ServiceLink WORK LOCATION

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 the physical location of a represented employee's "workstation" available. This job aid provides instructions on how this information is to be defined in the New Position and Update Position ServiceLink forms.

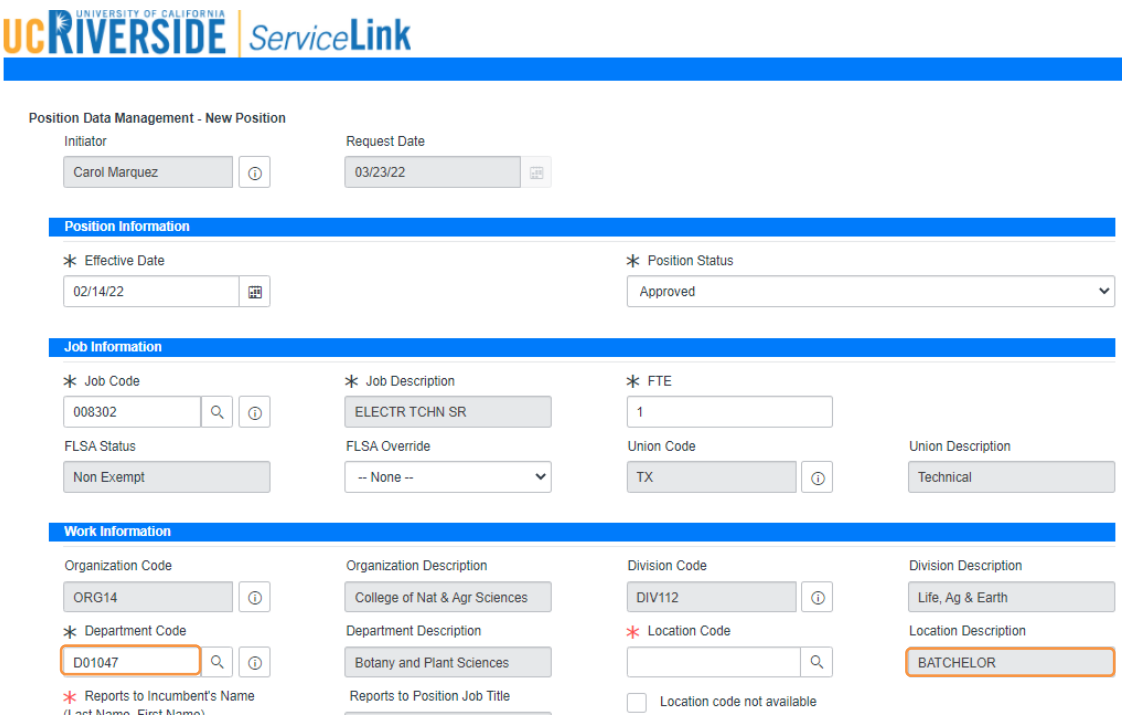
A Location Lookup Validation tool can be found in the ServiceLink UI and is available for all campus users. To use this tool, you need to know the building name and room number where the employee filling the position will be located. The instructions to find the Building and Room location codes can be found on the CSC website here.

If ServiceLink is not the system where you submit UCPath requests, please contact your Shared Service Center for further instructions.

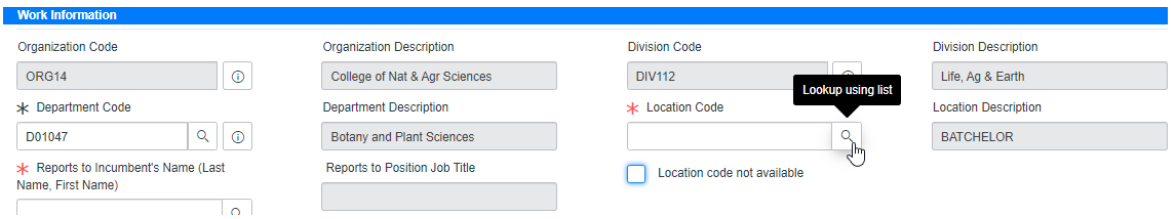
New Position Request Form – All fields designated with an asterisk are required.

