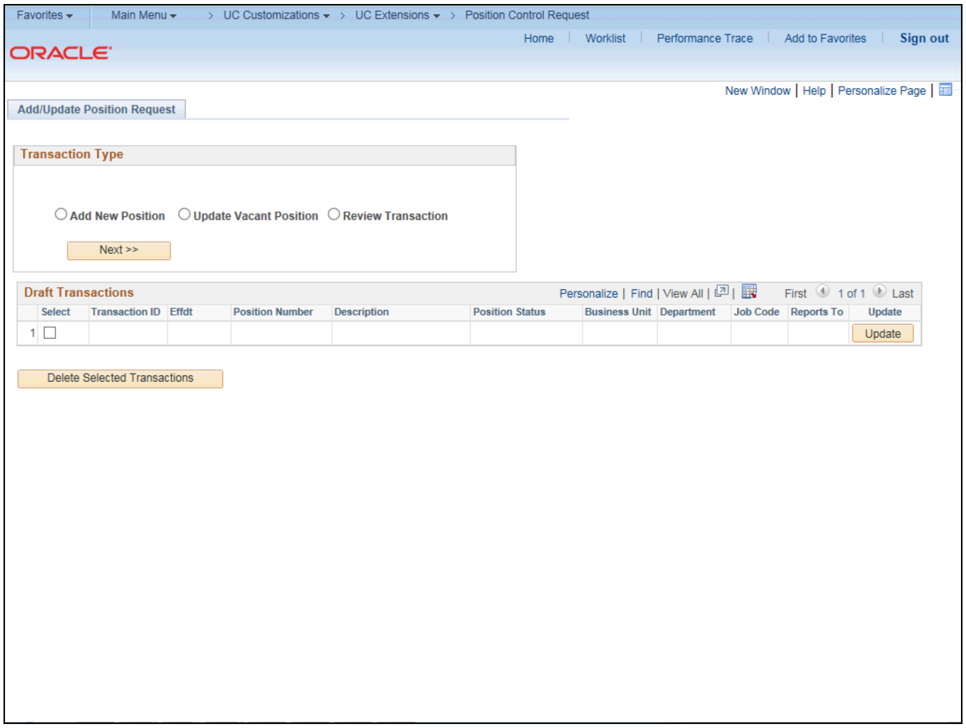
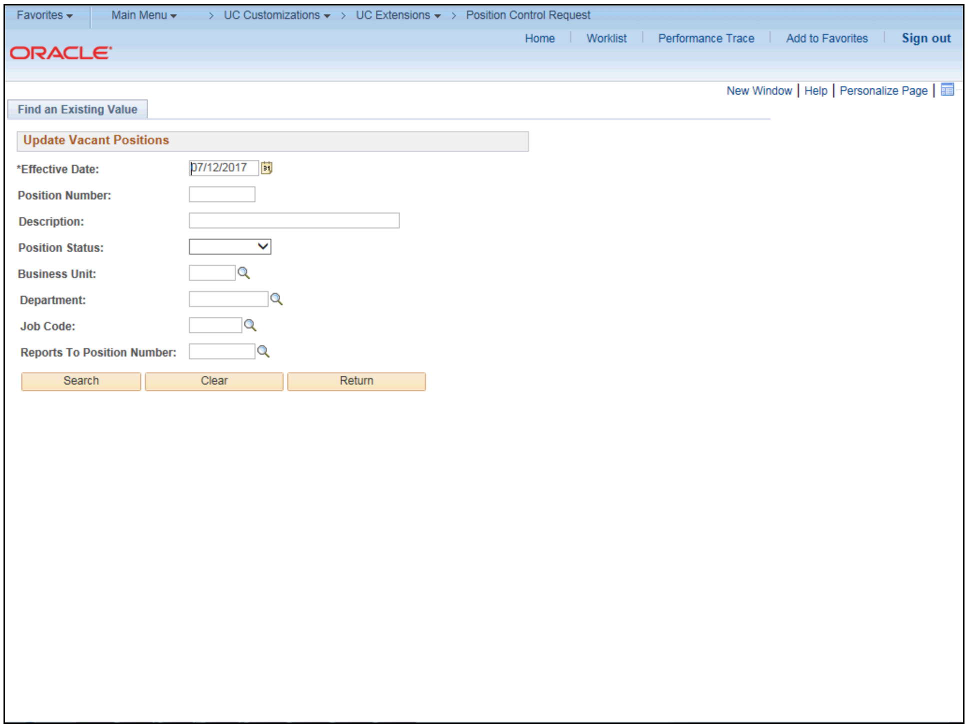
Use this task to request an update to a vacant position in UCPath. After you save and submit a position request, it is automatically routed to the appropriate Location approver(s).

