

AB119 TRAINING SESSION

March 24 | UCR Campus Support Center

AGENDA

Welcome & Introductions (5 min)

Background on AB119 (20 min)

Roles and Responsibilities Matrix (10 min)

★ Poll (5 min)

Full process walkthrough (40 min)

Website Walkthrough - Resources (5 min)

★ Poll (5 min)

AB 119 BACKGROUND

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."

AB119 PROCESS

- CSC collected location data from the SSCs/Dept and updated the location data in UCPATH to meet the Dec 2021 UCOP deadline
- CSC has maintained the updates to existing positions through a collection process between the CSC and the SSCs and will continue to do so until March 25th
- 99% of the location data has been updated in the system

WHAT IS IN THE SYSTEM?

- UCPATH configuration was updated with campus buildings and rooms from the FMS to allow the location data to be stored in a single code on position
- Central department default locations were added for positions that aren't tied to a specific workstation
- Currently there are no designations for remote workers being used, they are either assigned a workstation or a department default location
- Additional remote tracking will be available in May 2022

DOWNSTREAM IMPACTS (HRDW, EDir, FMS, Etc.)

- HRDW stores historical data and requires the UCPATH Location table to continue storing the old format location codes
- Enterprise Directory does not consume UCPATH Location data and is not affected by the Location format change
- Efforts to further align campus system location data with UCPATH Location data is being assessed

UPSTREAM IMPACTS (CASE MANAGEMENT TOOLS)

- Updates to upstream systems (e.g., ServiceLink and Snapshot) have been implemented to account for the restructured location data and to support the maintenance of the location data
- ServiceLink form Changes will be implemented on Monday 3/28/22

AB119 TIMELINE

October 2020
UCOP begins a conversation with campuses

January 2021
UCPC provides direction for campus updates

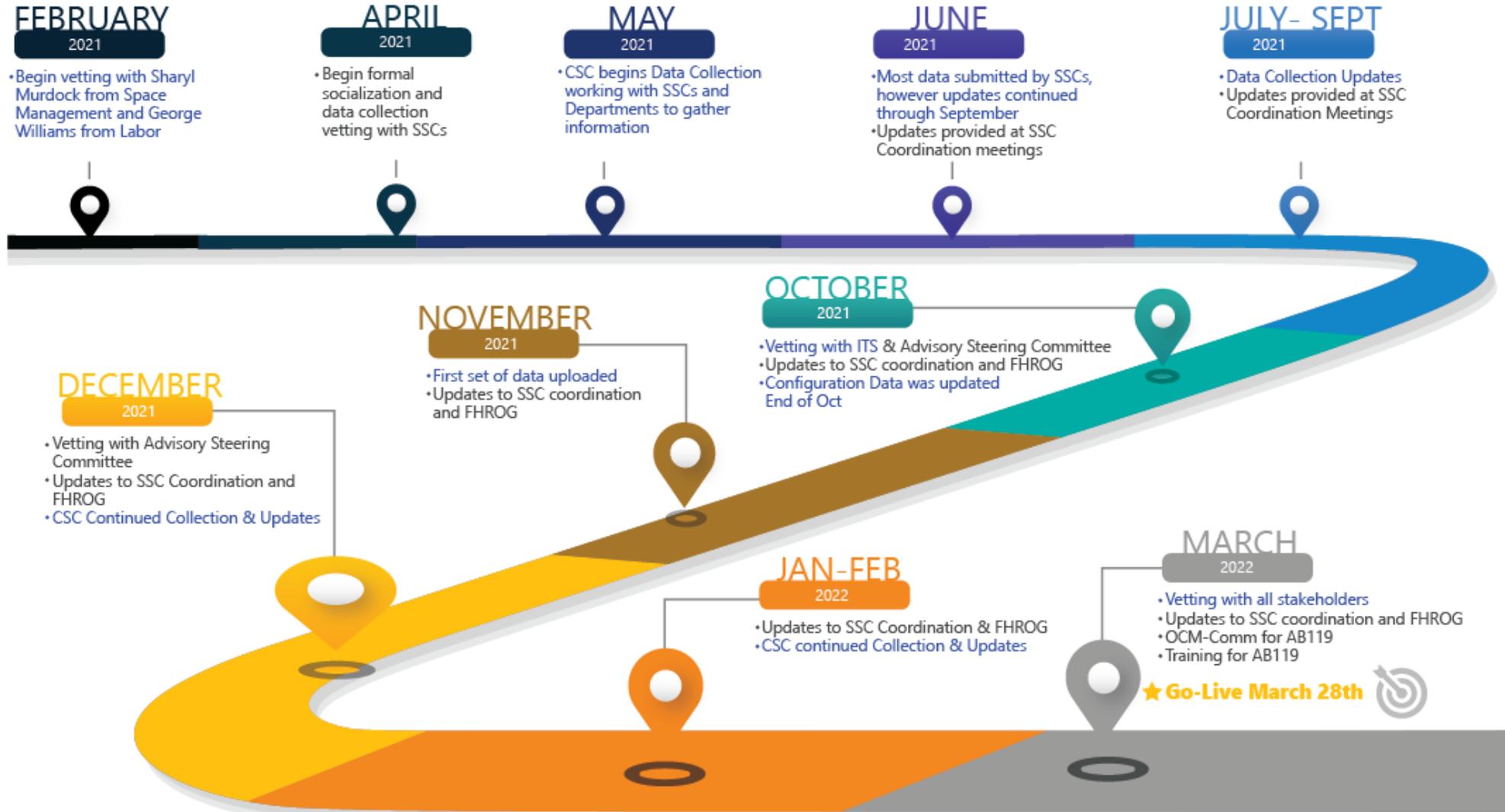
December 2021
The official deadline to update location codes

