## POSITION CONTROL UCRIVERSITY OF CALIFORNIA UCRIVERSIDE UCRIVERSIDE

**POSITION DATA MANAGEMENT:** UCPath Position Data Management refers to the process of creating and editing existing position data within PeopleSoft. Position data includes Business Unit, Department, Location, Establishment ID, Job Code, FLSA Status, Union Code, Reports To, Salary Plan, Salary Grade, FTE, and Standard Hours.

There are two relationships with respect to position:

- 1. Position to job code
- 2. Position to employee

Positions may create a one-to-many relationship with Job code; that is, departments may have one or multiple positions with a particular job code. The position, then, is used to track details such as the funding source and reporting structure pertaining to that particular job within a particular department, and it usually has a one-to-one relationship with employees. In some cases, such as student workers possessing identical position data, positions may have a one-to-many relationship with employees. The graphs below illustrates the relationship of positions to job codes and employees.

## **ROLES FOR POSITION CONTROL**



## **POSITION CONTROL MAP**

Roadmap presents the most common business case.



Supervisor reviews Position Control checklist for required inputs to add/ update position.



The **Transactional Unit** approves checklist and creates or updates position in UCPath.





Now the position is ready to use.



The **Transactional Unit** adds the FAU to the new position in FAU Tool.



**SSC AWE APPROVER** reviews position and approves it in UCPath.