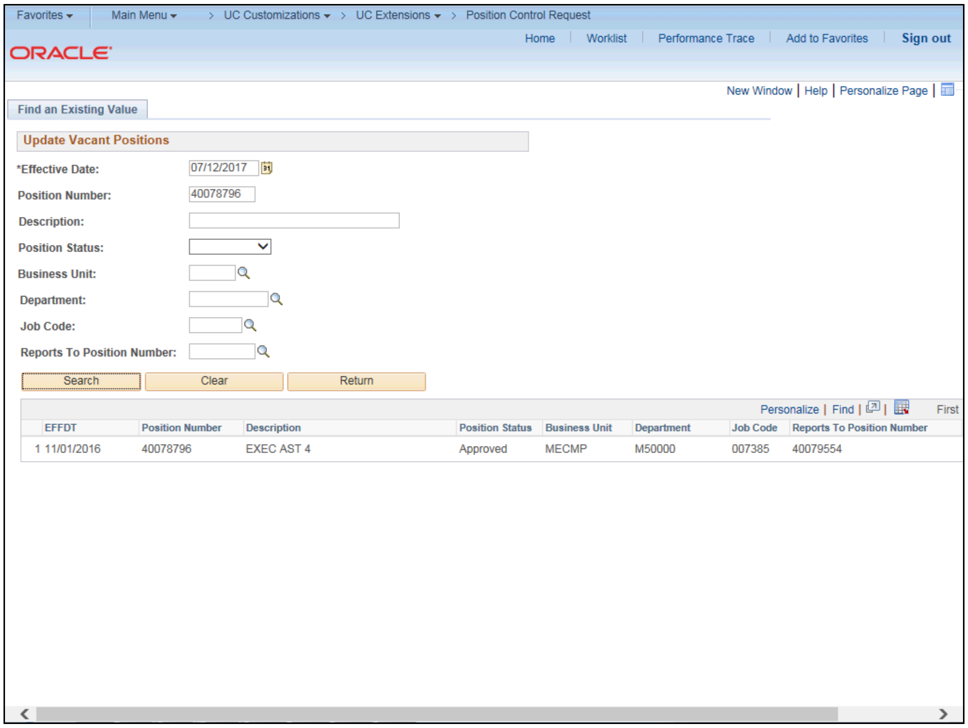
**Navigation:** PeopleSoft Menu > UC Customizations > UC Extensions > **Position Control Request**

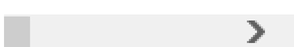


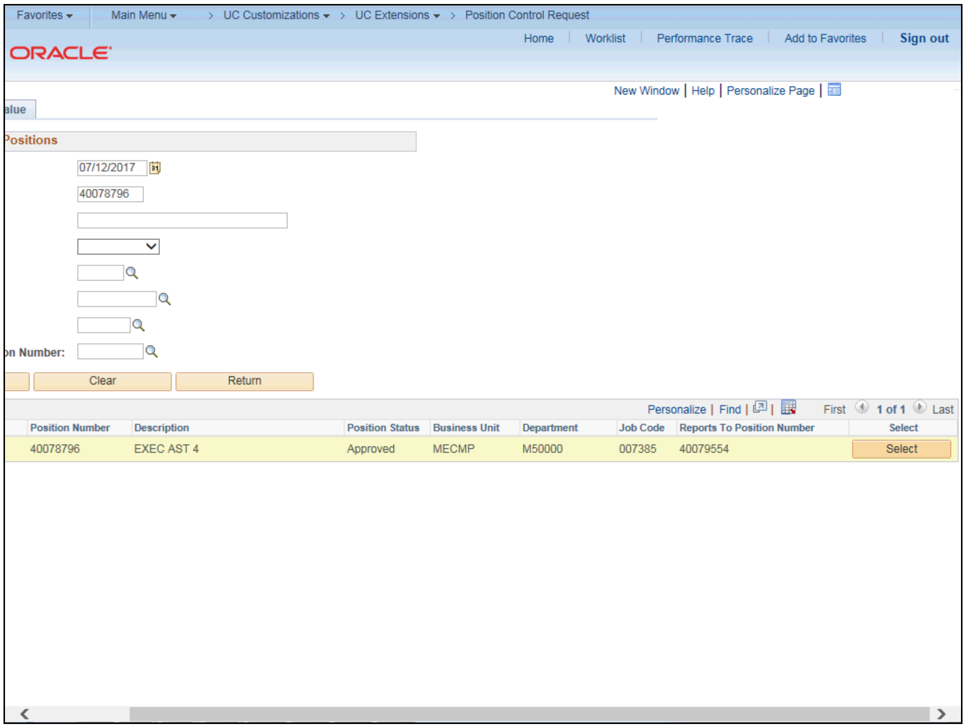

| Step | Action |
|---|---|
| 1. | Click the **Update Vacant Position** option. |
| 2. | Click the **Next >>** button.  |



