SERVICELINK WORK AUTHORIZATION

FOM | UCPath
FUTURE OPERATING MODEL | PAYROLL, ACADEMIC PERSONNEL, TIME KEEPING & HUMAN RESOURCES
Supporting Organizational Excellence

WORK AUTHORIZATION RE-VERIFICATION – The work authorization re-verification process begins when reports are generated which detail employees whose I-9 or work authorization is pending expiration. Shared Services works with the employee to update their I-9 and work authorization records.

AS-IS PAIN POINTS	IMPROVEMENTS	BENEFITS
› Manual process and has an increased compliance risk due to highly de-centralized and manual processes.	› 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.	› Reduced risk of non-compliance › Standardized and streamlined experience for employees

ROLES FOR WORK AUTHORIZATION RE-VERIFICATION

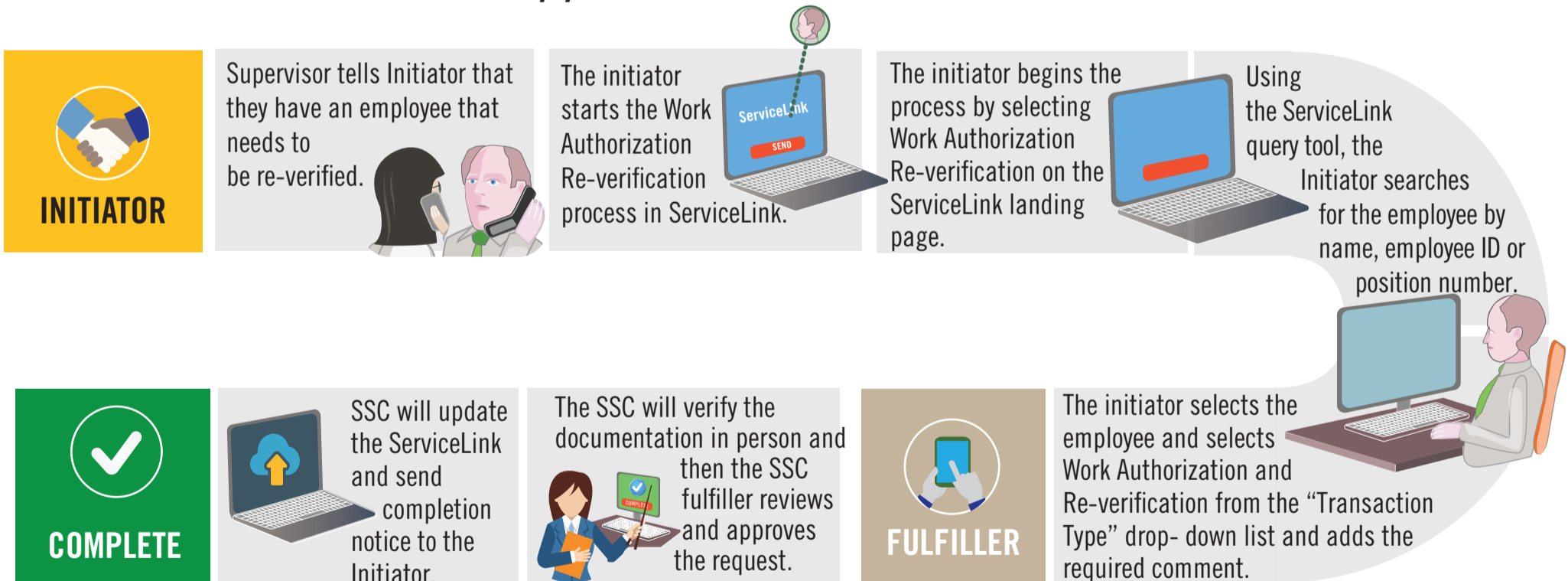| INITIATOR (REQUIRED)	SSC FULFILLER (REQUIRED)	INQUIRER (REQUIRED)
Established by departmental SAA at accountability structure level (Partner)	Established by Shared Services SAA that represents an aggregation of accountability structure	Read-only access to view requests and tasks within their accountability structure at the departmental or Shared Services level.

GENERAL MAP – WORK AUTHORIZATION RE-VERIFICATION

Roadmap presents the most common business case.

INITIATOR
Supervisor tells Initiator that they have an employee that needs to be re-verified.

The initiator starts the Work Authorization Re-verification process in ServiceLink.

The initiator begins the process by selecting Work Authorization Re-verification on the ServiceLink landing page.

Using the ServiceLink query tool, the Initiator searches for the employee by name, employee ID or position number.

The initiator selects the employee and selects Work Authorization and Re-verification from the "Transaction Type" drop-down list and adds the required comment.

FULFILLER

The SSC will verify the documentation in person and then the SSC fulfiller reviews and approves the request.

COMPLETE
SSC will update the ServiceLink and send completion notice to the Initiator.

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

LEGEND	DID YOU KNOW?	THE PROCESS IS SUCCESSFUL IF...
SSC Shared Services Center ⚙ System Actions ▢ People Actions	Employees will be notified prior to their work authorization and visa expiration dates, and Department/Organizations will work offline to extend visas and process renewal paperwork before the re-verification process.	✔ Employee is authorized to continue working