1. The Building and Room location are now required fields when requesting a new position. When entering a Department Code in the Work Information section of the form, a default Location Description will automatically populate.

New Position Location and Location Description:



2. Use the *Location Validation Lookup* tool to find the Location Code. Enter the location code directly OR search by selecting the icon in the Location Code field.



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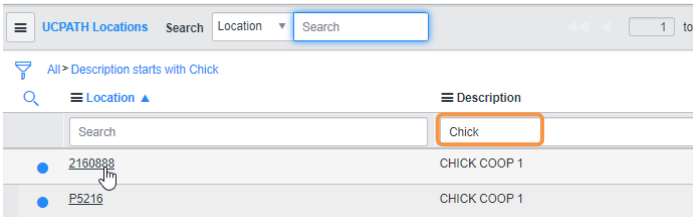
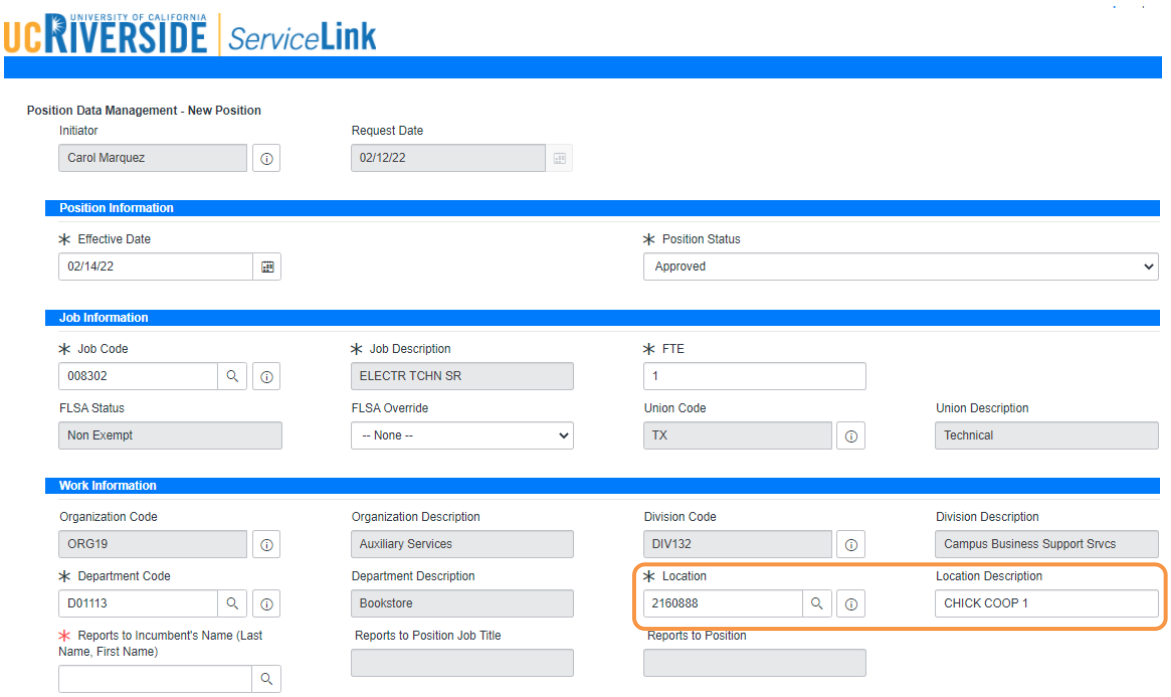
3. Enter the location description (CHICK COOP) to filter and search the available location codes. Then scroll the list to select the assigned location code.

