

Use this task to view position data for a specific position in UCPath.

**Navigation:** PeopleSoft Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

Favorites • Main Menu • Organizational Development • Position Management • M	aintain Positions/Budgets 🗸 🚿 Add/Update Position Info
	Home Worklist Add to Favorites Sign ou
DRACLE	
	New Window I Help I
dd/lladete Desition lafe	New Wildow [Tielp]
nter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
Search Criteria	
Position Number: begins with	
Description: begins with V	
Position Status:	
Business Unit: begins with V	
Department: begins with 🗸	
lob Code: begins with 🗸	
Reports To Position Number: begins with 🗸	
Include History Case Sensitive	
Ravis Search Criteria	
Search Clear Dasic Gearch and Gave Gearch Ontena	
	🔍 100% 🗖

Step	Action
1.	When you navigate to the <b>Add/Update Position Info</b> component, the system displays the <b>Find an Existing Value</b> tab, which you use to search for existing positions.
	If you don't know the position number you can search using other search fields. Enter search criteria in one or more of the search fields.
2.	Click in the <b>Position Number</b> field.
3.	Enter the desired information into the <b>Position Number</b> field. For this example, enter <b>40078651</b> .
4.	Select the <b>Include History</b> check box to view historical, current and future rows of data. You also have the ability to select this action within the <b>Position Data</b> component.
	In this example, do not select the check box.

р	Action							
	Click the Sea	rch bu	tton.					
	Search							
Favo	orites - Main Menu - >	Organizational D	evelopment 🗸 👌 Position	Management -> M	aintain Posi	tions/Budd	iets 🗸 🚿	Add/Update Position Info
						-	Home	Worklist Add to Favorites Sign ou
Des	scription Specific Information	UC Position D	ata Budget and Incumb	ents Supporting Do	cuments			New Window   Help   Personalize Page   📰
Pos	sition Information						Fir	nd IView All First 🚯 1 of 1 🕟 Last
	Position Number	40078651						
	Headcount Status	Filled		Current Hea	d Count	1	out of	1
	Effective Date	11/01/2016				Status	Active	
	Reason	CNV	Conversion Use Only		Ac	tion Date	03/08/20	)17
_	Position Status	Approved	Status	Date 03/08/2017			Key F	Position
•	Job Information							
	Business Unit	MECMP	UC Merced Campus					
	Job Code	001630	LECT-AY					
	Reg/Temp	Not Applicable			Full	Part Time	Fixed	
	Regular Shift	Not Applicable			U	ion Code	IX	Non-Senate Instructional
	litle	LECT-AY			S	hort litle	LECT-A	Y Detailed Position Description
`	Work Location							
	Reg Region	USA	United States					
	Department	E10300	Undergraduate Educat	ion		Compan	y UCS	University of California
	Location	00011	Campus					
	Reports To					Dot-Lin	e	
	Supervisor LvI							
2	Salary Plan Information							
	Salary Admin Plan	T15A	Grade	Step				
	Standard Hours	40.00	Work Period W	Weekly				

Step	Action
6.	The <b>Description</b> page displays header-level information about the position, as well as <b>Job Information</b> , <b>Work Location</b> information and <b>Salary Plan Information</b> .
	This component is effective dated and captures the history of all changes to the position.
7.	Positions are typically set up as single headcount, but there are instances of multiple headcount positions.
	This example displays a <b>Current Head Count</b> of <b>1 out of 1</b> , which is currently filled by an employee, as indicated by the <b>Headcount Status</b> field.
8.	Review the <b>Job Information</b> associated with the position.
	The <b>Union Code</b> , <b>Title</b> and <b>Short Title</b> fields are attributes of the <b>Job Code</b> . These fields default from the job code when the position is created.
	The <b>Reg/Temp</b> and <b>Regular Shift</b> fields are not used by UC.

OF CALIFORNIA UCPath



Step	Action
9.	Review the Work Location information associated with the position.
	These fields identify the <b>Department</b> and physical <b>Location</b> of the position, as well as the position to which this position reports ( <b>Reports To</b> field).
	The <b>Supervisor Lvl</b> field is not used by UC.
10.	Scroll down to display additional fields and page options.
	Click the scroll bar.

