

# AB119: UPDATING LOCATION IN UCPATH

## AB119 Purpose:

State Assembly Bill 119 (AB119) signed into law in 2017, contains a legal requirement for public institutions to have available the physical location of a represented employee's "workstation".

## UCPath pages for updating location:

UCPATH PAGE	UCPATH NAVIGATION
<a href="#">Position Admin</a>	PeopleSoft menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
<a href="#">Position Control (new position/vacant position)</a>	PeopleSoft menu > UC Customizations > UC Extensions > Position Control Request
<a href="#">PayPath (recommended for existing filled positions)</a>	PeopleSoft menu > UC Customizations > UC Extensions > PayPath Actions

## How to validate location code:

This job aid requires you to have already obtained a valid Location Code. If you do not already have a Location Code, you can use the [Validate and Translate Location Data](#) job aid to look up location data to obtain a valid UCPath Location Code.

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**UPDATING LOCATION IN POSITION ADMIN** - PeopleSoft menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

STEP	ACTION
1	Navigate to Position admin in UCPATH
2	Enter position number in the search box and hit enter
3	Click (+) to "add a row"
4	Enter effective date
5	Select appropriate reason code "MCD" Update Mail/Location Code
6	Clear out and delete the old location number and enter new location number
7	"Save" transaction

The screenshot shows the 'Position Information' form in PeopleSoft. Red arrows and boxes highlight the following steps:

- Step 3:** A red arrow points to the '+' button in the top right corner of the form.
- Step 4:** A red arrow points to the 'Effective Date' field, which contains '11/16/2021'.
- Step 5:** A red arrow points to the 'Reason' dropdown menu, which is set to 'MCD'.
- Step 6:** A red arrow points to the 'Location' field, which contains '3411463' and 'BOYCE'.
- Step 7:** A red arrow points to the 'Save' button at the bottom left of the form.

Other visible fields include: Position Number 40008422, Headcount Status Filled, Current Head Count 1 out of 1, \*Status Active, \*Business Unit RVC, Job Code 003479, \*Reg/Temp Not Applicable, \*Full/Part Time Fixed, \*Reg Region USA, Department D41050, Location 3411463, Reports To 40814017, Salary Admin Plan T029, Grade 1, Step, Standard Hours 0.01, Work Period W, FLSA Status Exempt, and Bargaining Unit 8888.

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## CREATING A NEW POSITION IN POSITION CONTROL- PeopleSoft menu > UC Customizations > UC Extensions > Position Control Request

1. Navigate to Position Control in UCPATH
2. Select add new position and next

3. Input/update all required fields in the Position Information and Job information section.
4. Input Department code in the Work Location section. The Location code will auto derive to the default location once the department code has been entered. If the default location is not correct, clear out and delete the default location number and enter new location code.
5. Complete all remaining required fields and tabs.

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## 6. "Save and Submit transaction

The screenshot displays the UC Path system interface. At the top, there are tabs for "Description", "Specific Information", "UC Position Data", and "Supporting Documents". Below the tabs, the "Transaction ID" is shown as "1111111111". A table with the following columns is visible: "Position Number", "Effective Date", "Action Reason", "Operator ID", "Unique Sys Filename", "DateTime Stamp", "Attached File", "Add Attachment", "View Attachment", and "Delete Attachment". The table contains one row with the value "1 NEW" in the "Position Number" column and "NEW" in the "Action Reason" column. Below the table, there are three buttons: "Save and Submit", "Save for Later", and "Cancel". A red arrow with the number "6" points to the "Save and Submit" button. At the bottom of the interface, there is a breadcrumb trail: "Description | Specific Information | UC Position Data | Supporting Documents".

Position Number	Effective Date	Action Reason	Operator ID	Unique Sys Filename	DateTime Stamp	Attached File	Add Attachment	View Attachment	Delete Attachment
1 NEW		NEW					Add Attachment	View Attachment	Delete Attachment

Save and Submit Save for Later Cancel

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## UPDATING LOCATION IN POSITION CONTROL - PeopleSoft menu > UC Customizations > UC Extensions > Position Control Request

1. Navigate to Position Control in UCPATH
2. Select update vacant position and next

Add/Update Position Request

Transaction Type

Add Vacant Position  Update Vacant Position  Review Transaction

Next >>

Draft Transactions

select	Transaction ID	Effdt	Position Number	Description	Transaction Status	Position Status	Business Unit	Department	Job Code	Reports To	Update
1 <input type="checkbox"/>											Update

