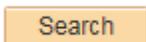


Use this task to view position data for a specific position in UCPath.

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

Step	Action
1.	<p>When you navigate to the Add/Update Position Info component, the system displays the Find an Existing Value tab, which you use to search for existing positions.</p> <p>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.</p>
2.	<p>Click in the Position Number field.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>
3.	<p>Enter the desired information into the Position Number field. For this example, enter 40078651.</p>
4.	<p>Select the Include History check box to view historical, current and future rows of data. You also have the ability to select this action within the Position Data component.</p> <p>In this example, do not select the check box.</p>

Step	Action
5.	Click the Search button. 

The screenshot displays the Oracle UCPath interface for viewing position information. The page is titled 'Add/Update Position Info' and includes a navigation menu with options like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main content area is divided into several sections:

- Position Information:** Displays Position Number 40078651, Headcount Status Filled, Current Head Count 1 out of 1, Effective Date 11/01/2016, Status Active, Reason CNV, Conversion Use Only, Action Date 03/08/2017, Position Status Approved, and Status Date 03/08/2017. There is a checkbox for 'Key Position'.
- Job Information:** Displays 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 Instructional), Title LECT-AY, and Short Title LECT-AY.
- Work Location:** Displays Reg Region USA (United States), Department E10300 (Undergraduate Education), Location 00011 (Campus), Company UCS (University of California), Reports To, and Supervisor Lvl.
- Salary Plan Information:** Displays Salary Admin Plan T15A, Grade I, Step, Standard Hours 40.00, Work Period W, and Weekly.

Step	Action
6.	The Description page displays header-level information about the position, as well as Job Information , Work Location information and Salary Plan Information . 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 Current Head Count of 1 out of 1 , which is currently filled by an employee, as indicated by the Headcount Status field.
8.	Review the Job Information associated with the position. The Union Code , Title and Short Title fields are attributes of the Job Code . These fields default from the job code when the position is created. The Reg/Temp and Regular Shift fields are not used by UC.

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

The screenshot displays the Oracle UCPath interface for viewing position information. The page is titled 'Add/Update Position Info' and includes navigation links for Home, Worklist, Add to Favorites, and Sign out. The main content is organized into three sections:

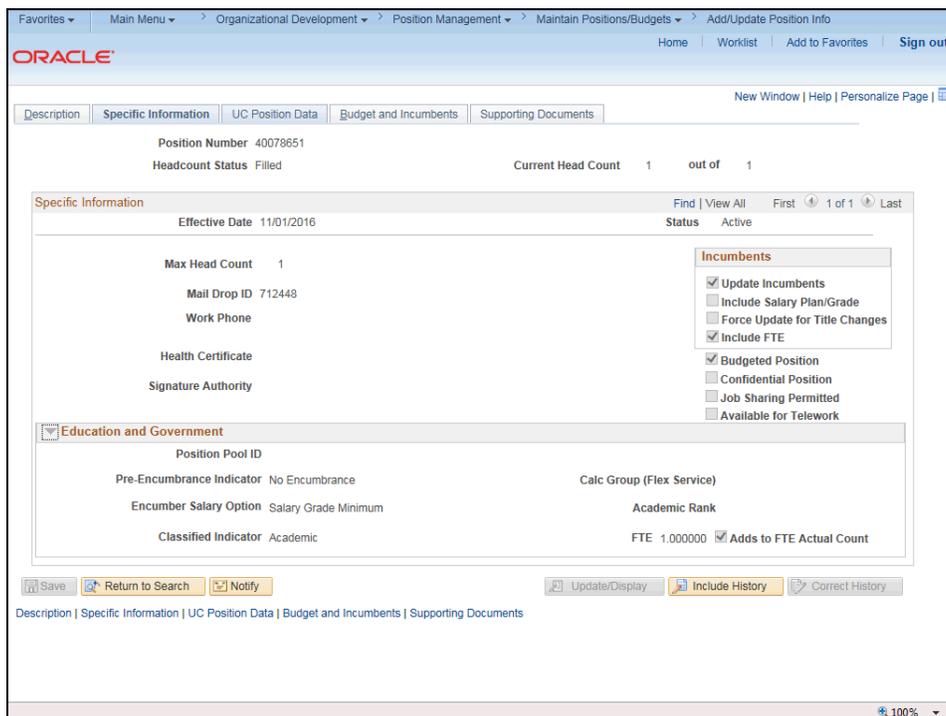
- Job Information:**
 - Business Unit: MECMP (UC Merced Campus)
 - Job Code: 001630 (LECT-AY)
 - Reg/Temp: Not Applicable
 - Regular Shift: Not Applicable
 - Title: LECT-AY
 - Full/Part Time: Fixed
 - Union Code: IX (Non-Senate Instructional)
 - Short Title: LECT-AY
 - Detailed Position Description: (empty)
- Work Location:**
 - Reg Region: USA (United States)
 - Department: E10300 (Undergraduate Education)
 - Location: 00011 (Campus)
 - Reports To: (empty)
 - Supervisor Lvl: (empty)
 - Company: UCS (University of California)
 - Dot-Line: (empty)
- Salary Plan Information:**
 - Salary Admin Plan: T15A
 - Grade: I
 - Step: (empty)
 - Standard Hours: 40.00
 - Work Period: W (Weekly)
 - Work Period Schedule:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8.00	8.00	8.00	8.00	8.00	8.00	
 - FLSA Status: Exempt
 - Bargaining Unit: 8888
 - Updated on: 03/08/2017 9:55:45AM
 - Updated By: UC_CONV

