

Physical work locations and descriptions are now required to be assigned in UCPath position data. <u>State Assembly Bill</u> <u>119 (AB119)</u> signed into law in 2017, contains a legal requirement for public institutions to have available the physical location of a represented employee's "workstation". This job aid provides instructions on how this information is to be defined in the New Position and Update Position ServiceLink forms.

The instructions to find the new Building and Room location codes can be found on the CSC website <u>here</u>. If ServiceLink is not the system where you submit UCPath requests, please contact your Shared Service Center for further instructions.

New Position Request Form – All fields designated with an asterisk are required.

- 1. The Building and Room location are now required fields when requesting a new position. When entering a Department Code in the Work Information section of the form, a default Location Description will automatically populate.
- 2. When entering the Department Code, the Location Description appears. You must indicate where the employee will be located (Location Code) by typing in the location code or using the look up table to find the value.

	ice Link		
Position Data Management - New Position Initiator Carol Marquez	Request Date 02/12/22		
Position Information * Effective Date 02/14/22 Job Information		★ Position Status Approved	~
Job monnation ★ Job Code 008302 FLSA Status Non Exempt	* Job Description ELECTR TCHN SR FLSA Override None	* FTE 1 Union Code TX (Union Description
Work Information Organization Code ORG19 * Department Code D01113 Q * Reports to Incumbent's Name (Last Name, First Name)	Organization Description Auxiliary Services Department Description Bookstore Reports to Position Job Title	Lookup * Location	Division Description Campus Business Support Srvcs Location Description BOOKSTORE

New Position Location and Location Description:

3. Select the search icon \P in the Location field to find the building location code.



·	UCPATH Locations Test - Google Chrome					
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≡ UC	PATH Locations	Search	Description *	Search	1 to 10 of	
AII	l.					
Q	■ Location				E Description ▲	
	Search				Search	
•	REMOTE100				100% Remote worksite	
•	<u>9800104</u>				1084COLUMBIA	
•	<u>9800154B</u>				1084COLUMBIA	
•	9800147A				1084COLUMBIA	

Enter the location description (BOOKSTORE) to filter and search the available location codes

UCPATH Locations Search	Description *	Bookstore	
All>Description >= Bookstore			
\bigcirc \equiv Location			Description ▲
Search			Search
<u>2240029</u>			BOOKSTORE
 <u>2240065</u> 			BOOKSTORE
 <u>2240061</u> 			BOOKSTORE

4. Some employee's will not be physically located in their default home department location. Search for the *actual* building description and locate the appropriate location code assigned for the position.

Enter the building description and scroll to select the location code or type the location code in the search field.

	Location Code:				
UCPATH Locations Search	Description Chick	1 to			
✓ All > Description >= Chick Q Q ■ Location		E Description ▲			
Search		Search			
• <u>P5216</u>		CHICK COOP 1			
• <u>2160888</u>		CHICK COOP 1			
• <u>1981117</u>		CHILD DEV N			
• <u>1981117C</u>		CHILD DEV N			



5. The actual Location Description and Location Code will then be displayed in the request form.

RIVERSIDE Servic	eLink		
tion Data Management - New Position Initiator Carol Marquez	Request Date 02/12/22		
Position Information		de Destilies Orston	
* Effective Date 02/14/22		* Position Status Approved	
Job Information	★ Job Description	* FTE	
008302 Q	ELECTR TCHN SR	1	
FLSA Status Non Exempt	FLSA Override	Union Code	Union Description Technical
Work Information			
Organization Code	Organization Description	Division Code	Division Description
ORG19	Auxiliary Services	DIV132	Campus Business Support Srvcs
* Department Code	Department Description	* Location	Location Description
D01113 Q (j)	Bookstore	2160888 Q	CHICK COOP 1
Reports to Incumbent's Name (Last Name, First Name)	Reports to Position Job Title	Reports to Position	



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The instructions to find the new Building and Room location code can be found on the CSC website <u>here</u>. If ServiceLink is not the system where you submit UCPath requests, please contact your Shared Service Center for further instructions.

Update Position Request Form – All fields designated with an asterisk are required. In this example, the Work Information section under *Current* Data displays the existing Location code with a default Location description. To change the existing building location or location code, select the search icon \Im on the right under Updated data.

