

#### **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:

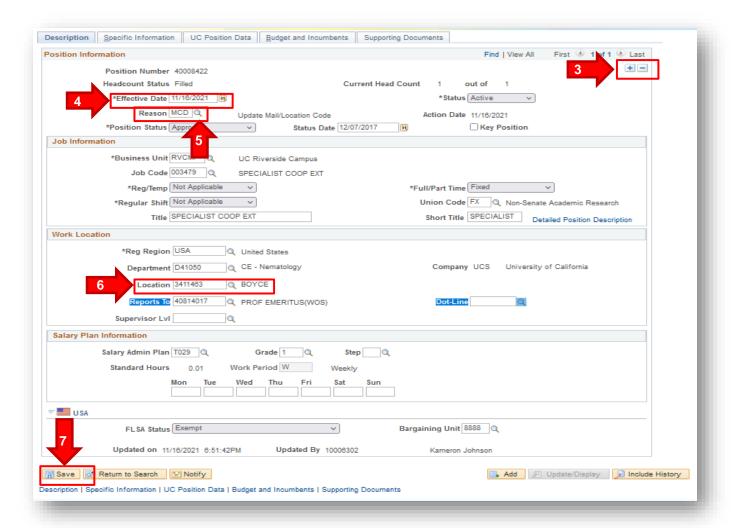
This job aid requires you to have already obtained a valid Location Code. If you do not already have a Location Code, you can use the <u>Validate and Translate Location Data</u> job aid to look up location data to obtain a valid UCPath Location Code.



### **UPDATING LOCATION IN POSITION ADMIN** - PeopleSoft menu > Organizational Development

> Position Management > Maintain Positions/Budgets > Add/Update Position Info

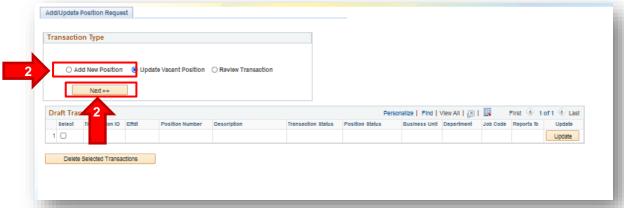
STEP	ACTION			
1	Navigate to Position admin in UCPath			
2	Enter position number in the search box and hit enter			
3	Click (+) to "add a row"			
4	Enter effective date			
5	Select appropriate reason code "MCD" Update Mail/Location Code			
6	Clear out and delete the old location number and enter new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



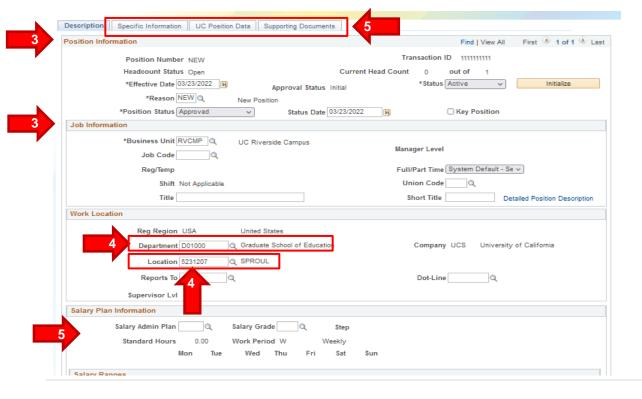


#### CREATING A NEW POSITION IN POSITION CONTROL- PeopleSoft menu > UC Customizations

- > UC Extensions > Position Control Request
  - 1. Navigate to Position Control in UCPath
  - 2. Select add new position and next

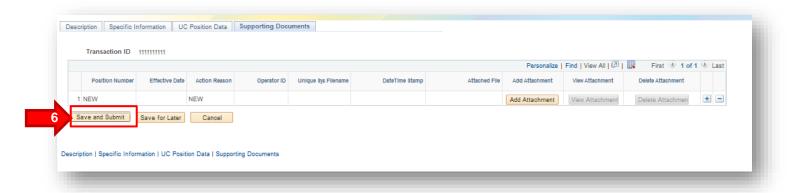


- 3. Input/update all required fields in the Position Information and Job information section.
- 4. Input Department code in the Work Location section. The Location code will auto derive to the default location once the department code has been entered. If the default location is not correct, clear out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





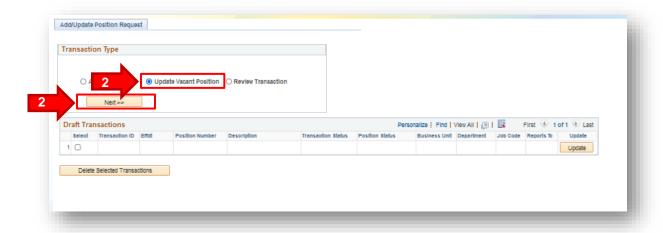
#### 6. "Save and Submit transaction



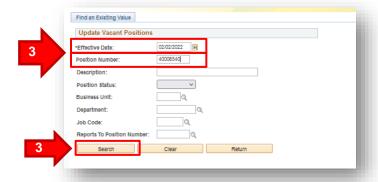


**UPDATING LOCATION IN POSITION CONTROL** - PeopleSoft menu > UC Customizations > UC Extensions > Position Control Request