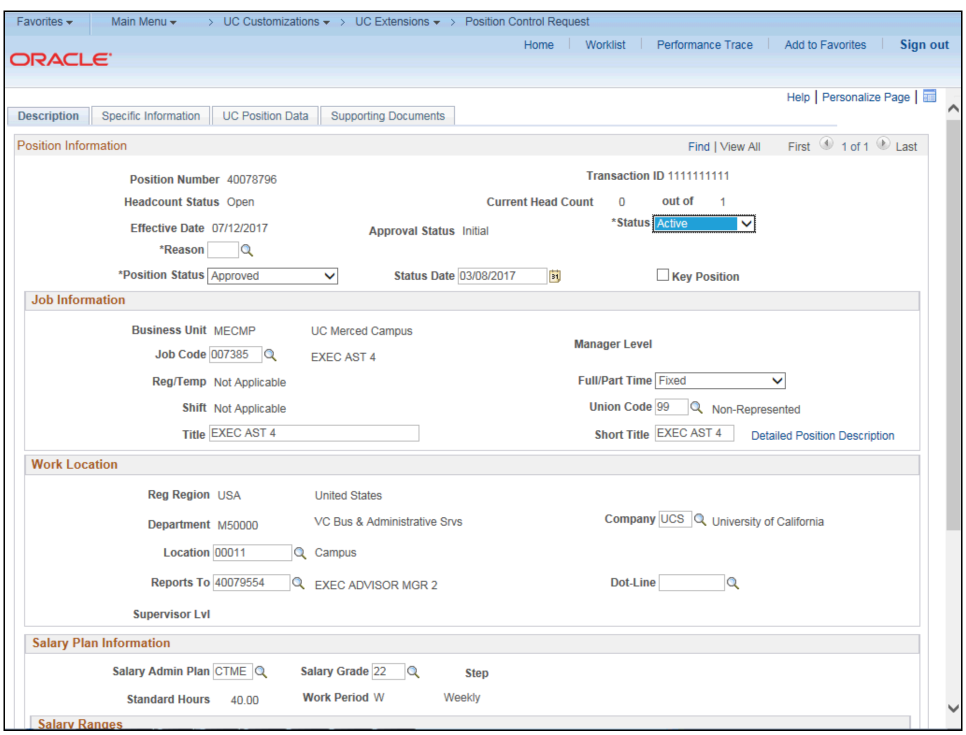

| Step | Action |
|---|---|
| 3. | When you select the **Update Vacant Position** option, the system displays the **Find an Existing Value** page.<br><br>Use this page to enter the date on which the position update(s) take effect, and to select the appropriate vacant position.<br><br>If you don’t know the position number, you can search for the position using other search fields. |
| 4. | In the **Effective Date** field, enter the date on which the updated position data becomes effective.<br><br>For this example, accept the default date. |
| 5. | Click in the **Position Number** field.<br> |
| 6. | Enter the desired information into the **Position Number** field.<br><br>For this example, enter **40078796**. |
| 7. | Click the **Search** button.<br> |



