

Determine Workstation Type

This document outlines the process of determining the type of workstation location that will be assigned to an employee.

Determining Workstation Type:

1. The location data in UCPATH will need to be updated when a new employee is hired or an existing employee moves to a different location
 - a. If a workstation location has not yet been decided for a new employee, submit the department default location. Work with SSC to determine the default location.
2. The location in UCPATH can represent a specific room/office/cubicle where an employee works, or it can be a central check-in location for the department
3. Use the matrix below to determine if an employee should be assigned a specific work location or a department check-in location
 - a. *Ex. **Employee A** is in a single-headcount position and is 100% remote, but comes to campus periodically for meetings and does not have an assigned workstation location on campus.*
Worker Type: Employee A belongs in the Remote Worker Type and would be assigned a Department Check-in location, which is a specific building and room in which employee information can be obtained.

Worker Type	Worker Description	Workstation Type	Workstation Description	Notes
Multiheadcount/ Overalllocated	A position designed for more than one employee or a single headcount position with more than one employee	Central Department Check-in	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	Central Department Check-in	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	Central Department Check-in	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)	Central Department Check-in	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				