Fa	avorites 🗸 Main Menu 🗸 🚿	Organizational Dev	elopment 🗸 👌 Posif	ion Management	🔹 👌 Mai	intain Positions/Budge	ets 🕶 👌	Add/Update Pos	ition Info		
_						1	Home	Worklist	Add to Favorites	Sign out	
-											
	Job Information										
	Business Unit	MECMP	UC Merced Campus								
	Job Code	001630	LECT-AY								
	Reg/Temp	Not Applicable				Full/Part Time	Fixed				
	Regular Shift	Not Applicable				Union Code	IX	Non-Senate In	structional		
	Title	LECT-AY				Short Title	LECT-A)	Detaile	d Position Descri	ntion	
	Work Location							Dotaile	di tostaon Desen	puon	
	Des Desien										
	Reg Region	USA	United States								
	Department	E10300	Undergraduate Edu	cation		Company	UCS	University of C	alifornia		
	Location	00011	Campus								
	Reports To					Dot-Line					
	Supervisor Lv	I									
	Salary Plan Information										
	Salary Admin Plan	T15A	Grade	Step							
	Standard Hours	40.00	Work Period W	Weekly							
		Mon Tue	Wed Thu	Fri Sat	Sun						
		8.00 8.00	8.00 8.00	8.00							
	USA										
	FLSA Status	Exempt				Bargaining Unit 8	888				
	Updated or	03/08/2017 9:55:	45AM Upo	lated By UC_CC	NV	waters	/inco				
l	Save & Return to Search	Notify				Dipdate/Disp	olay 🛛	🗎 Include Histor	ry 🕑 Correc	t History	
De	scription   Specific Information   UC P	osition Data   Budge	et and Incumbents   S	upporting Docum	ents						/
										€ <b>100%</b> -	

Step	Action
11.	Review the Salary Plan Information associated with the position.
	These fields identify the position's <b>Salary Admin Plan</b> and the <b>Grade</b> . You can also view the <b>Standard Hours</b> within the <b>Work Period</b> .
	The <b>Step</b> field is not used at the position level.
12.	The daily hours are inconsequential and are not used to determine an employee's time/pay.



Step	Action
13.	Review the position's FLSA Status.
	FLSA Status options include: Exempt, Nonexempt, Nonexempt Alt Overtime and No FLSA Required.
	<b>Note:</b> The <b>Nonexempt Alt Overtime</b> option is used to track whether someone is eligible for an alternate overtime calculation when working in states that do not use the federal overtime guidelines. This status enables the calculation of double overtime using the regular rate of pay.
14.	The <b>Bargaining Unit</b> field is not used by UC.
	Union dues and fees are based on the <b>Union Code</b> (above) which defaults from the <b>Job Code</b> . However, for record keeping purposes, the union codes are mapped to the respective bargaining unit behind the scenes in UCPath.
15.	If you did not select the <b>Include History</b> check box when you searched for and selected the position, you can click the <b>Include History</b> button at the bottom of each page in the component.
16.	Click the <b>Specific Information</b> link.
	Specific Information

Favorites -	Main Menu 🗸 🔿 (	Organizational Development 🗸	Position Manager	gement 🗸 👌 Maintain Positio	ns/Budgets 👻	> Add/Update F	Position Info	
					Home	Worklist	Add to Favorites	Sign out
ORACL	.e							
Description	Specific Information	UC Position Data Budge	t and Incumbents	Supporting Documents		New Wi	indow   Help   Person	alize Page   🔟
	Position Nu	imber 40078651						
	Headcount S	Status Filled		Current Head Coun	t 1 0	out of 1		
Specific In	formation				Find	d   View All	First 🕚 1 of 1 🕑	Last
	Effectiv	e Date 11/01/2016			Statu	is Active		
	Max Head	Count 1				Incumbents		
	Mail D	)rop ID 712448				Update In	cumbents alary Plan/Grade	
	Work	Phone				Force Up	date for Title Change TE	es
	Health Cert	tificate				Budgeted	Position	
	Signature Au	thority				Confident	ial Position ng Permitted for Telework	
Educ	ation and Governmen	t				Available	IOI TELEWOIK	
	Position	Pool ID						
	Pre-Encumbrance I	ndicator No Encumbrance		Calc G	roup (Flex Serv	vice)		
	Encumber Salary	y Option Salary Grade Minimu	im		Academic F	Rank		
	Classified I	ndicator Academic			FTE 1.0000	000 🗹 Adds to	FTE Actual Count	
Save C	Return to Search	Notify	ihents I Supporting	🖉 Update/D	)isplay	Include History	Correct Histo	ту
- Jacobier ( 0)		Sent see and mouth						
								🔍 100% 🔻 💡