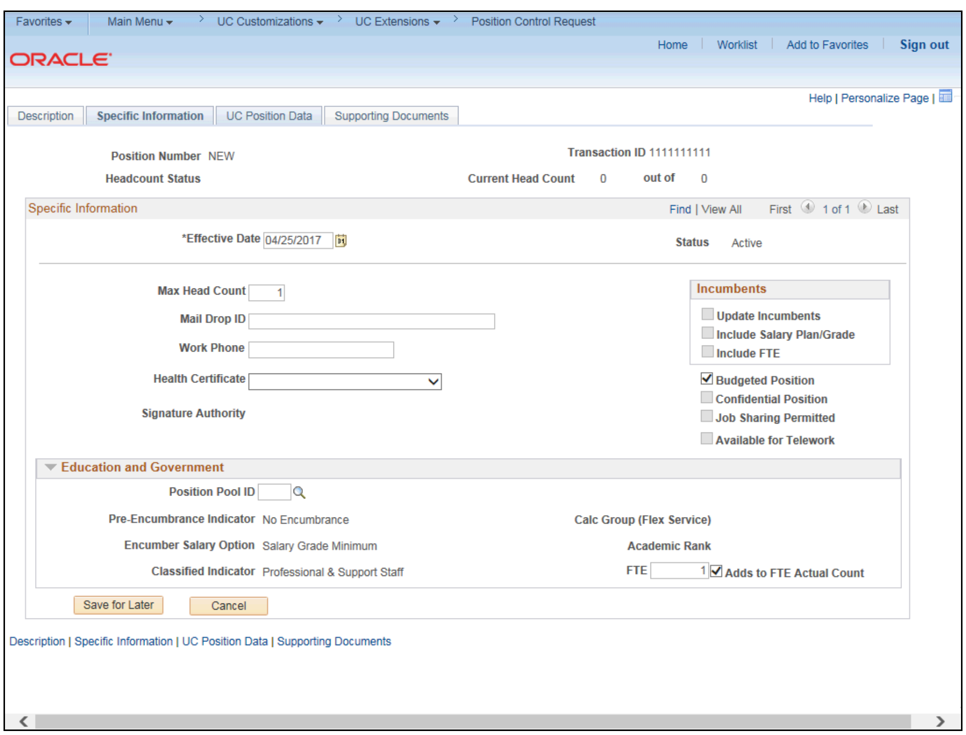

| Step | Action |
|---|---|
| 8. | If no records match the search criteria, the system displays a message that 0 results were retrieved. If one or more records match the search criteria, the system displays a list of those results.<br><br>In this example, there is only one match found based on the search criteria you entered. |
| 9. | It's important to remember that the effective date determines which positions are available for update.<br><br>For example, if a position was created on 07/01/2017 and you enter **07/01/2017** in the **Effective Date** field, then the system will not include the position in the search results.<br><br>However, if you enter **07/02/2017** in the **Effective Date** field, then the system recognizes the position and the system begins a new transaction with 07/02/2017 as the effective date. |
| 10. | Scroll right to display additional fields and page options.<br><br>Click the scroll bar.<br> |

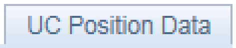


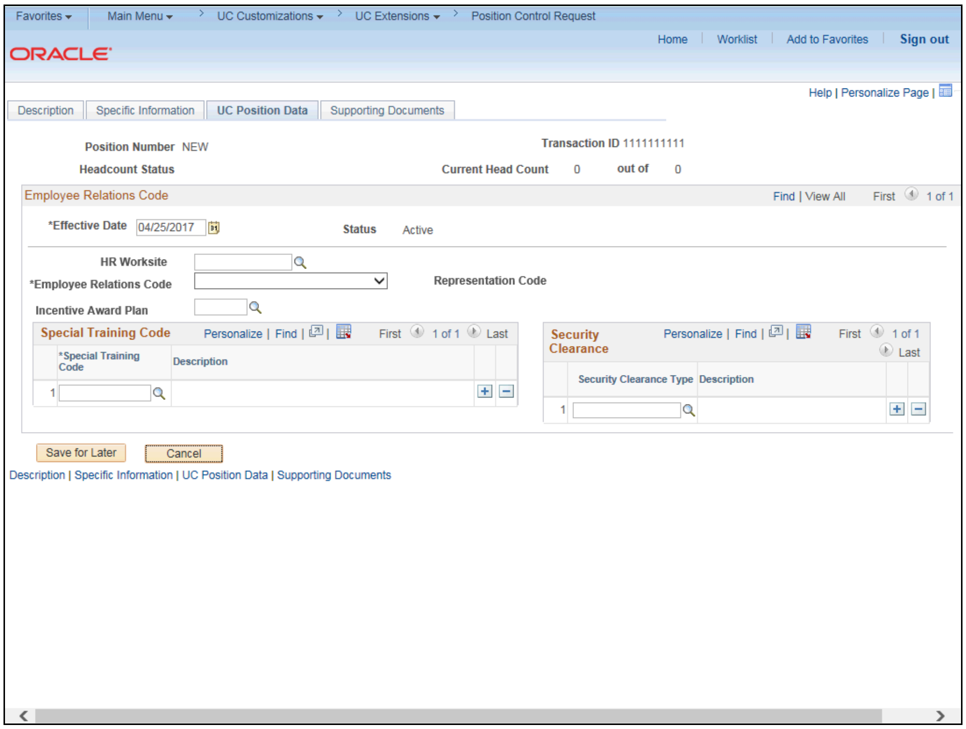

| Step | Action |
|---|---|
| 11. | Click the **Select** button next to the position for which you want to submit a change request.<br> |



| Step | Action |
|---|---|
| 12. | The **Description** page of the **Position Control Request** component appears. To request an update to the position, you must first specify a reason for the update.<br><br>Click in the **Reason** field. |
| 13. | Enter the appropriate reason code in the **Reason** field or click the lookup to select it.<br><br>For this example, enter **RTC**. |
| 14. | Make any necessary updates on the **Description** page. In this example, you will update the **Reports To** value. |
| 15. | Click in the **Reports To** field.<br>40079554 |
| 16. | Enter the desired information into the **Reports To** field. For this example, enter **40079944**. |
| 17. | The **Work Period** field defaults to the standard **Work Period** assigned to the **Job Code** for this position. |
| 18. | Click the **Specific Information** tab.<br>Specific Information |



| Step | Action |
|---|---|
| 19. | Make any necessary updates on the **Specific Information** page. |
| 20. | Click the **UC Position Data** tab.   |




