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:

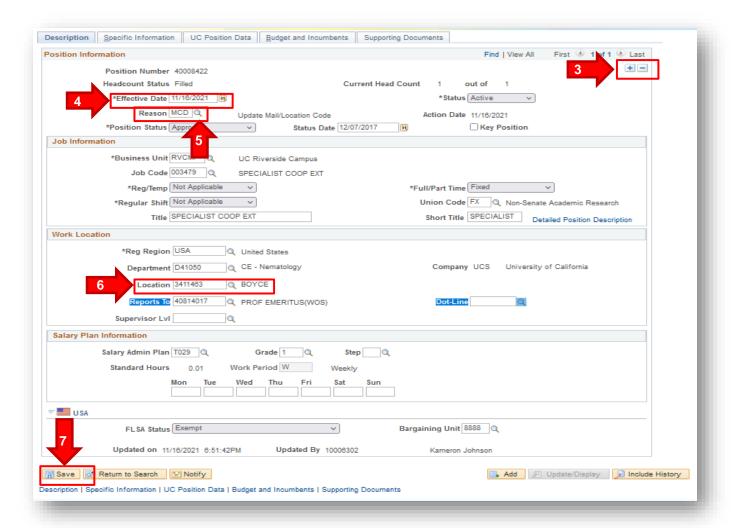| UCPATH PAGE	UCPATH NAVIGATION
Position Admin	PeopleSoft menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
Position Control (new position/vacant position)	PeopleSoft menu > UC Customizations > UC Extensions > Position Control Request
PayPath (recommended for existing filled positions)	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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UC RIVERSIDE
Campus Support Center

UPDATING LOCATION IN POSITION ADMIN - PeopleSoft menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
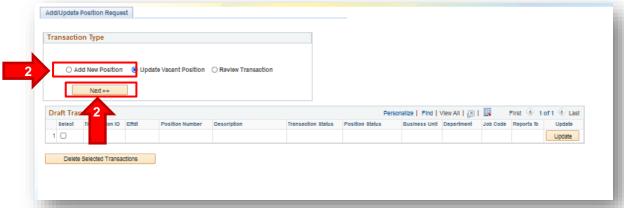
STEP	ACTION
1	Navigate to Position admin in UCPath
2	Enter position number in the search box and hit enter
3	Click (+) to "add a row"
4	Enter effective date
5	Select appropriate reason code "MCD" Update Mail/Location Code
6	Clear out and delete the old location number and enter new location number
7	"Save" transaction

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

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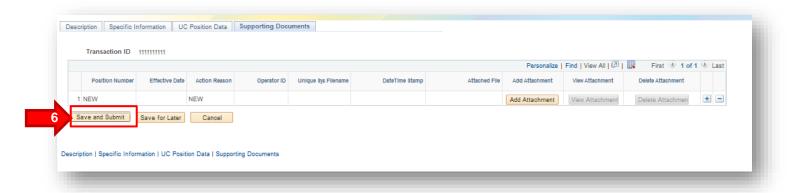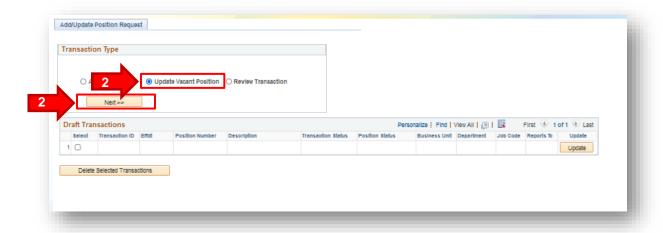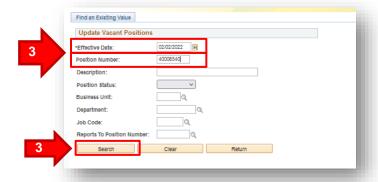
2. Select add new position and next

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.