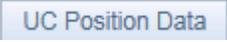
At the bottom of the page, there are buttons for Save, Return to Search, Notify, Update/Display, Include History, and Correct History. The breadcrumb trail shows: Description | Specific Information | UC Position Data | Budget and Incumbents | Supporting Documents. The zoom level is set to 100%.

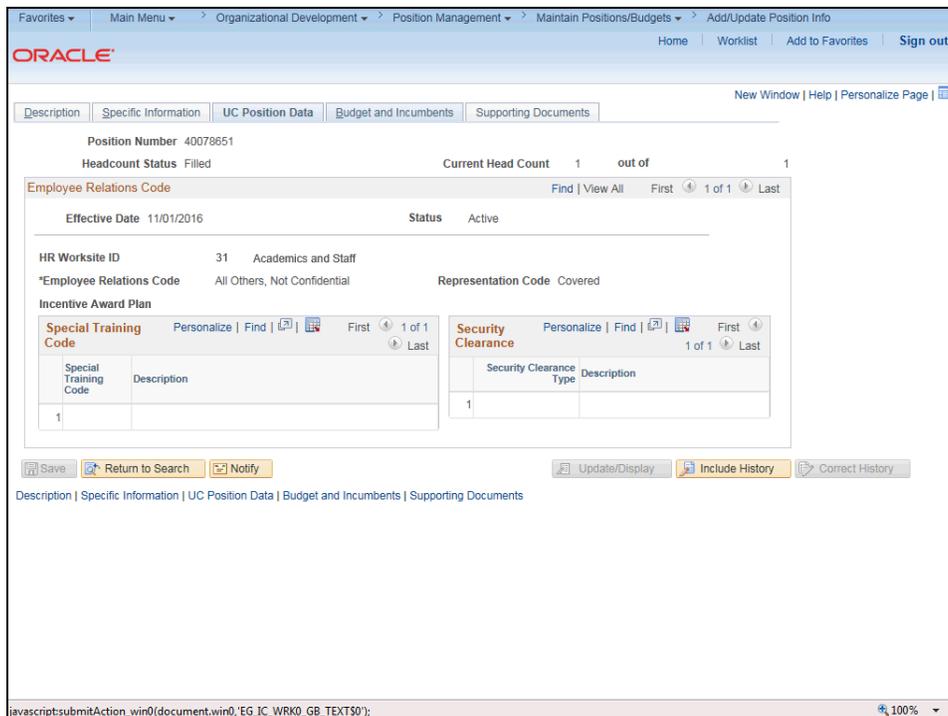
Step	Action
11.	<p>Review the Salary Plan Information associated with the position.</p> <p>These fields identify the position's Salary Admin Plan and the Grade. You can also view the Standard Hours within the Work Period.</p> <p>The Step field is not used at the position level.</p>
12.	<p>The daily hours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