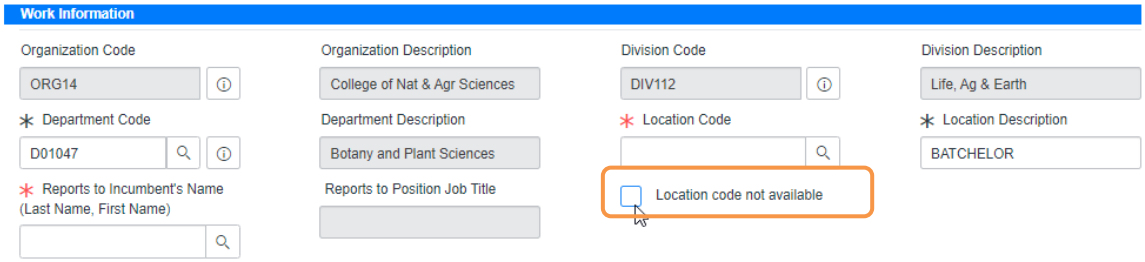


4. The Location Description and Location Code will then be displayed in the request form.

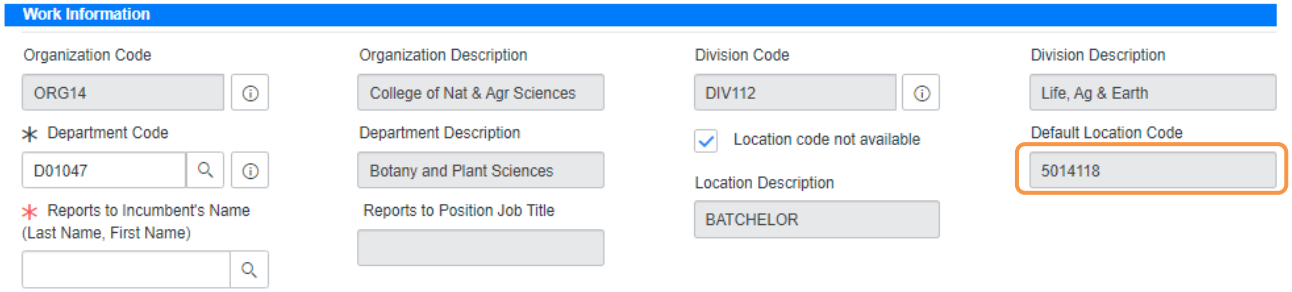


5. In some scenarios, the location code is not yet available and you may need to enter the department default location.

   To find the default location code, select the *Location code not available* checkbox:



   The department default location code will then display along with the location description. This is what the SSC will enter into the new position request in UCPath.



Note: If the default location code does not populate, work with your Shared Service Center to determine the default location to enter.