March 28, 2022
Go-Live and handoff to Dept/SSC for updates from the CSC

March 28 – April 25
AB119 Hypercare provided by CSC – contact [Kameron](#)

AB119 effort began in February 2021 at the UCR campus

AB119 full implementation at UCR on March 28th, 2022



March 2022

AB119 Schedule

March 9-28	OCM/Communications
March 24	Training
March 28	Go-Live
March 28-April 25	Hypercare

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9 Communicate to campus stakeholders via email	10	11
14	15	16	17 Provide communication for training at the FHROG meeting	18
Provide communication for training at the SSC coordination meeting	22	23	24 Live Zoom Training @ 10:30am-12pm	25 Reminder Email for Go-Live
21 Reminder communication for training	29	30	31	
28 AB119 – Campus Go-Live Hyper care beings through April 25 th				



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. Communicate with Clients	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 & system updates by request. Training/Comm/OCM for AB119	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

POLL

QUESTION 01

Who pulls and reviews the R-272 Employee Rosters Cognos Report?

What is the Department/Org overall role?

QUESTION 02

QUESTION 03

What is the Shared Service Center overall role?

Who troubleshoots E-081 issues?

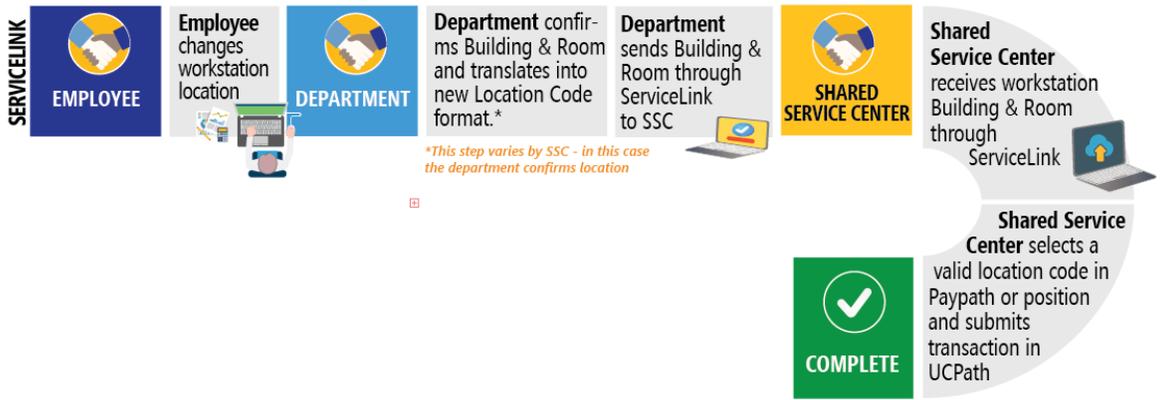
QUESTION 04



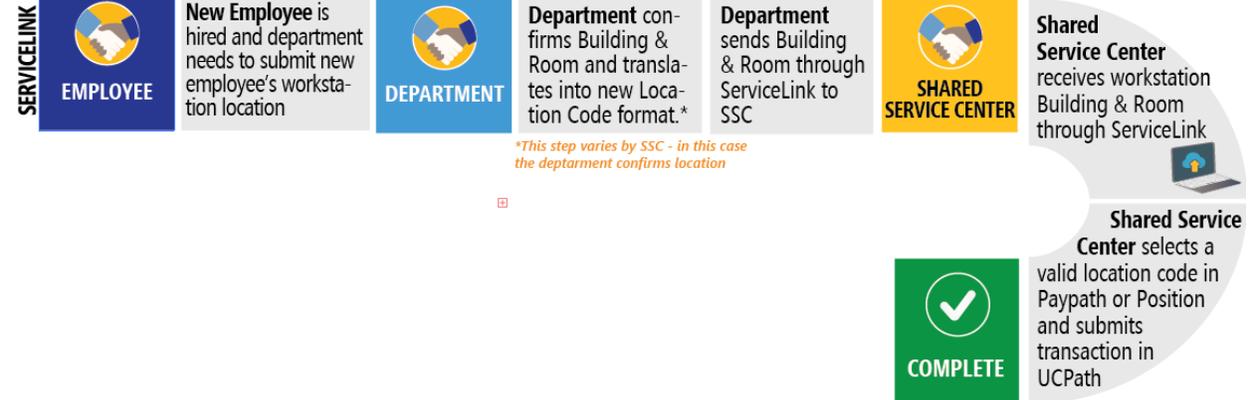
INFOGRAPHIC

INFOGRAPHIC

MAP FOR UPDATE TO EMPLOYEE'S EXISTING WORKSTATION LOCATION



MAP TO UPDATE NEW EMPLOYEE'S WORKSTATION LOCATION



=Handoff

[INFOGRAPHIC DOWNLOAD](#)

EMPLOYEE WORK LOCATION DATA PROCESSING

UCPath Campus Support Center

EMPLOYEE WORK LOCATION DATA PROCESSING

1. Determine Employee Work Location

- Determine Workstation Type
- Locate Floorplans

2. Validate Employee Work Location

- Location Data Validation and Translation Tool

3. Send Employee Work Location To Your Shared Service Center

- Submit location data through ServiceLink New Position Form
- Submit location data through ServiceLink Update Position Form

4. Enter Employee Work Location In UCPath

- Enter Location Data in Position Control for New Positions
- Enter Location Data in Paypath for Existing Positions
- Enter Location Data in Position Admin for Existing Positions