6. "Save and Submit transaction

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

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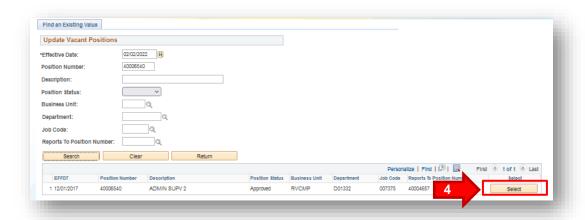
2. Select update vacant position and next

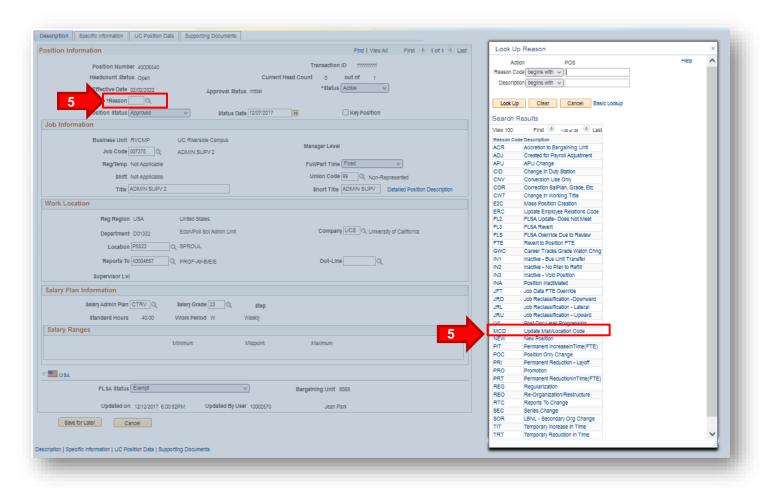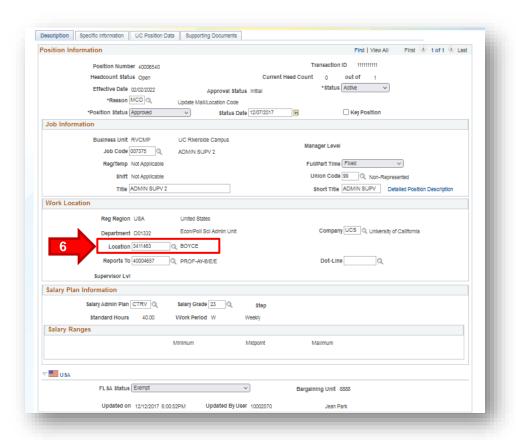3. Enter *effective date* and *position number* and *search*

4. Once desired results are returned click *select*

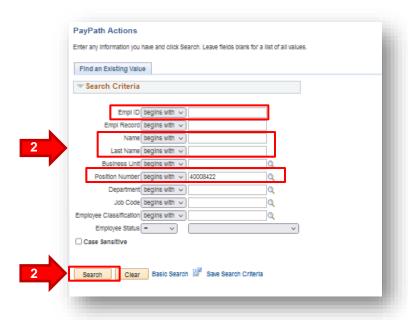5. Select appropriate *reason code* "MCD" Update Mail/Location Code

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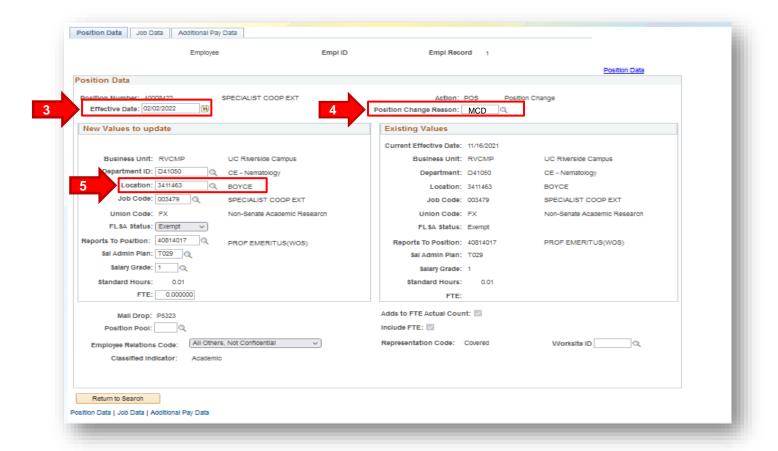
7. "Save and Submit" transaction

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*

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

END UPDATING LOCATION IN UCPATH