

JOB DATA CHANGES

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

- Data changes are currently made directly to PPS with no tracking for requests or approvals

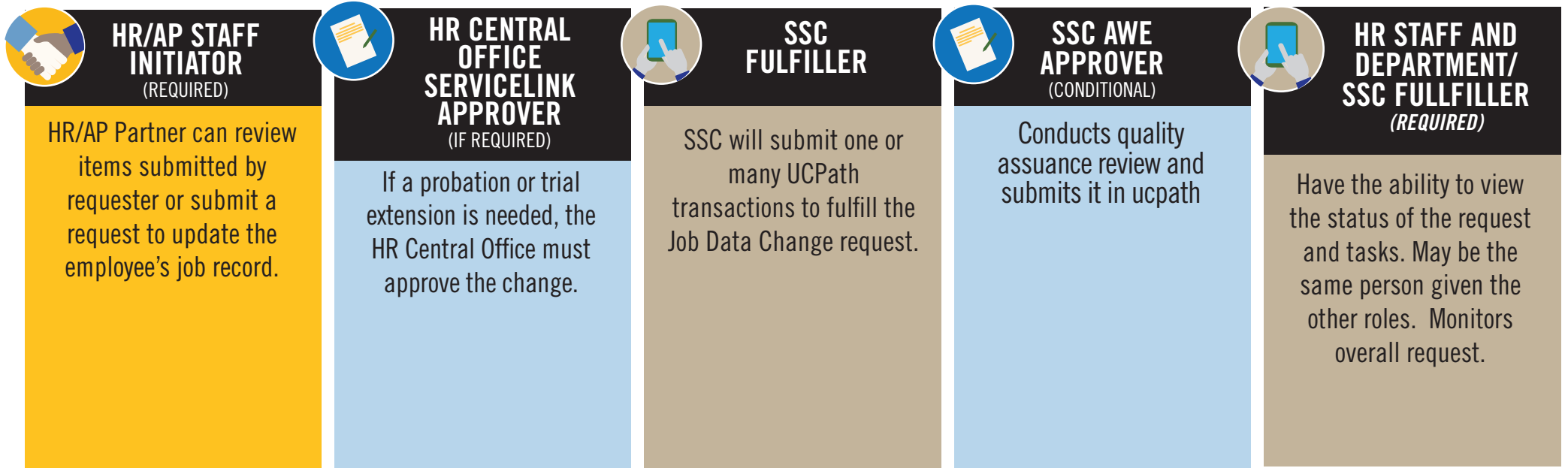
IMPROVEMENTS

- 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

BENEFITS

- Standardized and streamlined experience for employees
- Reduced risk of non-compliance

ROLES FOR JOB DATA CHANGES



JOB DATA CHANGES MAP

Roadmap represents the most common business case.



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