

# 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.

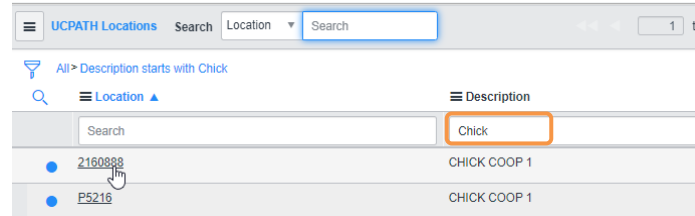
1. The Building and Room location are now required fields when requesting a new position. When entering a Department Code in the Work Information section of the form, a default Location Description will automatically populate.

*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.

# ServiceLink WORK LOCATION

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.

Position Data Management - New Position

Initiator: Carol Marquez | Request Date: 02/12/22

**Position Information**

\* Effective Date: 02/14/22 | \* Position Status: Approved

**Job Information**

\* Job Code: 008302 | \* Job Description: ELECTR TCHN SR | \* FTE: 1

FLSA Status: Non Exempt | FLSA Override: -- None -- | Union Code: TX | Union Description: Technical

**Work Information**

Organization Code: ORG19 | Organization Description: Auxiliary Services | Division Code: DIV132 | Division Description: Campus Business Support Srvc

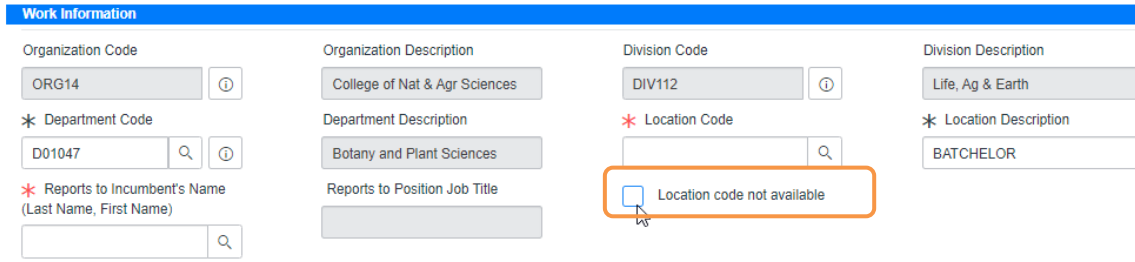
\* Department Code: D01113 | Department Description: Bookstore | \* Location: 2160888 | Location Description: CHICK COOP 1

\* Reports to Incumbent's Name (Last Name, First Name): | Reports to Position Job Title: | Reports to Position:

# ServiceLink WORK LOCATION

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:

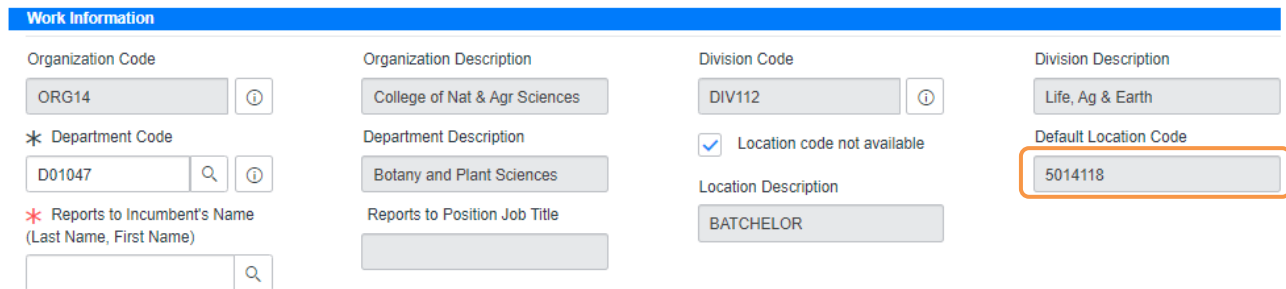


The screenshot shows the 'Work Information' form with the following fields and values:

Field	Value
Organization Code	ORG14
Organization Description	College of Nat & Agr Sciences
Division Code	DIV112
Division Description	Life, Ag & Earth
* Department Code	D01047
Department Description	Botany and Plant Sciences
* Location Code	[Empty]
* Location Description	BACHELOR
* Reports to Incumbent's Name (Last Name, First Name)	[Empty]
Reports to Position Job Title	[Empty]

The checkbox for 'Location code not available' is checked and highlighted with an orange box.

