Position Control Checklist

UCRIVERSIDE
UNIVERSITY OF CALIFORNIA
UCPATH PILOT

New Position Request		
☐	Position Approval	Required
☐	Funding Approval / FAU	Required
☐	Effective Date	Required
☐	Job Code	Required
☐	Job Description	Required
☐	FTE	Required
☐	FLSA Override	If applicable
☐	Department Code	Required
☐	Location - Description	Required
☐	Reports to Incumbent's Name (Last Name, First Name)	Required
☐	Salary Grade	Required
☐	Max Head Count	Required
☐	Position Pool ID	If applicable
☐	Employee Relations Code (If code is confidential consult with HR/AP Central Office)	Required
☐	Special Training Code	If applicable
☐	Worksite ID	Required
☐	Security Clearance	If applicable

Update Existing Position		
☐	Position Number	Required
☐	Reason for Update	Required
☐	Effective Date	Required
☐	Job Code	If applicable
☐	FTE	If applicable
☐	Department Code	If applicable
☐	Location	If applicable
☐	Reports to Incumbent's Name (Last Name, First Name)	If applicable
☐	Salary Admin Plan	If applicable
☐	Salary Grade	If applicable
☐	Position Pool	If applicable
☐	Employee Relations Code (If code is confidential consult with HR/AP Central Office)	If applicable
☐	Special Training Code	If applicable
☐	Worksite ID	If applicable
☐	Security Clearance	If applicable