOCATION LOOKUP VALIDATION

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.

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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.

The screenshot shows a web browser window with the URL `ucrsupporttest.service-now.com/ucr_servicelink/u_ucpath_location_building_information_list.do?sysparm_target`. The page title is "UCPATH Location Building Informations". A search bar contains the text "Chick". Below the search bar, there are four columns: "Description", "Building", "Room", and "Location". Each column has a search input field. The results table shows three entries:

Description	Building	Room	Location
1084COLUMBIA	P5980	0157C	9800157C
1084COLUMBIA	P5980	0156	9800156
1084COLUMBIA	P5980	0157	9800157

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

The screenshot shows the ServiceLink form with the following fields:

- Select Building Name: CHICK COOP 1
- CAAN: P5216
- Select Room Number: A dropdown menu is open, showing options: "-- None --", "-- None --", and "0888". The "0888" option is selected.

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

The screenshot shows the ServiceLink form with the following fields:

- Select Building Name: CHICK COOP 1
- CAAN: P5216
- Select Room Number: 0888
- Location Code: 2160888