| Step | Action |
|---|---|
| 21. | Use the **UC Position Data** page to enter the **HR Worksite**, **Employee Relations Code**, **Incentive Award Plan** (if applicable) and if there are any special training or security clearances required for the position.<br><br>**Note:** For Lawrence Berkeley National Lab (LBNL1) an additional section appears at the bottom of the page to track **Secondary Org Department** and **Description**. |
| 22. | The **HR Worksite** field drives the majority of UCPath and Tracker integration functionality.<br><br>This field determines:<br>• If the new hire I-9 email is auto-generated from Tracker.<br>• If the position requires E-Verify authorization through Tracker.<br>• If a new I-9 will be used for employees rehired within three years.<br><br>Refer to your Location's business process on I-9 and Tracker processing to determine the appropriate **HR Worksite**. |
| 23. | An entry must be made in the **HR Worksite** field. For all new and vacant positions, the system will not allow you to save if the field is blank. |

| Step | Action |
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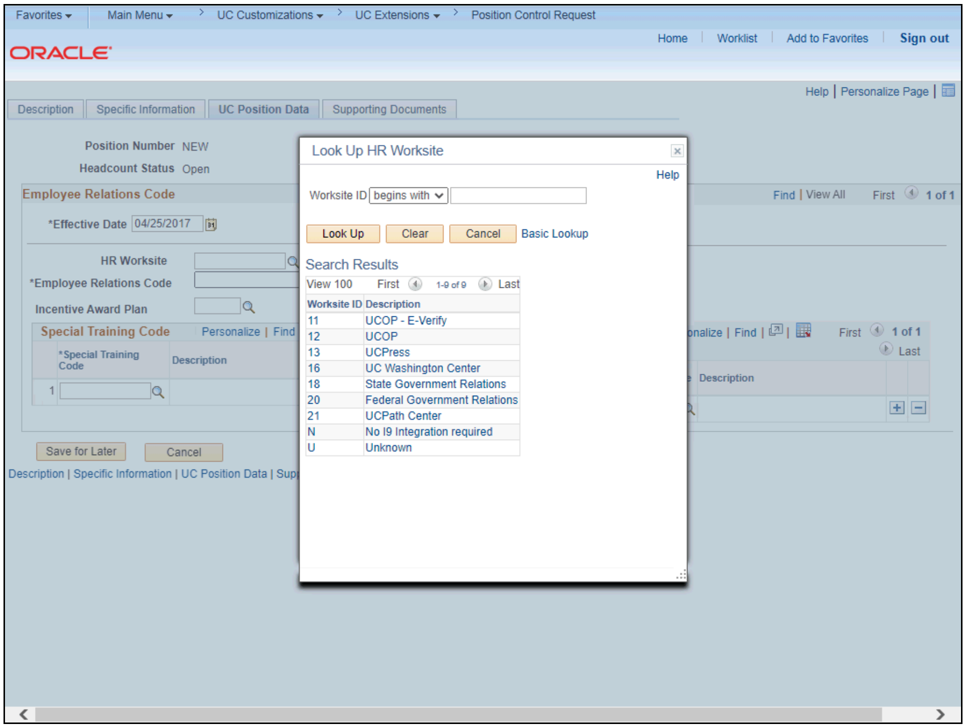
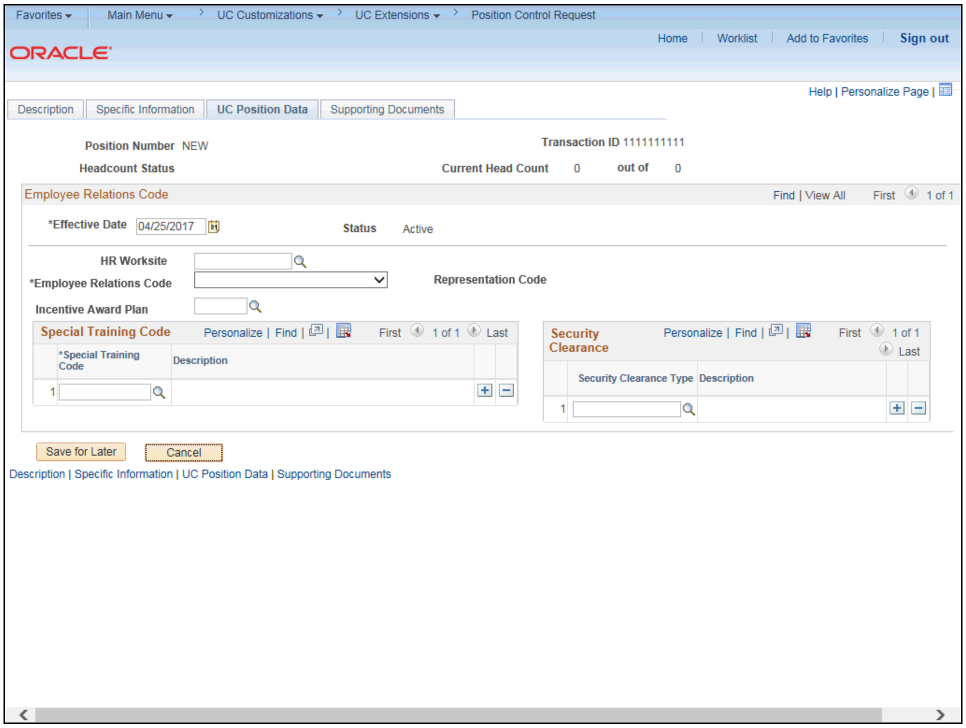
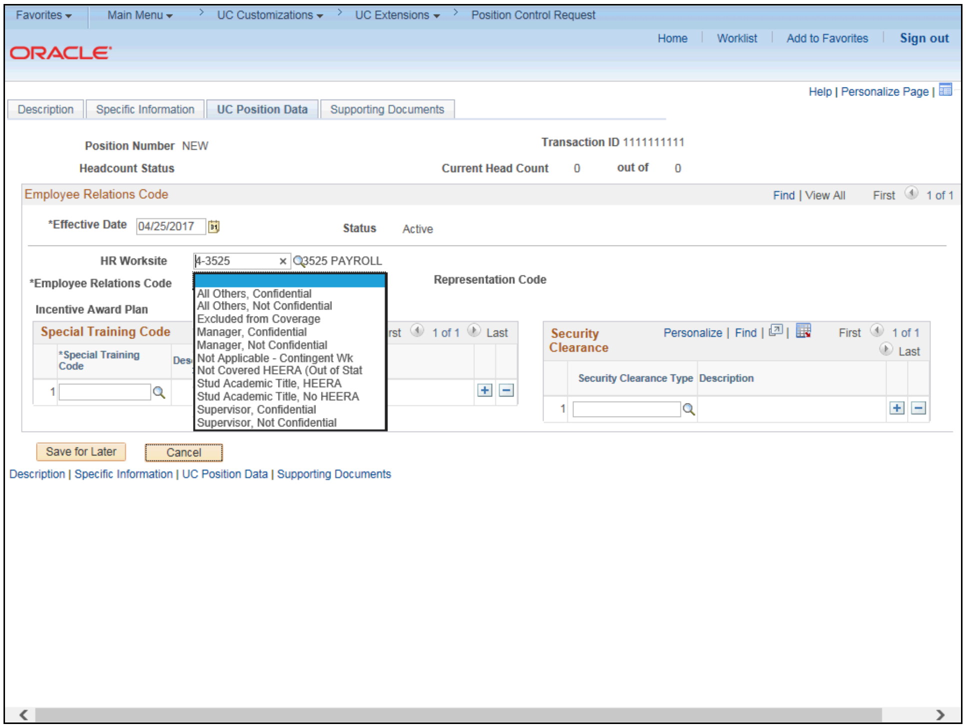
| 24. | Click the **Look Up HR Worksite** button.  |