Step	Action
17.	The <b>Specific Information</b> page displays the <b>Max Head Count</b> for the position, a series of check boxes, and a section specific to <b>Education and Government</b> .



Step	Action
18.	The <b>Incumbents</b> check boxes become available for update (by a Position Administrator only) when the position has at least one incumbent, as seen in this example.
19.	The <b>Update Incumbents</b> check box is selected when the position has incumbents. When selected, any updates to the position automatically update the position- related <b>Job Data</b> fields for the assigned incumbents.
20.	The <b>Include Salary Plan/Grade</b> check box is selected when the grade is not configured to include steps and the <b>Update Incumbents</b> check box is selected.
21.	The <b>Force Update for Title Changes</b> check box is selected when there is a requirement for the title on the position to be different from the <b>Business Title</b> on the job.
22.	The <b>Include FTE</b> check box is selected when there is a requirement for the full time equivalency (FTE) on the position to be different from the FTE on the job.
23.	If the position is approved, then the <b>Budgeted Position</b> check box is selected. All approved positions are considered budgeted; if this check box is not selected, you cannot report on this position.
24.	UC does not use the following fields: Signature Authority, Confidential Position, Job Sharing Permitted and Available for Telework.
25.	The Education and Government section identifies the position's Classified Indicator and the FTE.
	If applicable, the <b>Position Pool ID</b> field indicates the position pool to which the position belongs. Work Study positions must have a position pool.
	The <b>FTE</b> field displays the maximum FTE that a single incumbent in the position can have.
	The <b>Adds to FTE Actual Count</b> field indicates whether the position counts against the department's FTE maximum, if established.
	UC does not use the following fields: <b>Pre-Encumbrance Indicator</b> , <b>Encumber</b> <b>Salary Option</b> . <b>Calc Group</b> ( <b>Flex Service</b> ) and <b>Academic Rank</b> .
26.	Click the UC Position Data tab.
	UC Position Data