5. View Employee Work Location

- View Location Data in Job Data
- View Location Data in HRDW
- View Location Data in COGNOS



1. DETERMINE EMPLOYEE WORK LOCATION

DETERMINE WORKSTATION TYPE

Two Types
of
Workstation
Locations

Specific Room, Office, or Cubicle

Department Default Location

WORKER TYPE MATRIX

Example:

- Single Headcount position
- 100% Remote
- No Assigned workstation at UCR

Worker Type	Worker Description	Workstation Type	Workstation Description	Notes
Multiheadcount/ Overallocated	A position designed for more than one employee or a single headcount position with more than one employee	Department Default Location	Central Department Check-in location	All employees in a position must have the same workstation location. Specific employee information can be obtained at the department check-in location
Standard Assigned	Employee works at assigned workstation for some portion of time	Office/Cubicle	Workstation with a room number assigned to an employee	
Remote	Employee works remotely any amount of time and does not have an assigned workstation	Department Default Location	Central Department Check-in location	Specific employee information can be obtained at the department check-in location.
Roaming	Employee has a specific check-in or reporting location but may have variable shifts that require regular travel to different temporary locations for work	Department Default Location	Central Department Check-in location	Specific employee information can be obtained at the department check-in location
Standard/Remote Assigned	Employee has a split schedule between Standard and Remote and has an assigned workstation	Office/Cubicle	Workstation with a room number assigned to an employee	
Off Campus	Employee works at non-campus facilities not tracked by Space Management (e.g. clinics, out of state or country)	Department Default Location	Central Department Check-in location	Specific employee information can be obtained at the department check-in location

*Location data is by position so different locations can be assigned for each position, if needed

BUILDING AND ROOM DATA

EXAMPLE

Ivan Hinderaker Hall
CAAN(FMS Building Code): ?
Room: ?

HOW TO LOCATE THE ROOM DATA?