| Step | Action |
|---|---|
| 25. | If the position does not require a **HR Worksite** value, choose the value **N - No I9 Integration required**. Do not use the value **U - Unknown** as it is for administrator use only.<br><br>For this example, enter a **HR Worksite value** directly in the field. |




| Step | Action |
|---|---|
| 26. | Click in the **HR Worksite** field.<br> |
| 27. | Enter the desired information into the **HR Worksite** field. For this example, enter **4-3525**. |
| 28. | Click the button to the right of the **Employee Relations Code** field.<br> |
| 29. | When the **Job Code** is changed, the **Employee Relations Code** is removed and required to be re-entered.<br><br>**Notes:**<br>• If a job code is tied to the **BX** union code, you must select **Stud Academic Title, HEERA** as the **Employee Relations Code**.<br>• If a job code is not tied to the **BX** union code, the **Employee Relations Code** must not be **Stud Academic Title, HEERA**. |




| Step | Action |
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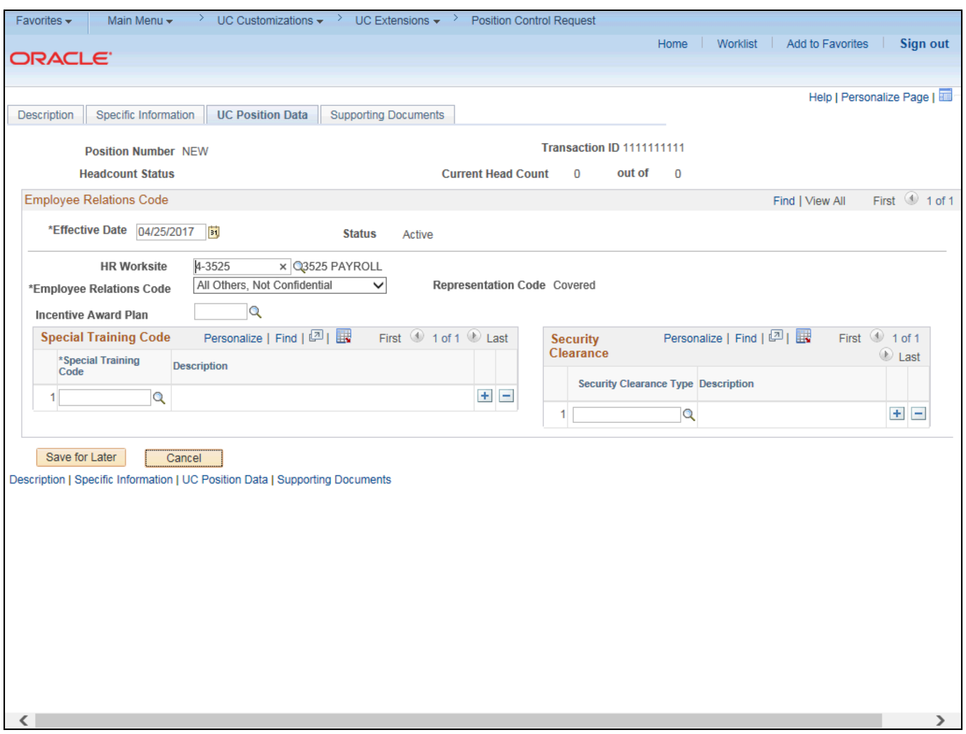
| 30. | For this example, click the **All Others, Not Confidential** list item.<br>All Others, Not Confidential |