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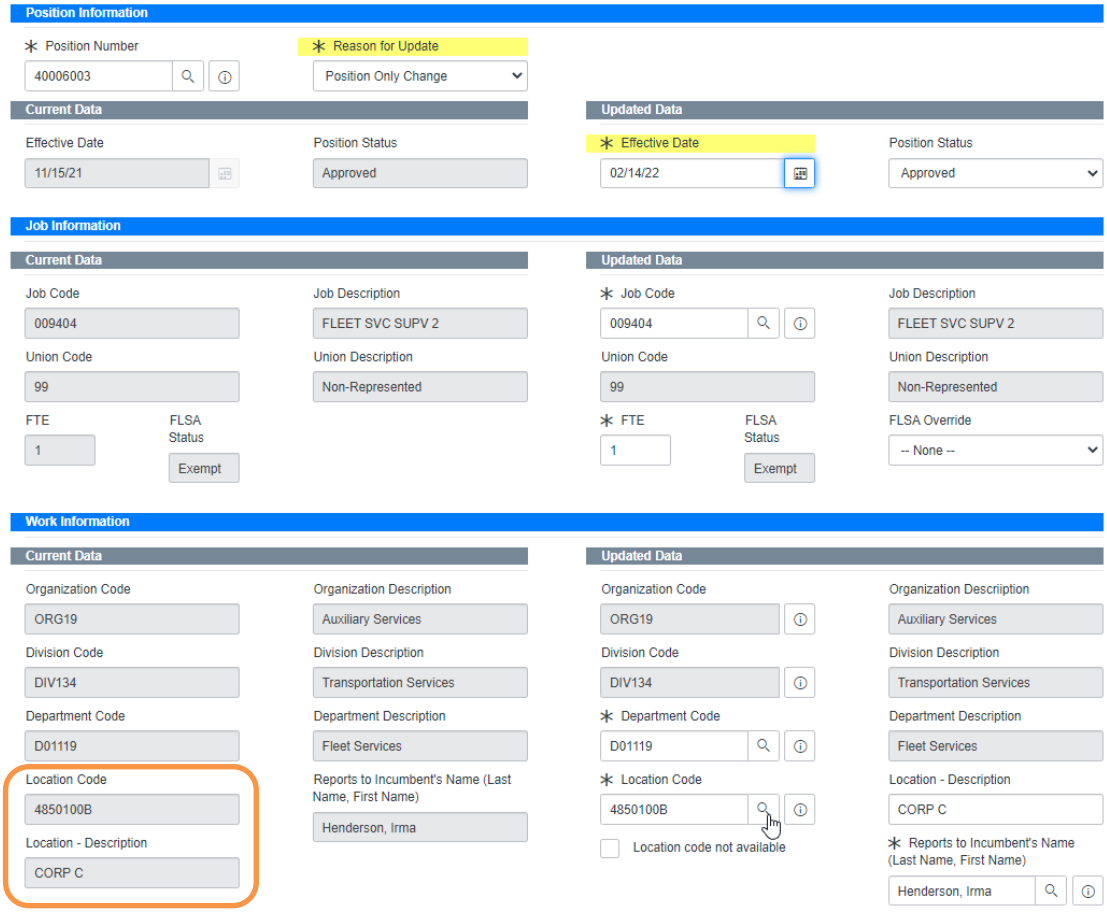
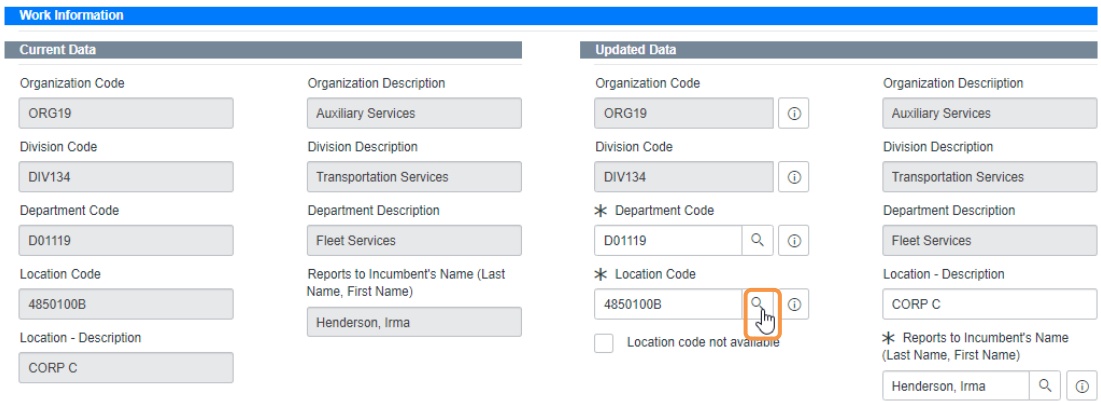
Update Position Request Form – All fields designated with an asterisk are required.