- 1 Onsite Building**
- 2 FMS floorplans** *(Not available for all buildings)*



ACCESS FMS FLOORPLANS

JOB AID

FMS BUILDING AND ROOM DATA

EXAMPLE

Ivan Hinderaker Hall

CAAN (FMS Building Code): P5480

Room: 2148A



2. VALIDATE THE EMPLOYEE WORK LOCATION

FMS BUILDING AND ROOM DATA

EXAMPLE

Ivan Hinderaker Hall

CAAN (FMS Building Code): P5480

Room: 2148A

How can we help?



Information Technology

- [Submit Support Ticket](#)
- [Request Services & Software](#)
- [Faculty/Staff Password Reset](#)
- [Student Password Reset](#)
- [IT Tutorials](#)
- [IT Policies & Standards](#)



Human Resources & Academic Personnel

- [Onboarding - New Hire](#)
- [Update Position](#)
- [Offboarding](#)
- [Extended Leave Administration](#)
- [Job and Comp Data Changes](#)
- [Location Lookup Validation](#)
- [More Services](#)
- [Browse Knowledge](#)



Finance

- [FAU Change Request](#)
- [Salary Cost Transfer Request](#)
- [One Time Payment Tool](#)
- [And more!](#)

FMS BUILDING AND ROOM DATA

EXAMPLE

Ivan Hinderaker Hall

CAAN (FMS Building Code): P5480

Room: 2148A

Location Code: **4802148A**



3. SEND EMPLOYEE WORK LOCATION TO YOUR SHARED SERVICE CENTER

BUILDING AND ROOM DATA

EXAMPLE

Ivan Hinderaker Hall
CAAN: P5480 (FMS Building Code)
Room: 2148A
Location Code: **4802148A**

How can we help?



[How to update your phone number\(s\) - Instructions for UCR Students](#)

[MyAccount - Security Questions and Answers](#)

[Email Phishing: How to notify the UCR Information Security Office](#)

[Virtual Computer Lab: Apporto Login and App Use](#)

[Multi-Factor Authentication \(MFA\) - If you do not have access to my Phone/Tablet or Passcodes](#)

[UCR Enterprise Directory - General Information and User Guide](#)

[UCR-GUEST - Wireless internet for campus guests](#)

[Enterprise Directory \(eDir\) - Creating an Affiliate Account](#)



Information Technology

- [Submit Support Ticket](#)
- [Request Services & Software](#)
- [Faculty/Staff Password Reset](#)
- [Student Password Reset](#)
- [IT Tutorials](#)
- [IT Policies & Standards](#)



Human Resources & Academic Personnel

- [Onboarding - New Hire](#)
- [Update Position](#)
- [Offboarding](#)
- [Extended Leave Administration](#)
- [Job and Comp Data Changes](#)
- [More Services](#)



Finance

- [FAU Change Request](#)
- [Salary Cost Transfer Request](#)
- [One Time Payment Tool](#)
- [And more!](#)



