ROLES MATRIX

	Overall Role	New Hires	Existing Employees	Monitoring	Building Changes	Mass Updates
Dept/ORGS	Ensure that the location for each of their EE's is updated in UCPath	Send Location Codes to SSC to create/update Position Data for New Hire EE's	Send Location Code changes to SSC for existing employees (EE's)	Pull and review R-272 Employee Rosters Cognos Report with Location data for triannual process to confirm accuracy Send required updates to SSC	N/A	Send requests for mass updates to SSC
SSC's	Apply location data updates to UCPath system as per dept/org request	Update UCPath Position Control/Mgmt. with location code for New Hires	Update UCPath PayPath Position Data with location code change for existing EE's	Send out reminders for triannual monitoring process Provide ad-hoc support as needed to clients	N/A	Review Mass update Request from units. Enter updates OR send to CSC for mass upload
CSC	PM, coordinate with UCPath/UCOP and Labor Relations for any changes to compliance requirements. Process Manager on behalf of LR and support process and system updates by request	Support Process and System Updates by Request	Support Process and System Updates by Request	Manage triannual monitoring process Review Data & Run AB119 Reports Notifies UCR LR of issues Updates UCOP Provides support for the monitoring process	Send CR to UCPC to update configuration tables	Upload E-081 Mass Uploads per SSC Request Notify SSC of upload Open Ticket with UCPC for issues
Space Management	FMS System Owner	N/A	N/A	N/A	Provides CSC building data from FMS when there are building changes	N/A
Labor Relations	Local Policy, Process Owner	N/A	N/A	Provides Oversight, Guidance, Escalation Point	N/A	N/A
UCPC	UCPath System Owner	N/A	N/A	Troubleshoot Cognos report issues	Update configuration tables per UCR CSC requests	Troubleshoot E-081 issues
UCOP	COE Policy, Process Owner	Provides, guidance, criteria and compliance due dates for AB119 Project Initiative	Provides, guidance, criteria and compliance due dates for AB119 Project Initiative	Receive updates of UCR Campus project implementation and maintenance progress. Provides Guidance & Escalation Point	N/A	N/A