Home       Worklist       Add to Favorities       Sig         New Window   Help   Personalize Par         Secription       Supporting Documents         New Window   Help   Personalize Par         Position Number 40070651         Headcount Status Filled       Current Head Count 1 out of 1         mployee Relations Code       Find   View All First 1 of 1 1 Last         Effective Date 11/01/2016       Status Active         HR Worksite ID       31       Academics and Staff         "semployee Relations Code       All Others, Not Confidential       Representation Code Covered         Incentive Award Plan       Security Personalize   Find   D   E   First 1 of 1         Security Clearance 1 of 1   Last         Special Training       Description       1 of 1   Last       Security Clearance 1 of 1   Last         Special Training       Description       1 of 1   Last       Security Clearance 1 of 1   Last         Special Training       Description       1 of 1   Last       Security Clearance 1 of 1   Last         Special Training       Description       1 of 1   Last       Security Clearance 1 of 1   Last         Special Training       Description       Specific Information   UC Position Data   Budget and Incumbents   Supporting Documents         Status       Return to Search </th <th>Menu • Organizational Development • Position Management • Maintain Positions/Budgets • Add/Update Position Info</th> <th></th>	Menu • Organizational Development • Position Management • Maintain Positions/Budgets • Add/Update Position Info	
Specific Information       UC Position Data       Budget and Incumbents       Supporting Documents         Position Number 4007861       Exercise Control       0 ut of       1         Imployee Relations Code       Find   View All       First ● 1 of 1 ● Last         Effective Date 11/01/2016       Status       Active         Incentive Award Plan       Security       Personalize   Find   Sile First ● 1 of 1 ● Last         Special       Training       Personalize   Find   Sile First ● 1 of 1 ● Last         Security       Clearance       1 of 1 ● Last         Special       Training       Enclude History       Correct History         Status       Clearance       1 of 1 ● Last       Security Clearance       1 of 1 ● Last         Special       Training       Enclude History       Correct History       Correct History         Status       Clearance       1 of 1 ● Last       Security Clearance       1 of 1 ● Last         Special       Training       Enclude History       Correct History       Correct History         Status       Clearance       1 of 1 ● Last       Security Clearance       Security Clearance         Special       Training       Enclude History       Correct History       Correct History <th>Home Worklist Add to Favorites S</th> <th>ign c</th>	Home Worklist Add to Favorites S	ign c
Securitor       Securitor Number 40078651         Headcount Status Filled       Current Head Count       1         mployee Relations Code       Find   View Ail       First ● 1 of 1 ● Last         Effective Date       110/12016       Status       Active         HR Worksite ID       31       Academics and Staff       *         *Employee Relations Code       All Others, Not Confidential       Representation Code Covered         Incentive Award Plan       Security       Personalize   Find   Dit   Last         Special Training       Personalize   Find   Dit   Representation Code Covered         Incentive Award Plan       Security       Security         Special Training       Personalize   Find   Dit   Representation       Security Clearance         Social       Tori I       Last       Security Clearance         Security Clearance       I of 1 *       Last         Security Clearance       Dit I of 1 *       Last         Save       Return to Search       Notify       Update/Display       Include History         Correct History       Specific Information   UC Position Data   Budget and Incumbents   Supporting Documents		
secription gpecific Information UC Position Data Budget and Incumbents Supporting Documents	New Window L Helio I Personaliza E	2000
Position Number 40078651 Headcount Status Filled Current Head Count 1 out of 1 mployee Relations Code Find   View All First 1 of 1 Last Effective Date 11/01/2016 Status Active HR Worksite ID 31 Academics and Staff *Employee Relations Code All Others, Not Confidential Representation Code Covered Incentive Award Plan Special Training Personalize   Find   21 First 1 of 1 Code 1 1/01/2016 Status Staff Personalize   Find   21 First 1 of 1 Security Personalize   Find   21 First 1 of 1 Security Clearance 1 of 1 Last Security Clearance Description 1 Security Cleara	ic Information UC Position Data Budget and Incumbents Supporting Documents	ayeı
Position Number 400/9501         Headcount Status Filed       Current Head Count 1 out of 1         mployee Relations Code       Find   View All First 1 of 1 1 Last         Effective Date 11/01/2016       Status Active         HR Worksite ID       31 Academics and Staff         *Employee Relations Code       All Others, Not Confidential         Representation Code Covered         Incentive Award Plan         Special Training       Personalize   Find   21 IF First 1 of 1         Special Training       Security Clearance         1       I of 1 Image         Special Training       Description         1       Image         Special Training       Description         Special Training       Description         1       Image         Special Training       Description         Special Training       Description         Special Training       Description         Special Training       Descripting Description         <		
Ineadcount status Filled       Cutrent read Count       I out of       I         mployee Relations Code       Find   View All       First I of 1 I Last         Effective Date 11/01/2016       Status       Active         HR Worksite ID       31       Academics and Staff         "Employee Relations Code       All Others, Not Confidential       Representation Code       Covered         Incentive Award Plan       Security       Personalize   Find   I Last       I of 1 I Last         Special       Training       Description       1 of 1 I Last       I of 1 I Last         Special       Training       Description       1 of 1 I Last       Security Clearance       1 of 1 I Last         Special       Training       Description       I of 1 I Last       Security Clearance       1 of 1 I Last         Special       Security Clearance       I of 1 I Last       Security Clearance       I of 1 I Last         Save       It Notify       It Update/Display       I include History       Correct History         Special       Training       Description Data   Budget and Incumbents   Supporting Documents       Supporting Documents	Number 400/8051	