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.



The screenshot shows the 'Work Information' form with the following fields and values:

Field	Value
Organization Code	ORG14
Organization Description	College of Nat & Agr Sciences
Division Code	DIV112
Division Description	Life, Ag & Earth
* Department Code	D01047
Department Description	Botany and Plant Sciences
* Location Code	[Checked]
* Location Description	BACHELOR
* Reports to Incumbent's Name (Last Name, First Name)	[Empty]
Reports to Position Job Title	[Empty]
Default Location Code	5014118

The checkbox for 'Location code not available' is checked and highlighted with an orange box. The 'Default Location Code' field is also highlighted with an orange box and contains the value '5014118'.

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

# ServiceLink WORK LOCATION

## 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.

The screenshot displays the 'Update Position Request Form' with three main sections: Position Information, Job Information, and Work Information. Each section has 'Current Data' and 'Updated Data' columns. Asterisks (\*) indicate required fields.

Position Information	
* Position Number	* Reason for Update
40006003	Position Only Change

Current Data		Updated Data	
Effective Date	Position Status	* Effective Date	Position Status
11/15/21	Approved	02/14/22	Approved

Current Data		Updated Data	
Job Code	Job Description	* Job Code	Job Description
009404	FLEET SVC SUPV 2	009404	FLEET SVC SUPV 2
Union Code	Union Description	Union Code	Union Description
99	Non-Represented	99	Non-Represented
FTE	FLSA Status	* FTE	FLSA Status
1	Exempt	1	Exempt
			FLSA Override
			-- None --

Current Data		Updated Data	
Organization Code	Organization Description	Organization Code	Organization Description
ORG19	Auxiliary Services	ORG19	Auxiliary Services
Division Code	Division Description	Division Code	Division Description
DIV134	Transportation Services	DIV134	Transportation Services
Department Code	Department Description	* Department Code	Department Description
D01119	Fleet Services	D01119	Fleet Services
Location Code	Reports to Incumbent's Name (Last Name, First Name)	* Location Code	Location - Description
4850100B	Henderson, Irma	4850100B	CORP C
Location - Description		<input type="checkbox"/> Location code not available	* Reports to Incumbent's Name (Last Name, First Name)
CORP C			Henderson, Irma

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.

This screenshot is identical to the previous one, but with a red box highlighting the search icon (magnifying glass) next to the 'Location Code' field in the 'Updated Data' column of the 'Work Information' section. A hand cursor is shown clicking on this icon.

# ServiceLink WORK LOCATION

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

Location Code	Description
502A0001	LOTHIAN HALL
502A0100A	LOTHIAN HALL
502A0100B	LOTHIAN HALL

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

Current Data		Updated Data	
Organization Code: ORG19	Organization Description: Auxiliary Services	Organization Code: ORG19	Organization Description: Auxiliary Services
Division Code: DIV134	Division Description: Transportation Services	Division Code: DIV134	Division Description: Transportation Services
Department Code: D01119	Department Description: Fleet Services	* Department Code: D01119	Department Description: Fleet Services
Location Code: 4850100B	Reports to Incumbent's Name (Last Name, First Name): Henderson, Irma	* Location Code: 502A0100A	Location - Description: LOTHIAN HALL
Location - Description: CORP C		<input type="checkbox"/> Location code not available	* Reports to Incumbent's Name (Last Name, First Name): Henderson, Irma

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:

Current Data		Updated Data	
Organization Code: ORG19	Organization Description: Auxiliary Services	Organization Code: ORG19	Organization Description: Auxiliary Services
Division Code: DIV134	Division Description: Transportation Services	Division Code: DIV134	Division Description: Transportation Services
Department Code: D01119	Department Description: Fleet Services	* Department Code: D01119	Department Description: Fleet Services
Location Code: 4850100B	Reports to Incumbent's Name (Last Name, First Name): Henderson, Irma	<input checked="" type="checkbox"/> Location code not available	Location - Description: CORP C
Location - Description: CORP C		* Default Location Code: 4850101C	* Reports to Incumbent's Name (Last Name, First Name): Henderson, Irma

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