Delete Selected Transactions

3. Enter effective date and position number and search

Find an Existing Value

Update Vacant Positions

\*Effective Date: 02/02/2022

Position Number: 40006540

Description:

Position Status:

Business Unit:

Department:

Job Code:

Reports To Position Number:

Search Clear Return

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4. Once desired results are returned click *select*

EFFDT	Position Number	Description	Position Status	Business Unit	Department	Job Code	Reports To Position Number
1 12/01/2017	40006540	ADMIN SUPV 2	Approved	RVCMP	D01332	007375	40004657

5. Select appropriate *reason code* "MCD" Update Mail/Location Code

**Position Information**

Position Number: 40006540  
Transaction ID: 111111111  
Headcount Status: Open  
Current Head Count: 0 out of 1  
Effective Date: 02/02/2022  
Approval Status: Initial  
\*Status: Active

**\*Reason**

**Job Information**

Business Unit: RVCMP UC Riverside Campus  
Job Code: 007375 ADMIN SUPV 2  
Reg/Temp: Not Applicable  
Shift: Not Applicable  
Title: ADMIN SUPV 2

**Work Location**

Reg Region: USA United States  
Department: D01332 Econ/Pol Sci Admin Unit  
Location: P5523 SPROUL  
Reports To: 40004657 PROF-AY-B/E/E  
Company: UCS University of California

**Salary Plan Information**

Salary Admin Plan: CTRV  
Salary Grade: 23  
Standard Hours: 40.00  
Work Period: W Weekly

**Salary Ranges**

	Minimum	Micpoint	Maximum

**Look Up Reason**

Reason Code	Description
ACR	Accretion to Bargaining Unit
ADJ	Created for Payroll Adjustment
APU	APU Change
CID	Change in Duty Station
CNV	Conversion Use Only
COR	Correction SalPlan, Grade, Etc
CWT	Change in Working Title
E2C	Mass Position Creation
ERC	Update Employee Relations Code
FL2	FLSA Update- Does Not Meet
FL3	FLSA Revert
FL5	FLSA Override Due to Review
FTE	Revert to Position FTE
GWC	Career Tracks Grade Watch Chng
IN1	Inactive - Bus Unit Transfer
IN2	Inactive - No Plan to Refill
IN3	Inactive - Void Position
INA	Position Inactivated
JFT	Job Data FTE Override
JRD	Job Reclassification - Downward
JRL	Job Reclassification - Lateral
JRU	Job Reclassification - Upward
NEW	New Position
PIT	Permanent Increase in Time (FTE)
POC	Position Only Change
PRI	Permanent Reduction - Layoff
PRO	Promotion
PRT	Permanent Reduction in Time (FTE)
REG	Regularization
REO	Re-Organization/Restructure
RTC	Reports To Change
SEC	Series Change
SOR	LBNL - Second Org Change
TIT	Temporary Increase in Time
TRT	Temporary Reduction in Time

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6. Clear out and delete the old location number and enter new location number
7. "Save and Submit" transaction

The screenshot displays the UCPath interface for a position record. The 'Work Location' section is highlighted, showing the following details:

- Reg Region: USA (United States)
- Department: D01332 (Econ/Pol Sci Admin Unit)
- Company: UCS (University of California)
- Location: 3411463 (BOYCE) - This field is highlighted with a red box and a red arrow labeled '6'.
- Reports To: 40004657 (PROF-AY-B/E/E)
- Dot-Line: (empty)

Other sections visible include:

- Position Information:** Position Number 40006540, Headcount Status Open, Effective Date 02/02/2022, Approval Status Initial, \*Status Active.
- Job Information:** Business Unit RVCMP (UC Riverside Campus), Job Code 007375 (ADMIN SUPV 2), Manager Level, Full/Part Time Fixed, Union Code 99 (Non-Represented), Title ADMIN SUPV 2.
- Salary Plan Information:** Salary Admin Plan CTRV, Salary Grade 23, Standard Hours 40.00, Work Period W (Weekly).
- Salary Ranges:** Table with columns for Minimum, Midpoint, and Maximum.
- FLSA Status:** Exempt, Bargaining Unit 8888.
- Updated on:** 12/12/2017 6:00:52PM, Updated By User 10002570, Jean Park.

