

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

The instructions to find the new 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.

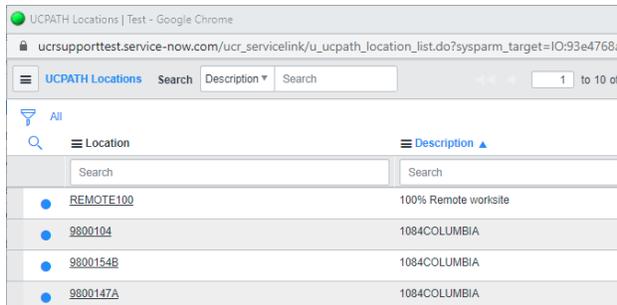
1. The Building and Room location are now required fields when requesting a new position. When entering a Department Code in the Work Information section of the form, a default Location Description will automatically populate.
2. When entering the Department Code, the Location Description appears. You must indicate where the employee will be located (Location Code) by typing in the location code or using the look up table to find the value.

New Position Location and Location Description:

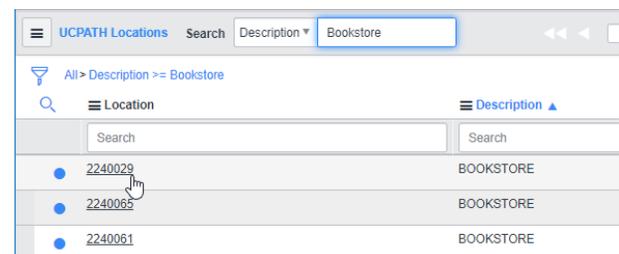
The screenshot shows the 'ServiceLink' interface for 'Position Data Management - New Position'. The 'Work Information' section is highlighted, showing fields for Organization Code (ORG19), Department Code (D01113), and Location (BOOKSTORE). A callout box points to the search icon in the Location field with the text 'Lookup using list'.

3. Select the search icon  in the Location field to find the building location code.

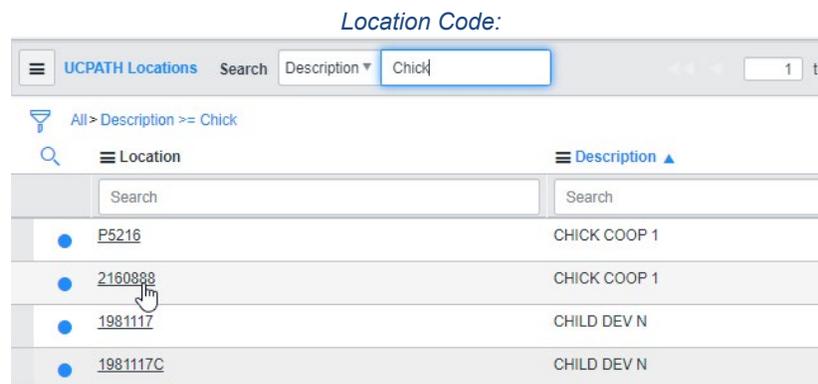
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Enter the location description (BOOKSTORE) to filter and search the available location codes



- Some employee's will not be physically located in their default home department location. Search for the *actual* building description and locate the appropriate location code assigned for the position. Enter the building description and scroll to select the location code or type the location code in the search field.



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



Position Data Management - New Position

Initiator:
Request Date:

Position Information

* Effective Date:
* Position Status:

Job Information

* Job Code:
* Job Description:
* FTE:
FLSA Status:
FLSA Override:
Union Code:
Union Description:

Work Information

Organization Code:
Organization Description:
Division Code:
Division Description:
* Department Code:
Department Description:
* Location:
Location Description:
* Reports to Incumbent's Name (Last Name, First Name):
Reports to Position Job Title:
Reports to Position:

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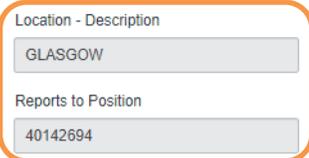
Physical work locations and descriptions are now required to be assigned in UCPath position data. [State Assembly Bill 119 \(AB119\)](#) signed into law in 2017, contains a legal requirement for public institutions to have available the physical location of a represented employee's "workstation". This job aid provides instructions on how this information is to be defined in the New Position and Update Position ServiceLink forms.

The instructions to find the new Building and Room location code 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.

Update Position Request Form – All fields designated with an asterisk are required. In this example, the Work Information section under *Current* Data displays the existing Location code with a default Location description. To change the existing building location or location code, select the search icon on the right under Updated data.

