

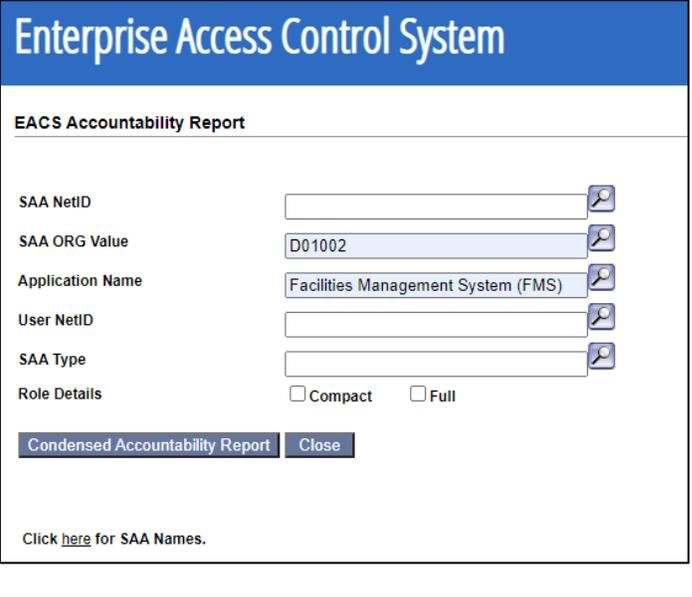
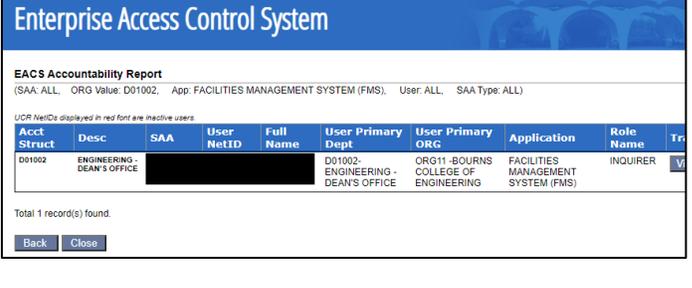
Determine Work Location

This document outlines the process of gathering the location data (building and room) for an employee's workstation location.

Gathering Building Data

1. The building and room for an employee's workstation will need to be obtained within the building
 - a. If a workstation location has not yet been decided for a new employee, submit the department default location. Work with your SSC for assistance with determining default location.
2. If the location is unable to be obtained by visiting the building, some buildings have floorplans that can be accessed through the [FMS system](#)
3. If you are unable to access the FMS, you will need to either [gain access](#) through your SAA or reach out to someone in your department that has access. Follow the steps below to determine who in your department has access to FMS

Accessing EACS Accountability Report

<ol style="list-style-type: none">1. Access the EACS Accountability Report (You may need to log into UCR's network)2. Enter the Department ID, ORG, or SSC Code into the SAA ORG Value field3. Select "Facilities Management System (FMS)" in the Application Name field	
<ol style="list-style-type: none">4. Click the Condensed Accountability Report button and the users with access to the FMS will be displayed	

Determine Work Location

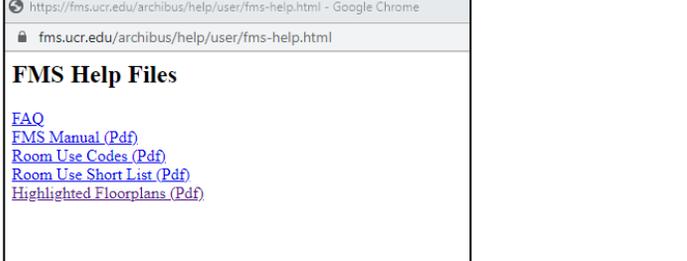
7. Once access to the FMS has been obtained, there are two methods for gathering the floorplans outlined below

Accessing Floorplans by building and floor

<ol style="list-style-type: none"> 1. Access FMS System as an authorized user 2. From the FMS homepage select View/Edit Room Data 3. Then Edit Room Data 																																																			
<ol style="list-style-type: none"> 4. Select the desired building and floor 	<table border="1"> <thead> <tr> <th>Room Number</th> <th>Fac Unit</th> <th>Description</th> <th>Number of Stations</th> <th>ASF ft²</th> </tr> </thead> <tbody> <tr><td>2108</td><td>VC STU AFFRS</td><td>OTHER OFF</td><td>3</td><td></td></tr> <tr><td>2108A</td><td>VC STU AFFRS</td><td>OTHER OFF</td><td>1</td><td></td></tr> <tr><td>2108B</td><td>VC STU AFFRS</td><td>OTHER OFF</td><td>1</td><td></td></tr> <tr><td>2108C</td><td>AVC DEAN STU</td><td>OTHER OFF</td><td>1</td><td></td></tr> <tr><td>2108D</td><td>VC STU AFFRS</td><td>OTHER OFF</td><td>1</td><td></td></tr> <tr><td>2108E</td><td>VC STU AFFRS</td><td>OTHER OFF</td><td>2</td><td></td></tr> <tr><td>2108F</td><td>VC STU AFFRS</td><td>OFFICE SRV</td><td>0</td><td></td></tr> <tr><td>2117</td><td>INST RSCH</td><td>OTHER OFF</td><td>1</td><td></td></tr> <tr><td>2119</td><td>ACAD PERSONL</td><td>OTHER OFF</td><td>1</td><td></td></tr> </tbody> </table>	Room Number	Fac Unit	Description	Number of Stations	ASF ft ²	2108	VC STU AFFRS	OTHER OFF	3		2108A	VC STU AFFRS	OTHER OFF	1		2108B	VC STU AFFRS	OTHER OFF	1		2108C	AVC DEAN STU	OTHER OFF	1		2108D	VC STU AFFRS	OTHER OFF	1		2108E	VC STU AFFRS	OTHER OFF	2		2108F	VC STU AFFRS	OFFICE SRV	0		2117	INST RSCH	OTHER OFF	1		2119	ACAD PERSONL	OTHER OFF	1	
Room Number	Fac Unit	Description	Number of Stations	ASF ft ²																																															
2108	VC STU AFFRS	OTHER OFF	3																																																
2108A	VC STU AFFRS	OTHER OFF	1																																																
2108B	VC STU AFFRS	OTHER OFF	1																																																
2108C	AVC DEAN STU	OTHER OFF	1																																																
2108D	VC STU AFFRS	OTHER OFF	1																																																
2108E	VC STU AFFRS	OTHER OFF	2																																																
2108F	VC STU AFFRS	OFFICE SRV	0																																																
2117	INST RSCH	OTHER OFF	1																																																
2119	ACAD PERSONL	OTHER OFF	1																																																
<ol style="list-style-type: none"> 5. Select the Download PDF button (right side of the page, about 1/2 way down) 6. You can then print or download the PDF from your browser (Plans are not highlighted) 																																																			

Determine Work Location

Accessing All Floorplans

<ol style="list-style-type: none">1. Access FMS System as an authorized user2. From the FMS homepage select the Help button (top right corner)	
<ol style="list-style-type: none">3. Choose Highlighted Floorplans (PDF) from the document list4. Buildings are in CAAN order and spaces are highlighted by assigned department	

* For any issues accessing the FMS or floorplans, please contact the Space Manager, Sharyl Murdock at Sharyl.murdock@ucr.edu.

8. Once the floorplans are gathered, obtain the building and room information for the employee's workstation and submit to your SSC
9. If you are unable to obtain the building and room through the methods outlined above, or the work location has not yet been determined for an employee, submit the default department location