★ Position Number 40004358	Q ()	★ Reason for Update Position Only Change		
Current Data			Updated Data	
Effective Date		Position Status	★ Effective Date	Position Status
11/15/21		Approved		Approved 🗸
Job Information				
Current Data			Updated Data	
Job Code		Job Description	* Job Code	Job Description
005234		FOOD SVC SUPV 1	005234 Q (j	FOOD SVC SUPV 1
Union Code		Union Description	Union Code	Union Description
99		Non-Represented	99	Non-Represented
	FLSA		* FTE FLSA	FLSA Override
1	Status		1 Status	None 🗸
	Exempt		Exempt	
Work Information				
			Lindated Data	
Current Data		Organization Description	Updated Data	Organization Description
Current Data Organization Code		Organization Description	Organization Code	Organization Description
Current Data Organization Code ORG19		Auxiliary Services	Organization Code ORG19	Auxiliary Services
Current Data Organization Code ORG19 Division Code		Auxiliary Services Division Description	Organization Code ORG19 Division Code	Auxiliary Services Division Description
Current Data Organization Code ORG19 Division Code DIV188		Auxiliary Services Division Description Housing & Dining Services	Organization Code ORG19 (1) Division Code DIV188 (1)	Auxiliary Services Division Description Housing & Dining Services
Current Data Organization Code ORG19 Division Code DIV188 Department Code		Auxiliary Services Division Description Housing & Dining Services Department Description	Organization Code ORG19 Division Code DIV188 C Pepartment Code	Auxiliary Services Division Description Housing & Dining Services Department Description
Current Data Organization Code ORG19 Division Code DIV188		Auxiliary Services Division Description Housing & Dining Services	Organization Code ORG19 (1) Division Code DIV188 (1)	Auxiliary Services Division Description Housing & Dining Services Department Description Dining Services
Current Data Organization Code ORG19 Division Code DIV188 Department Code D01209 Location		Auxiliary Services Division Description Housing & Dining Services Department Description Dining Services Reports to Incumbent's Name (Last	Organization Code ORG19 Division Code DIV188 Department Code D01209 O D0	Auxiliary Services Division Description Housing & Dining Services Department Description Dining Services * Reports to Incumbent's Name (Last
Current Data Organization Code ORG19 Division Code DIV188 Department Code D01209		Auxiliary Services Division Description Housing & Dining Services Department Description Dining Services	Organization Code ORG19 ① Division Code DIV188 ① * Department Code D01209 Lookup using list	Auxiliary Services Division Description Housing & Dining Services Department Description Dining Services Reports to Incumbent's Name (Last Name, First Name)
Current Data Organization Code ORG19 Division Code DIV188 Department Code D01209 Location 9412002 Location - Description		Auxiliary Services Division Description Housing & Dining Services Department Description Dining Services Reports to Incumbent's Name (Last Name, First Name)	Organization Code ORG19 Division Code DIV188 Code D01209 Lookup using list Location	Auxiliary Services Division Description Housing & Dining Services Department Description Dining Services * Reports to Incumbent's Name (Last Name, First Name)
Current Data Organization Code ORG19 Division Code DIV188 Department Code D01209 Location 9412002		Auxiliary Services Division Description Housing & Dining Services Department Description Dining Services Reports to Incumbent's Name (Last Name, First Name)	Organization Code ORG19 ① Division Code DIV188 ① * Department Code D01209 Lookup using list * Location 9412002 ①	Auxiliary Services Division Description Housing & Dining Services Department Description Dining Services Reports to Incumbent's Name (Last Name, First Name)
Current Data Organization Code ORG19 Division Code DIV188 Department Code D01209 Location 9412002 Location - Description		Auxiliary Services Division Description Housing & Dining Services Department Description Dining Services Reports to Incumbent's Name (Last Name, First Name)	Organization Code ORG19 ① Division Code DIV188 ① * Department Code D01209 Location 9412002 ① Location - Description	Auxiliary Services Division Description Housing & Dining Services Department Description Dining Services Reports to Incumbent's Name (Last Name, First Name)
Current Data Organization Code ORG19 Division Code DIV188 Department Code D01209 Location 9412002		Auxiliary Services Division Description Housing & Dining Services Department Description Dining Services Reports to Incumbent's Name (Last Name, First Name)	Organization Code ORG19 ① Division Code DIV188 ① * Department Code D01209 Lookup using list * Location 9412002 ①	Auxiliary Services Division Description Housing & Dining Services Department Description Dining Services Reports to Incumbent's Name (La Name, First Name)



1. Enter the new building location description (Lothian) and select enter to filter the location code list.

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UCPATH Loca	UCPATH Locations Test - Google Chrome					
a ucrsuppor	ttest.service-now.o		celink/u_ucpath_locati	on_list.do?sysparm_target=IO:605ca		
	ocations Search	Description •	Lothian	< < 1 to 1		
T Ali						
Q ≣Lo	ocation			■ Description ▲		
Sea	arch			Search		
<u>REM</u>	OTE100			100% Remote worksite		
<u>9800</u>	104			1084COLUMBIA		
<u>9800</u>	154 <u>B</u>			1084COLUMBIA		
<u>9800</u>	147A			1084COLUMBIA		

2. Scroll to select the Location code:

■ UCPATH Locations Search Description ▼ Search	h
All> Description >= Lothian Q ≡ Location	■ Description ▲
Search	Search
• <u>502F0101B</u>	LOTHIAN HALL
• <u>502C0006</u>	LOTHIAN HALL
<u>502F0413</u>	LOTHIAN HALL

If you do not find the location code in the drop-down menu, re-verify the room number is correct in the FMS blueprint. If the number you have is correct, but not available to select in ServiceLink, select the default location code (temporarily) and report the problem to Kameron Johnson in CSC (<u>ucpathcsc@ucr.edu</u>). The location code may need to be added to the UCPath location table.

3. The new Location Description and Location Code will then be displayed in the request form.

Work Information				
Current Data		Updated Data		
Organization Code Organization Description		Organization Code	Organization Description	
ORG19	Auxiliary Services	ORG19	Auxiliary Services	
Division Code	Division Description	Division Code	Division Description	
DIV188	Housing & Dining Services	DIV188	Housing & Dining Services	
Department Code	Department Description	★ Department Code	Department Description	
D01209	Dining Services	D01209 Q ()	Dining Services	
Location	Reports to Incumbent's Name (Last Name, First Name)	* Location	★ Reports to Incumbent's Name (Last Name, First Name)	
9412002	Preciado, Moses	502F0101B Q (j)	Preciado, Moses Q	
Location - Description	r reciado, Moses	Location - Description		
GLASGOW		LOTHIAN HALL		
Reports to Position	Reports to Position Job Title	Reports to Position	Reports to Position Job Title	
40142694	FOOD SVC MGR 1	40142694	FOOD SVC MGR 1	

 If you have several location changes at one time, you can submit the request as a mass update by sending the information to the CSC (<u>ucpathcsc@ucr.edu</u>). The template for a mass upload request can be found on the <u>CSC</u> <u>website</u>.