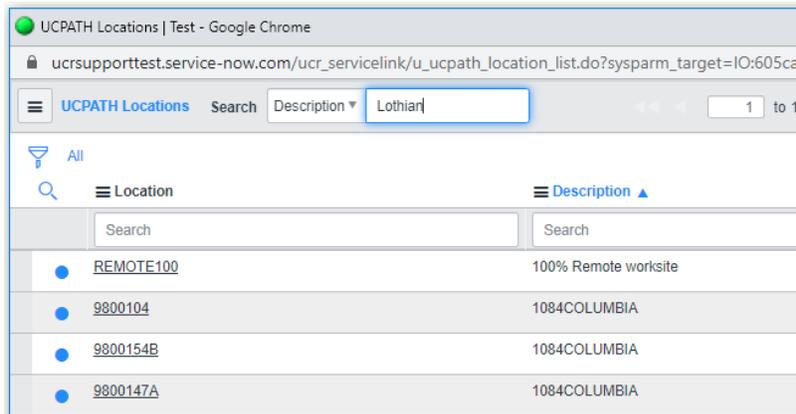
Position Information	
* Position Number 40004358	* Reason for Update Position Only Change
Current Data	
Effective Date 11/15/21	Position Status Approved
Updated Data	
* Effective Date	Position Status Approved
Job Information	
Current Data	
Job Code 005234	Job Description FOOD SVC SUPV 1
Union Code 99	Union Description Non-Represented
FTE 1	FLSA Status Exempt
Updated Data	
* Job Code 005234	Job Description FOOD SVC SUPV 1
Union Code 99	Union Description Non-Represented
* FTE 1	FLSA Status Exempt
FLSA Override -- None --	
Work Information	
Current Data	
Organization Code ORG19	Organization Description Auxiliary Services
Division Code DIV188	Division Description Housing & Dining Services
Department Code D01209	Department Description Dining Services
Location 9412002	Reports to Incumbent's Name (Last Name, First Name) Preciado, Moses
Location - Description GLASGOW	Reports to Position Job Title FOOD SVC MGR 1
Reports to Position 40142694	
Updated Data	
Organization Code ORG19	Organization Description Auxiliary Services
Division Code DIV188	Division Description Housing & Dining Services
* Department Code D01209	Department Description Dining Services
* Location 9412002	* Reports to Incumbent's Name (Last Name, First Name) Preciado, Moses
Location - Description GLASGOW	Reports to Position Job Title FOOD SVC MGR 1
Reports to Position 40142694	

Lookup using list

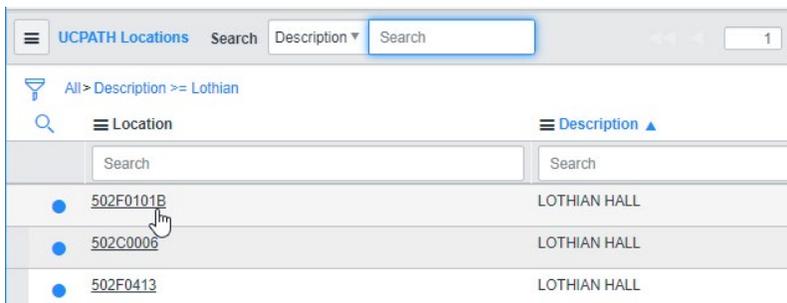


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1. Enter the new building location description (Lothian) and select enter to filter the location code list.



2. Scroll to select the Location code:



If you do not find the location code in the drop-down menu, re-verify the room number is correct in the FMS blueprint. If the number you have is correct, but not available to select in ServiceLink, select the default location code (temporarily) and report the problem to Kameron Johnson in CSC (ucpathcsc@ucr.edu). The location code may need to be added to the UCPATH location table.

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

Work Information			
Current Data		Updated Data	
Organization Code	ORG19	Organization Code	ORG19
Organization Description	Auxiliary Services	Organization Description	Auxiliary Services
Division Code	DIV188	Division Code	DIV188
Division Description	Housing & Dining Services	Division Description	Housing & Dining Services
Department Code	D01209	* Department Code	D01209
Department Description	Dining Services	Department Description	Dining Services
Location	9412002	* Location	502F0101B
Location - Description	GLASGOW	Location - Description	LOTHIAN HALL
Reports to Position	40142694	Reports to Position	40142694
Reports to Position Job Title	FOOD SVC MGR 1	Reports to Position Job Title	FOOD SVC MGR 1

4. If you have several location changes at one time, you can submit the request as a mass update by sending the information to the CSC (ucpathcsc@ucr.edu). The template for a mass upload request can be found on the [CSC website](#).