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

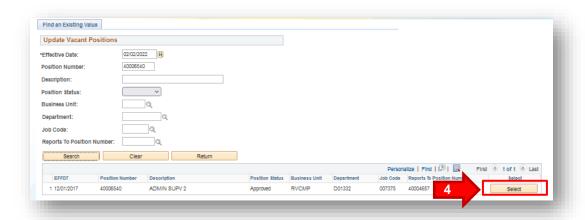


3. Enter effective date and position number and search

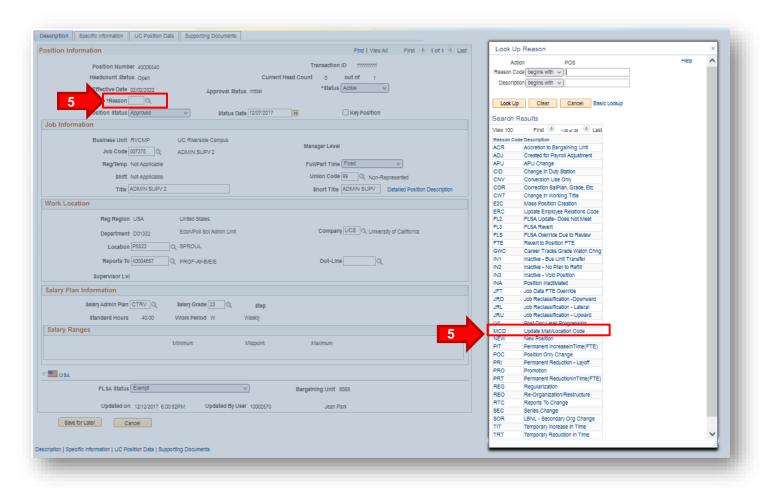




4. Once desired results are returned click select

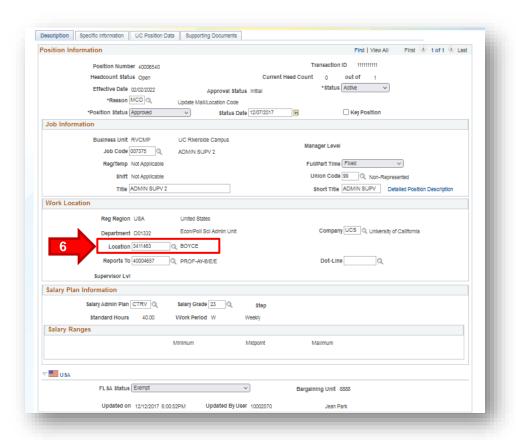


5. Select appropriate reason code "MCD" Update Mail/Location Code





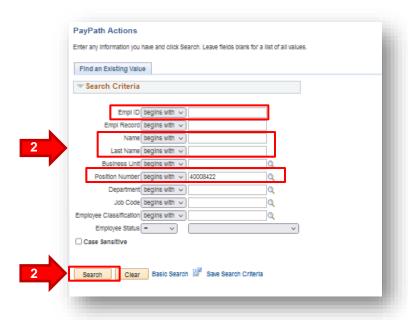
- 6. Clear out and delete the old location number and enter new location number
- 7. "Save and Submit" transaction





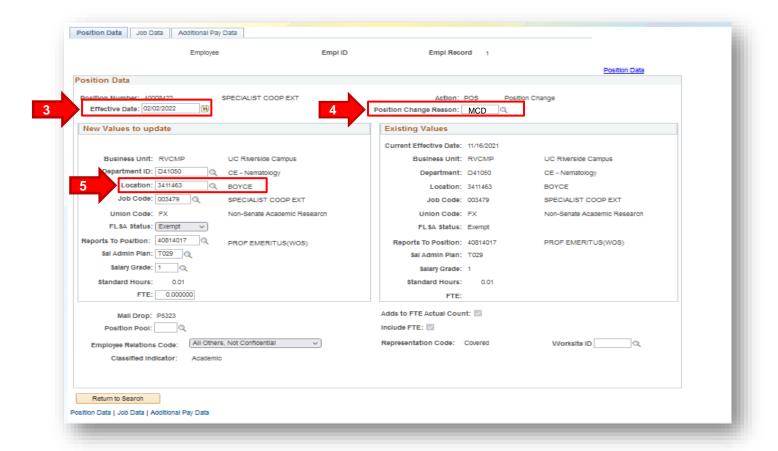
# **UPDATING LOCATION IN PAYPATH** - PeopleSoft menu > UC Customizations > UC Extensions > PayPath Actions

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





Antoon Ploeg	Employee		Empl ID 10005558	Empl Record 1
New Additional Pay	/	Find   View All	First 1 of 1 Las	No Data present for current Additional P
*Earnings Code:			+	=
Effective Date		Find   View All	First 1 of 1 Last	
*Effective Date:	02/18/2022		+ -	
▼ Payment Detail	ls	Find   View All	First 1 of 1 Last	t
Addl Seq #:	1		+ -	
End Date:	Ħ	Reason: No	t Specified V	·
Pay Period Amt:			· · · · · · · · · · · · · · · · · · ·	
Goal Amount:		Goal Balance:		
✓ Prorate Additio	nal Pay			
Applies To Pay F	Periods			
☑ First ☐ Se	cond Third			
Job Information				
Employee Type:	Salaried	Standard He	ours: 0.01	
Compensation Rate:	Salarieu	Frequency		
Default Job Data		requency		
Position:	40008422 SPE	CIALIST COOP EXT		
Business		liverside Campus		
Unit: Department:		Nematology		
Job Code:		CIALIST COOP EXT		
	0.000000	500 EXT		
Employee Status:	Active	Expected Jo	b End Date:	
Save for Later	Save And Subm	it Cancel	Upload \ View Supp	porting Documents
Transaction ID	NEW			
Workflow Status				
Request Status				
Initiator's Comments				
initiator's Comments				
		fi.		
User ID	10001349			

END UPDATING LOCATION IN UCPATH