| Step | Action |
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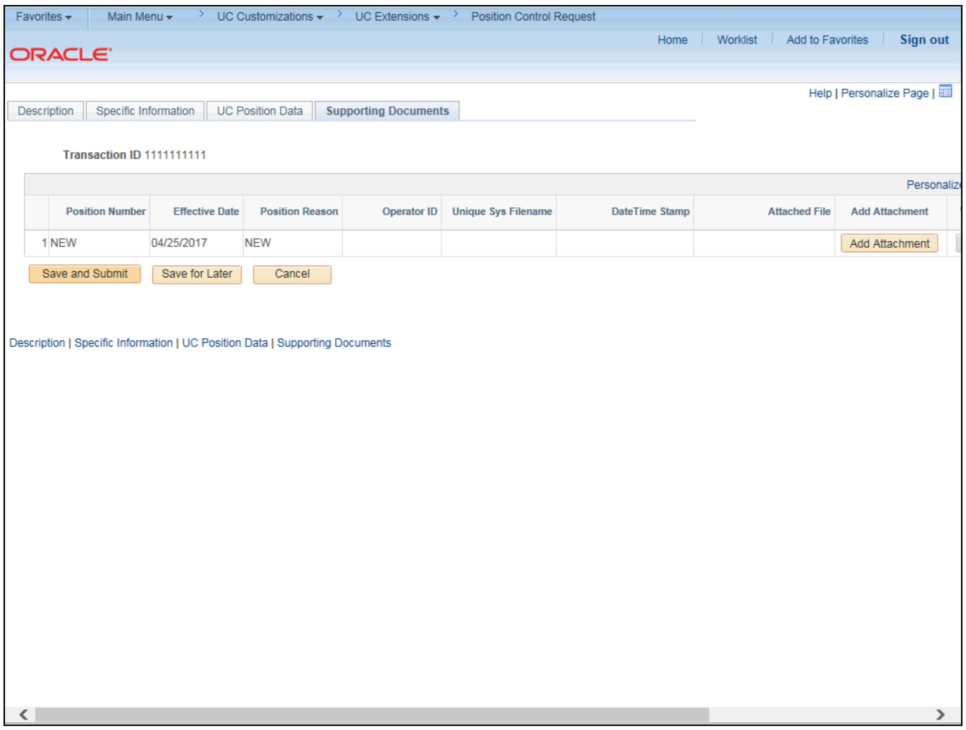
| 31. | Use the **Incentive Award Plan** field to identify the plan level for which the position is eligible, if applicable.<br><br>This attribute facilitates the annual incentive award plan process as well as to track and report on budgeted positions. |
| 32. | Click the **Supporting Documents** tab.<br>Supporting Documents |