# AB119: UPDATING LOCATION IN UCPATH

## UPDATING LOCATION IN PAYPATH - PeopleSoft menu > UC Customizations > UC Extensions > PayPath Actions

1. Navigate to Paypath in UCPATH
2. Enter *position number*, or *employee ID* or use *name search*

The screenshot shows the 'PayPath Actions' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button and a 'Search Criteria' section. The search criteria section contains several dropdown menus: 'Empl ID begins with', 'Empl Record begins with', 'Name begins with', 'Last Name begins with', 'Business Unit begins with', 'Position Number begins with' (with the value '40008422' entered), 'Department begins with', 'Job Code begins with', and 'Employee Classification begins with'. There is also an 'Employee Status' dropdown and a 'Case Sensitive' checkbox. At the bottom, there is a 'Search' button, a 'Clear' button, a 'Basic Search' link, and a 'Save Search Criteria' link. Two red arrows with the number '2' point to the 'Position Number' field and the 'Search' button, indicating the steps described in the list above.



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3. Enter effective date
4. Select appropriate reason code "MCD" Update Mail/Location Code
5. Clear out and delete the old location number and enter new location number
6. "Save and Submit" transaction

The screenshot shows the UCPath Position Data form for an employee. The form is divided into several sections. At the top, there are tabs for "Position Data", "Job Data", and "Additional Pay Data". Below these, the employee's information is displayed: "Employee", "Empl ID", and "Empl Record 1". The "Position Data" section includes fields for "Position Number" (40098422), "SPECIALIST COOP EXT", and "Action: POS Position Change". Three red arrows point to specific fields: arrow 3 points to the "Effective Date" field (02/02/2022), arrow 4 points to the "Position Change Reason" field (MCD), and arrow 5 points to the "Location" field (3411463 BOYCE). Below these fields are two columns: "New Values to update" and "Existing Values". The "New Values to update" column contains fields for Business Unit (RVCMP), Department ID (D41050), Location (3411463 BOYCE), Job Code (003479), Union Code (FX), FLSA Status (Exempt), Reports To Position (40814017), Sal Admin Plan (T029), Salary Grade (1), Standard Hours (0.01), FTE (0.000000), Mail Drop (P5323), Position Pool, Employee Relations Code (All Others, Not Confidential), and Classified Indicator (Academic). The "Existing Values" column contains fields for Current Effective Date (11/16/2021), Business Unit (RVCMP), Department (D41050), Location (3411463 BOYCE), Job Code (003479), Union Code (FX), FLSA Status (Exempt), Reports To Position (40814017), Sal Admin Plan (T029), Salary Grade (1), Standard Hours (0.01), FTE, Add to FTE Actual Count (checked), Include FTE (checked), Representation Code (Covered), and Worksite ID. At the bottom left, there is a "Return to Search" button and navigation links for "Position Data | Job Data | Additional Pay Data".

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The screenshot displays the 'Additional Pay Data' tab for employee Antoon Ploeg (Empl ID 10005556). The interface includes sections for 'New Additional Pay', 'Effective Date', 'Payment Details', and 'Job Information'. The 'Save for Later' button is highlighted with a red box and a red arrow labeled '6'. Other buttons include 'Save And Submit', 'Cancel', and 'Upload \ View Supporting Documents'. The 'Job Information' section shows details such as Employee Type (Salaried), Standard Hours (0.01), and Job Code (003479). The 'Request Status' is 'In Progress'.

Section	Field	Value
New Additional Pay	*Earnings Code:	
	Effective Date:	02/18/2022
	Addl Seq #:	1
	End Date:	
Payment Details	Reason:	Not Specified
	Pay Period Amt:	
Applies To Pay Periods	<input checked="" type="checkbox"/> First	
	<input type="checkbox"/> Second	
Job Information	Employee Type:	Salaried
	Standard Hours:	0.01
Default Job Data	Position:	40008422 SPECIALIST COOP EXT
	Business Unit:	RVCMP UC Riverside Campus
	Department:	D41050 CE - Nematology
	Job Code:	003479 SPECIALIST COOP EXT
	FTE:	0.000000
	Employee Status:	Active
	Expected Job End Date:	
	Transaction ID:	NEW
Workflow Status:	Apprvl Prc	
Request Status:	In Progress	
Initiator's Comments:		
User ID:	10001349	

END UPDATING LOCATION IN UCPATH