Step	Action
13.	<p>Review the position's FLSA Status.</p> <p>FLSA Status options include: Exempt, Nonexempt, Nonexempt Alt Overtime and No FLSA Required.</p> <p>Note: The Nonexempt Alt Overtime 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.</p>
14.	<p>The Bargaining Unit field is not used by UC.</p> <p>Union dues and fees are based on the Union Code (above) which defaults from the Job Code. However, for record keeping purposes, the union codes are mapped to the respective bargaining unit behind the scenes in UCPath.</p>
15.	<p>If you did not select the Include History check box when you searched for and selected the position, you can click the Include History button at the bottom of each page in the component.</p>
16.	<p>Click the Specific Information link.</p> <p>Specific Information</p>



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

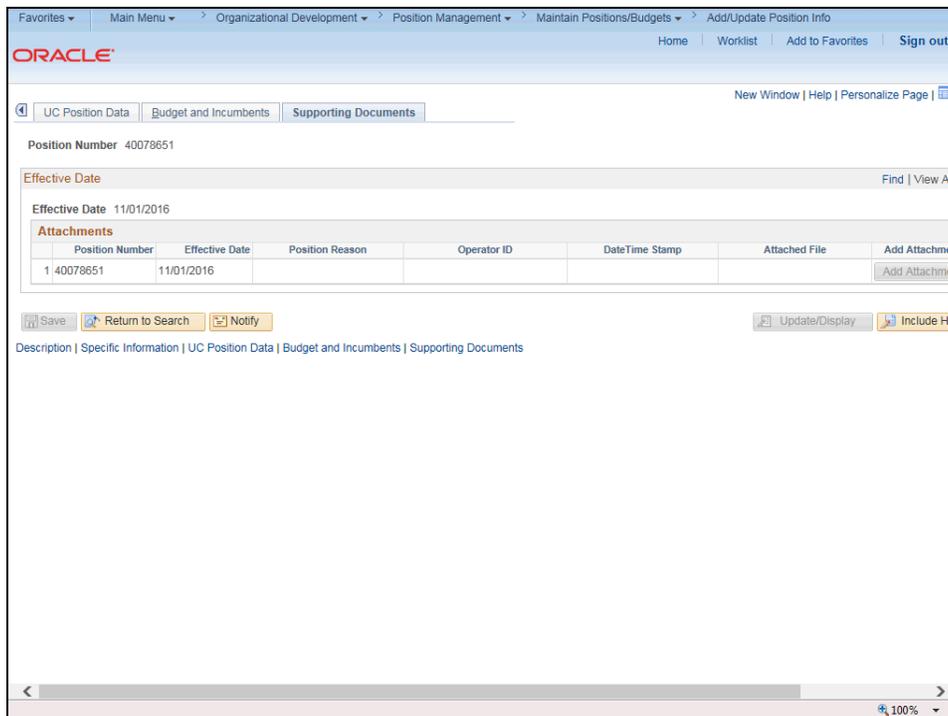
Step	Action
18.	The Incumbents check boxes become available for update (by a Position Administrator only) when the position has at least one incumbent, as seen in this example.
19.	The Update Incumbents check box is selected when the position has incumbents. When selected, any updates to the position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



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.	<p>The HR Worksite ID field drives the majority of UCPath and Tracker integration functionality.</p> <p>This field determines:</p> <ul style="list-style-type: none"> • 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 I-9 for all rehires. <p>Refer to your Location's business process on Tracker processing.</p>
29.	The HR Worksite ID field must have a value. If the HR Worksite ID field is blank, an administrator must enter the correct HR Worksite ID or enter the value N - No I9 Integration required . Do not use the value U - Unknown in this field.
30.	<p>The Incentive Award Plan field identifies the plan level for which the position is eligible, if applicable.</p> <p>This attribute is used to help facilitate the annual incentive award plan process, as well as to track and report on budgeted positions.</p>
31.	<p>Click the Budget and Incumbents tab.</p> 

The screenshot displays the Oracle UCPath interface for viewing position information. The breadcrumb trail is: Favorites > Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info. The page title is 'ORACLE' and the current page is 'Budget and Incumbents'. The position number is 40078651 and the headcount status is 'Filled'. The current headcount is 1 out of 1. The 'Current Budget' table shows zero values for Earnings, Deductions, Tax, Cdn Tax, and Total. The 'Current Incumbents' table has one row for employee 100740610, with a 'Job Data' link. The page includes navigation buttons like 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

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



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