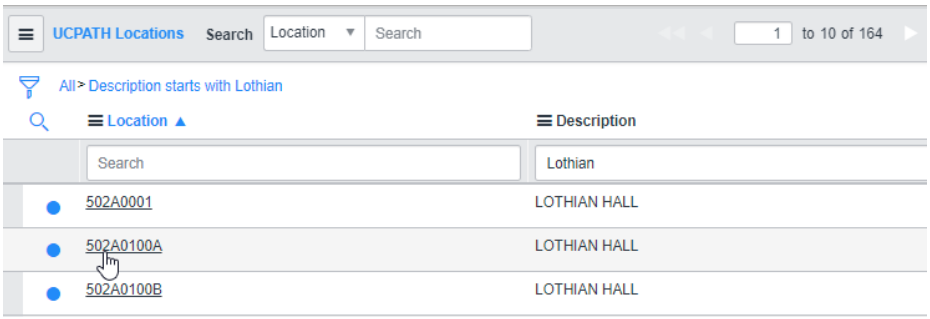
1. In this example, the department location code needs to be updated on the position record. The employee is either relocating or being assigned to a different location than the department location. In the Work Information section under *Current* Data, the existing Location Code is displayed.



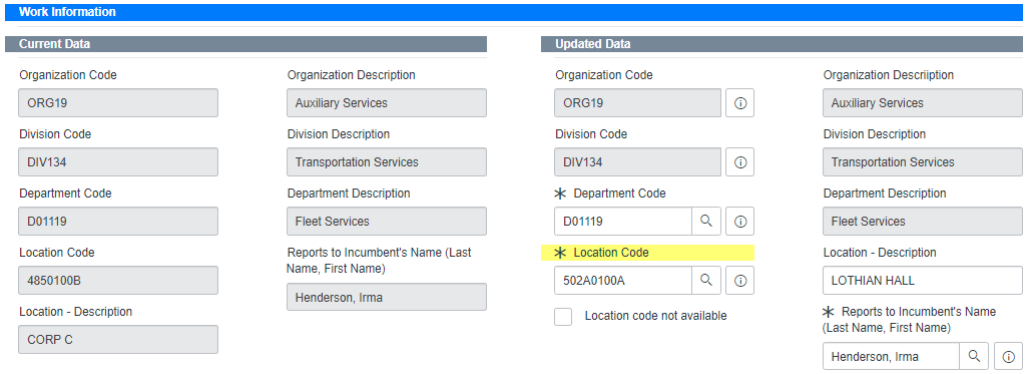
2. To change the existing building location code, enter the location code directly OR select the search icon in the Location Code field under Updated data.



3. Search the building location to filter the list and press enter. Scroll to select the associated Location Code:

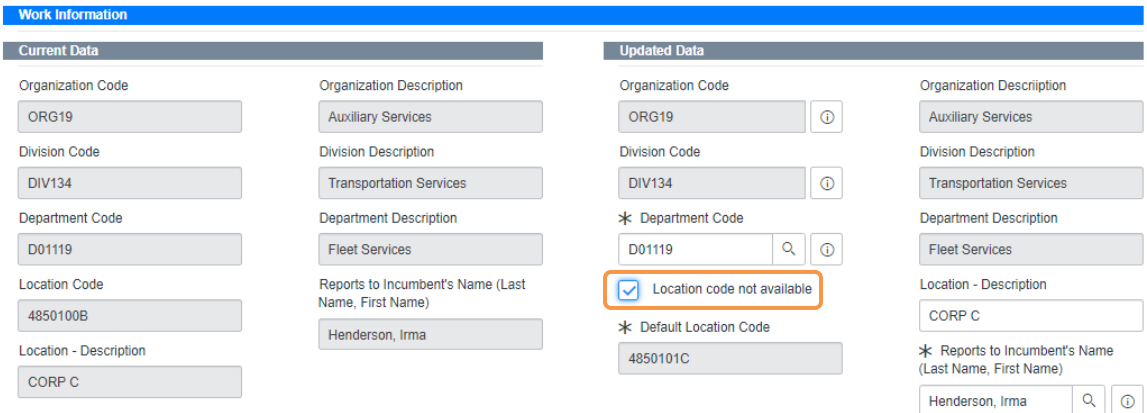


4. The new Location Description and Location Code will then be displayed in the request form.



5. In some scenarios, the location code is not yet available and you may need to enter the department default location.

   To populate the default location code, select the *Location code not available* checkbox:



Note: If the default location code does not populate, work with your Shared Service Center to determine the default location to enter.