Imployee Kelations Code Find [View All First I of 1 I Last   Effective Date 11/01/2016 Status Active HR Worksite ID 31 Academics and Staff "Employee Relations Code All Others, Not Confidential Representation Code Covered Incentive Award Plan Security Personalize   Find [I] IF First I of 1 Security Clearance Description 1 Security Clearance Description 1 Include History Correct History cription   Specific Information   UC Position Data   Budget and Incumbents   Supporting Documents	t status Filled Count 1 out of 1	
Effective Date 11/01/2016       Status       Active         HR Worksite ID       31       Academics and Staff         "Employee Relations Code       All Others, Not Confidential       Representation Code Covered         Incentive Award Plan       Special Training       Personalize   Find   [2]]       First () 1 of 1 () Last         Special Training       Description       () of 1 () Last       Security Clearance       1 of 1 () Last         1	Code Find   View All First I of 1 IV Last	
HR Worksite ID       31       Academics and Staff         *Employee Relations Code       All Others, Not Confidential       Representation Code Covered         Incentive Award Plan       Special Training       Personalize   Find   2  IF First () Last         Special Training       Description       1 of the Last         Special Training       Description       1 of the Last         Special Training       Description       1         1       Security Clearance       1 of the Last         Special Training       Description       1         1       Security Clearance       1 of the Last         Special Training       Description       1         1       Security Clearance       1 of the Last         Security Clearance       Security Clearance       1 of the Last         Security Clearance       1 of the Last       Security Clearance         Security Clearance       Security Clearance       1 of the Last         Security Clearance       Security Clearance       1 of the Last         Security Clearance       Security Clearance       1 of the Last         Security Clearance       Security Clearance       Security Clearance         Security Clearance       Security Clearance       Security Clearance         Securi	e 11/01/2016 Status Active	
HR Worksite ID       31       Academics and Staff         *Employee Relations Code       All Others, Not Confidential       Representation Code Covered         Incentive Award Plan       Special Training       Personalize   Find   [2]]       First 1 of 1         Special Training       Description       1 of 1 & Last       Security Clearance         1       Security Clearance       1 of 1 & Last       Security Clearance         1       Security Clearance       1 of 1 & Last       Security Clearance         1       Security Clearance       1 of 1 & Last       Security Clearance         1       Security Clearance       1 of 1 & Last       Security Clearance         1       Security Clearance       Security Clearance       1 of 1 & Last         Security Clearance       Security Clearance       Security Clearance       1 of 1 & Last         Security Clearance       Security Clearance       Security Clearance       Security Clearance         Save & Return to Search       Notify       Update/Display       Include History       Corect History         cription   Specific Information   UC Position Data   Budget and Incumbents   Supporting Documents       Security Clearance       Security Clearance       Security Clearance		
*Employee Relations Code       All Others, Not Confidential       Representation Code Covered         Incentive Award Plan <ul> <li>Special Training</li> <li>Description</li> <li>1</li> <li>Security</li> <li>Personalize   Find   2  # First              <ul></ul></li></ul>	31 Academics and Staff	
Incentive Award Plan Special Training Personalize   Find   [2]   First (1) 1 of 1 Special Training Description 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ns Code All Others, Not Confidential Representation Code Covered	
Special Training       Personalize   Find [ 2 ] III       First ( )       1         Special Code       1 of 1 ( )       Last       1         1       Security Clearance       Description         1       Image: Security Clearance       Description         Security Clearance       Description       Description         1       Image: Security Clearance       Description         Security Clearance       Description       Description         Security Clearance       Description       Description         Security Clearance       Image: Security Clearance       Description         Security Clearance       Description       Description         Security Clearance       Image: Security Clearance       Description         Security Clearance       Image: Security Clearance       Description         Security Clearance       Image: Securit	lan	
Security Clearance Code       Description         1       1         1       1         Save       Return to Search       Notify         Cription   Specific Information   UC Position Data   Budget and Incumbents   Supporting Documents       Include History	g Personalize   Find   🖓   🔣 First 🚯 1 of 1 (a) Last Clearance 1 of 1 (b) Last	
Code **       Code **       ***         1       1       1         Save ** Return to Search ** Notify       ***       ***         Image: Specific Information   UC Position Data   Budget and Incumbents   Supporting Documents       ***	Description Security Clearance Description	
1 Save Return to Search Notify Display Include History Correct History cription   Specific Information   UC Position Data   Budget and Incumbents   Supporting Documents		
Save 😰 Netry Dydate/Display 👔 Include History 🗗 Correct History		
Save Return to Search Notify Include History Correct History		
cription   Specific Information   UC Position Data   Budget and Incumbents   Supporting Documents	to Search 🔄 Notify	
cription   Specific Information   UC Position Data   Budget and Incumbents   Supporting Documents		
	ormation   UC Position Data   Budget and Incumbents   Supporting Documents	
1000/ @ 1000/		19/

