# JOB DATA CHANGES



Supporting Organizational Excellence

**JOB DATA CHANGE** process begins when one or many changes to an employee's job record are made, such as: FTE, employee classification, probation or trial employment status, job end dates, recurring or one-time additional compensation\*, pay rate, job earnings distribution, short work break, etc.

\*See Additional Compensation infographic for more information.

## **AS-IS PAIN POINTS**

## **IMPROVEMENTS**

## **BENEFITS**

- > Data changes are currently made directly to PPS with no tracking for requests or approvals
- ➤ Multiple UCPath processes and transactions will be available on a single simplified ServiceLink request form. The user will only be presented with the fields applicable to the particular change they want to make
- > Standardized and streamlined experience for employees
- ➤ Reduced risk of non-compliance

## **ROLES FOR JOB DATA CHANGES**



HR/AP Partner can review items submitted by requester or submit a request to update the employee's job record.



If a probation or trial extension is needed, the HR Central Office must approve the change.



## SSC FULFILLER

SSC will submit one or many UCPath transactions to fulfill the Job Data Change request.



### SSC AWE APPROVER (CONDITIONAL)

Conducts quality assuance review and submits it in ucpath



Have the ability to view the status of the request and tasks. May be the same person given the other roles. Monitors overall request.

## **JOB DATA CHANGES MAP**

Roadmap represents the most common business case.

to update an employee's job record.





**HR/AP** Partner submits request to update an employee's job record in ServiceLink.



\*If required by process -either appoval or notification for transaction

Department/Org/HR/AP Partner receives notification that transaction(s) is complete.





**Shared Services** submits transaction(s) to UCPath.







Please note, an individual may assume one or many roles.

## **DID YOU KNOW?**

You can apply one or many Job Data Changes in the same request (for a single job) as long as the effective date is the same for each change.

## THE PROCESS IS SUCCESSFUL IF...

✓ An update(s) has been made to the employee's job data