4. ENTER THE WORK LOCATION IN UCPATH

ENTER WORK LOCATION IN UCPATH

New Position

- Position Control

Existing Position

- Paypath
- Position Admin

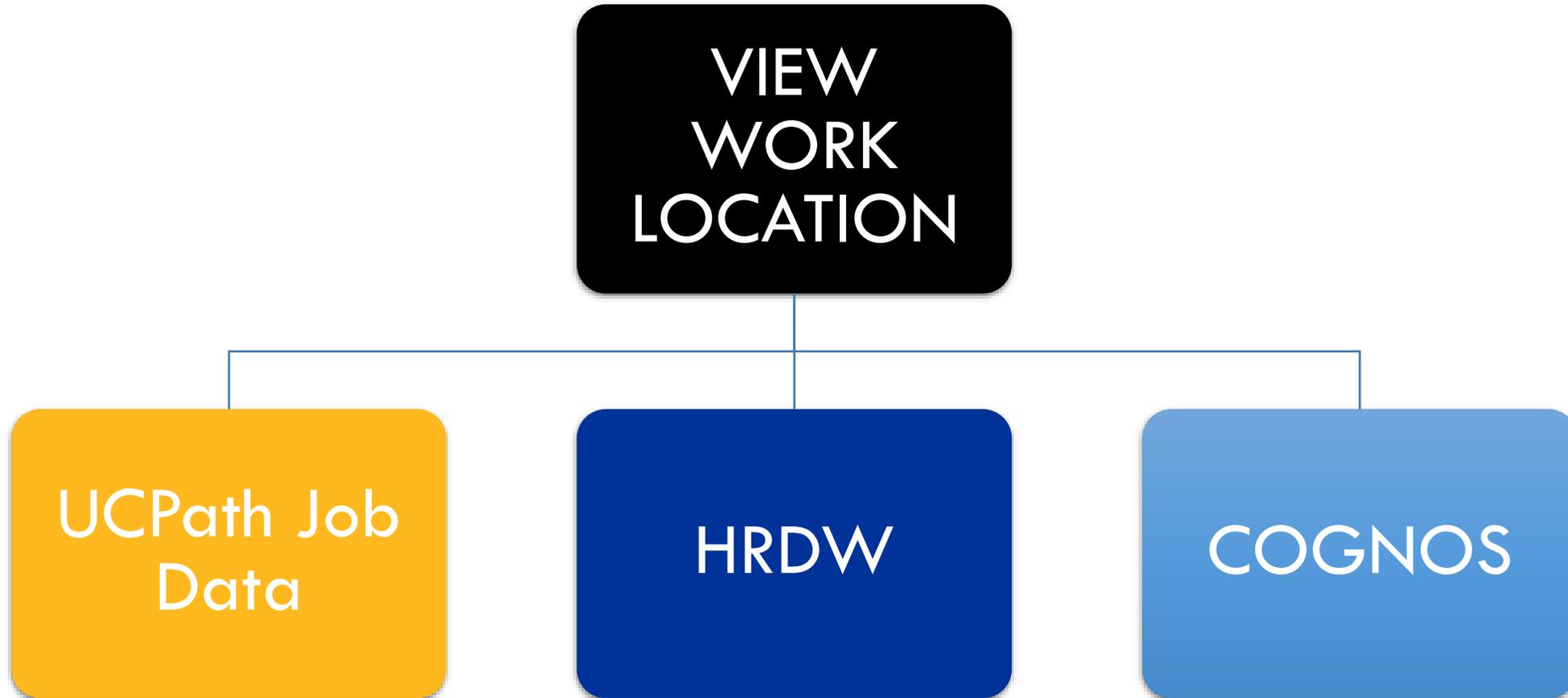


**POSITION CONTROL
PAYPATH
POSITION ADMIN**



5. VIEW WORK LOCATION

VIEW WORK LOCATION





VIEW WORK LOCATION IN JOB DATA

JOB AID



VIEW WORK LOCATION IN HRDW



VIEW WORK LOCATION IN COGNOS

JOB AID

AB119 RESOURCES



INFOGRAPHIC

Provides a high-level process map for the overall flow of AB119



JOB AIDS

Locate an Employee's Workstation, Validate and Translate Location Data, ServiceLink, UCPATH Transaction (Paypath, Position), Viewing Location in UCPATH and HRDW



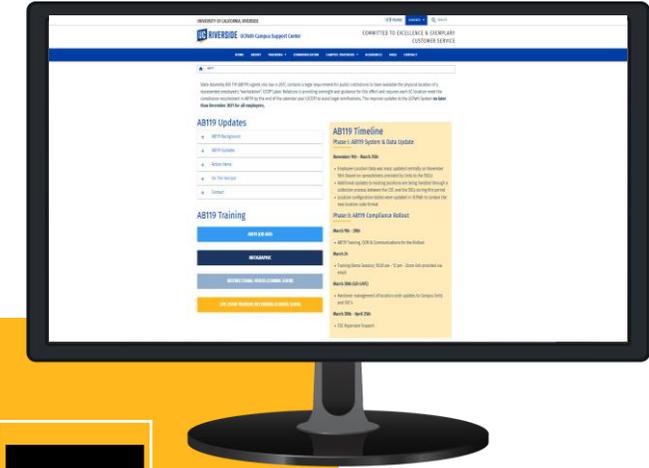
INSTRUCTIONAL VIDEOS

Small snippet videos will be created for various topics for easy access and viewing



LIVE ZOOM TRAINING

Will be held on March 24th and will be recorded and uploaded to the CSC website



All resources can be found on the CSC website: <https://ucpath.ucr.edu/ab119>

POLL

QUESTION 01

What is the legislation called?

What is the Go-Live Date?

QUESTION 02

QUESTION 03

Who should you reach out to when you have questions during hypercare?

Who on the list was not a stakeholder that we vetted with?

QUESTION 04



THANK YOU



APPENDIX