Step	Action
27.	The UC Position Data page displays employee relations information, such as the HR Worksite ID, Employee Relations Code, Representation Code and if there are any Special Training Codes or security clearances required for the position.
28.	The <b>HR Worksite ID</b> field drives the majority of UCPath and Tracker integration functionality.
	This field determines:
	• If the worksite is configured to send automatic emails or not.
	• If the Worksite has e-Verify turned on or not.
	• If the worksite requires a new 1-9 for all renires.
	Refer to your Location's business process on Tracker processing.
29.	The <b>HR Worksite ID</b> field must have a value. If the <b>HR Worksite ID</b> field is blank, an administrator must enter the correct <b>HR Worksite ID</b> or enter the value <b>N - No I9 Integration required</b> . Do not use the value <b>U - Unknown</b> in this field.
30.	The <b>Incentive Award Plan</b> field identifies the plan level for which the position is eligible, if applicable.
	This attribute is used to help facilitate the annual incentive award plan process, as well as to track and report on budgeted positions.
31.	Click the <b>Budget and Incumbents</b> tab.
	Budget and Incumbents



	LE.												
escriptio	n <u>S</u> pec	cific Information	UC Position	Data Budget a	nd Incumbent	s Supporting	Documents		New	Window	Help   Person	alize Pag	el
	Position	Number 4007865	1										
	Headcou	int Status Filled			Cu	irrent Head Cou	unt 1 out	of 1					
Current	Budget												
	Earning	s Deductions	\$	Tax C	dn Tax	Total							
	0.000	0.000		0.000	0.000	0.00							
Current	Incumb	ents					Person	alize   Find	2   🔜	1 of 1			
mpi ID	Empl Record	Full/Part	Stnd Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data				
0074061	0	Fixed	40.00	Ravichand Melton	11/01/2016	Data Change	CONV: Conversion row	N	Job Data				
Save	Retu	urn to Search	Notify			J.	Update/Display	🗾 Include	History	Corr	ect History		
cription	Specific I	Information   UC Pos	sition Data	Budget and Incumb	ients   Supporti	ng Documents							

Step	Action
32.	The <b>Budget and Incumbents</b> page displays the current incumbent(s) assigned to the position.
	The Current Budget section is not used by UC.
33.	This is an example of a filled position, displaying incumbent information in the <b>Current Incumbents</b> section. If the position is a multi-headcount position, all incumbents assigned to the position appear.
	To view additional information about an employee's job, click the <b>Job Data</b> link. You must have the appropriate security access to view the <b>Job Data</b> component.
34.	Click the <b>Supporting Documents</b> tab. Supporting Documents



Favorites - Main Men	u 👻 🔷 Organizat	tional Development 🗸 👌 P	osition Management 🗸 👌 Maint	ain Positions/Budgets 👻 👌	dd/Update Position Info	
				Home	Worklist Add to Favorites	Sign out
ORACLE						
					New Window   Help   Perso	nalize Page   🔲
UC Position Data	udget and Incumbent	Supporting Documer	nts			
Position Number 400786	551					
Effective Date						Find   View All
Effective Date 11/01/20	16					
Attachments						
Position Number	Effective Date	Position Reason	Operator ID	DateTime Stamp	Attached File	Add Attachmen
1 40078651	11/01/2016					Add Attachmen
Save & Return to S	Search 🔄 Notify				Update/Display	🏓 Include His
Description I Specific Informs	ation LLIC Position Da	ta I Budget and Incumbents	I Supporting Documents			
Description   opecific informe		ta i buuget and meambents	Toopporting Documenta			
<						>
						🔍 100% 🔻

Step	Action
35.	The <b>Supporting Documents</b> page stores any attachments associated with the position record. Attachments can be opened and viewed but cannot be deleted. This example does not have any supporting documents.
36.	You have viewed position data for a specific position in UCPath. End of Procedure.