| Step | Action |
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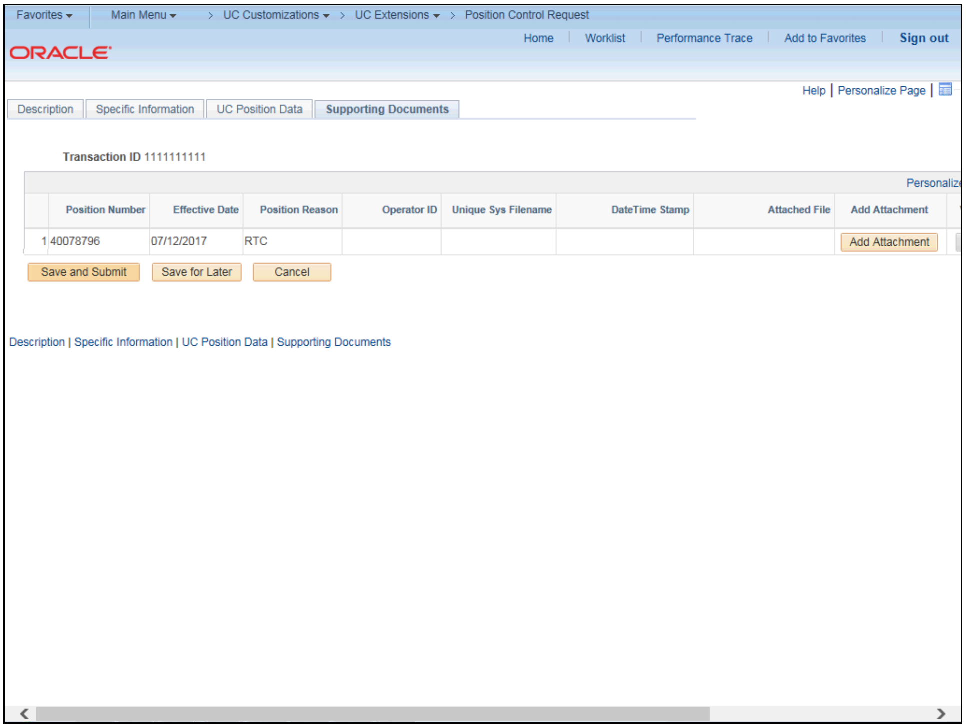
| 33. | Use the **Supporting Documents** page to attach one or more supporting documents to your request.<br><br>To begin the steps for uploading a document, click the **Add Attachment** button.<br><br>In this example, you will not attach supporting documentation. |
| 34. | Click the **Supporting Documents** tab.<br>Supporting Documents |




| Step | Action |
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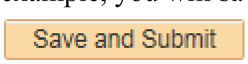
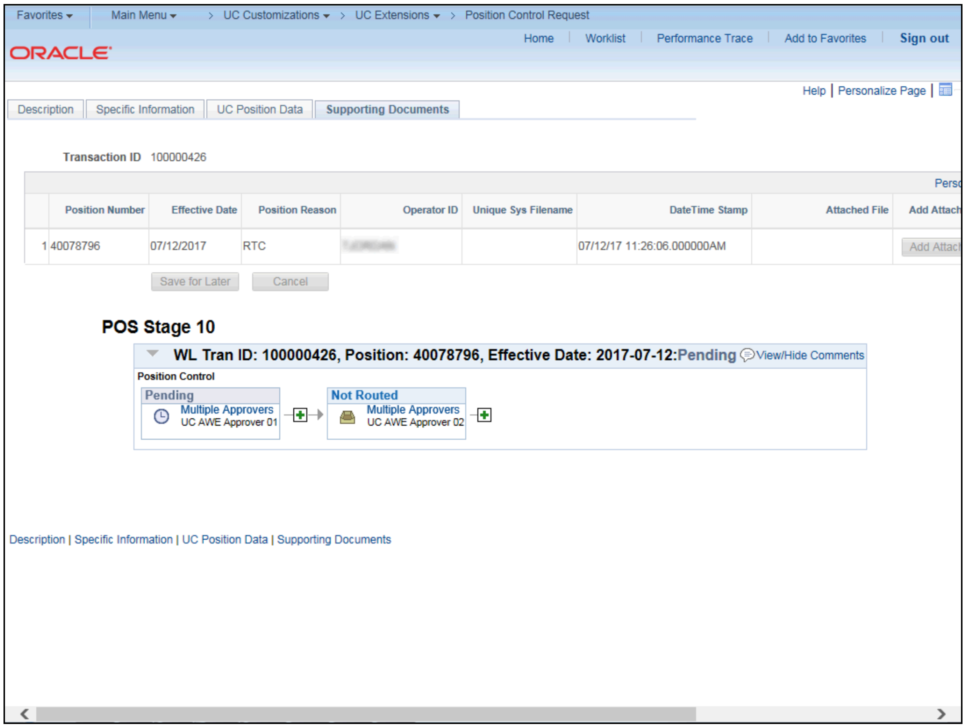
| 35. | Use the **Supporting Documents** page to attach one or more supporting documents to your request.<br><br>To begin the steps for uploading a document, click the **Add Attachment** button.<br><br>In this example, you will not attach supporting documentation. |
| 36. | After you begin data entry on a Position Control Request transaction, you have the option to use the **Save for Later** functionality. This allows you to save the data you've entered, access the draft transaction at a later time, continue data entry, attach any necessary documentation, and submit the request for review and approval.<br><br>For this example, you will submit the request for review and approval. |
| 37. | When you are finished reviewing and updating the position data, click the **Save and Submit** button.<br><br>Notice that you also have options to save this request for later or cancel. In this example, you will save and submit the request.<br><br> |




| Step | Action |
|---|---|
| 38. | If there are no errors when you save and submit, the system automatically assigns the request a unique **Transaction ID** number. |
| 39. | After you enter and submit the request, it is automatically routed to the appropriate Location approver(s). |
| 40. | You have requested an update to a vacant position in UCPath.<br>**End of Procedure.** |