

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**

Transaction Type

☐ Add New Position ☐ Update Vacant Position ☐ Review Transaction

Next >>

Draft Transactions

Select	Transaction ID	Effdt	Position Number	Description	Position Status	Business Unit	Department	Job Code	Reports To	Update
1 <input checked="" type="checkbox"/>										Update

Delete Selected Transactions

Step	Action
1.	Click the Update Vacant Position option. <input type="radio"/>
2.	Click the Next >> button. <input type="button" value="Next >>"/>

The screenshot shows the Oracle UCPath interface. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'UC Customizations', 'UC Extensions', and 'Position Control Request'. Below this is the Oracle logo and a 'Sign out' link. The main heading is 'Find an Existing Value'. Underneath, there's a section titled 'Update Vacant Positions'. This section contains several input fields: 'Effective Date' (with a calendar icon), 'Position Number', 'Description', 'Position Status' (a dropdown menu), 'Business Unit', 'Department', 'Job Code', and 'Reports To Position Number'. Each of the last four fields has a magnifying glass icon for search. At the bottom of this section are three buttons: 'Search', 'Clear', and 'Return'.

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

Find an Existing Value

Update Vacant Positions

*Effective Date: 07/12/2017

Position Number: 40078796

Description:

Position Status:

Business Unit:

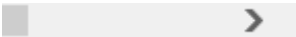
Department:

Job Code:

Reports To Position Number:

Search Clear Return

EFFDT	Position Number	Description	Position Status	Business Unit	Department	Job Code	Reports To Position Number
1 11/01/2016	40078796	EXEC AST 4	Approved	MECMP	M50000	007385	40079554

Step	Action
8.	<p>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.</p> <p>In this example, there is only one match found based on the search criteria you entered.</p>
9.	<p>It's important to remember that the effective date determines which positions are available for update.</p> <p>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.</p> <p>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.</p>
10.	<p>Scroll right to display additional fields and page options.</p> <p>Click the scroll bar.</p> 

Position Number	Description	Position Status	Business Unit	Department	Job Code	Reports To Position Number	Select
40078796	EXEC AST 4	Approved	MECMP	M50000	007385	40079554	Select

Step	Action
11.	Click the Select button next to the position for which you want to submit a change request.

Position Information

Position Number: 40078796
 Headcount Status: Open
 Effective Date: 07/12/2017
 Approval Status: Initial
 *Status: Active
 *Reason:
 *Position Status: Approved
 Status Date: 03/08/2017
☐ Key Position

Job Information

Business Unit: MECMP
 Job Code: 007385
 Reg/Temp: Not Applicable
 Shift: Not Applicable
 Title: EXEC AST 4

Work Location

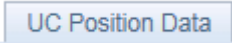
Reg Region: USA
 Department: M50000
 Location: 00011
 Reports To: 40079554
 Supervisor Lvl:

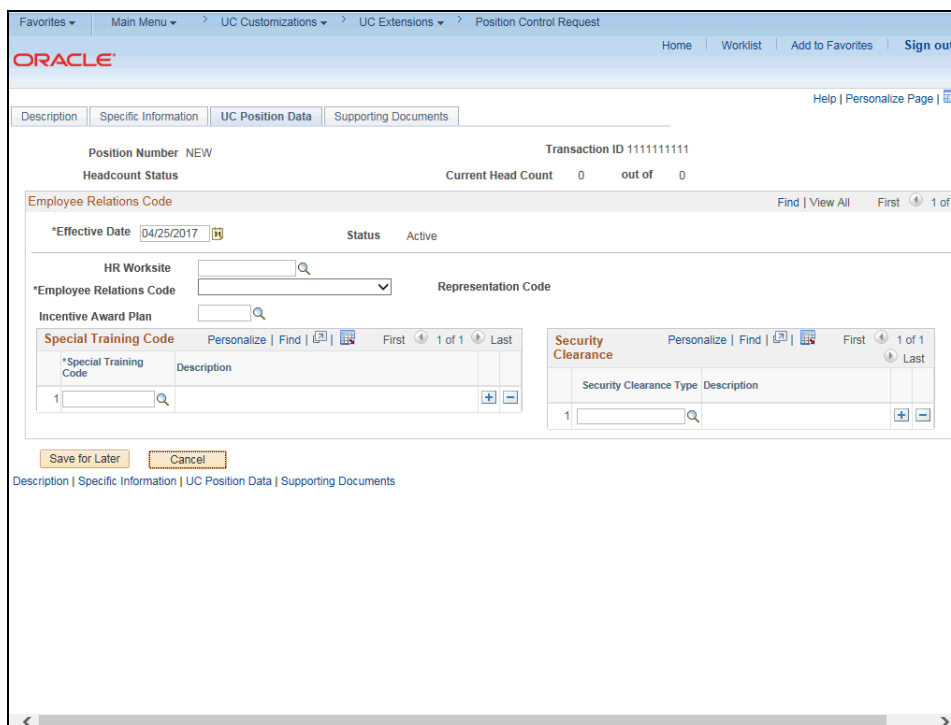
Salary Plan Information

Salary Admin Plan: CTME
 Salary Grade: 22
 Step:
 Standard Hours: 40.00
 Work Period: W
 Weekly


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. Click in the Reason field. <input type="text"/>
13.	Enter the appropriate reason code in the Reason field or click the lookup to select it. 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. <input type="text" value="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. <input type="button" value="Specific Information"/>

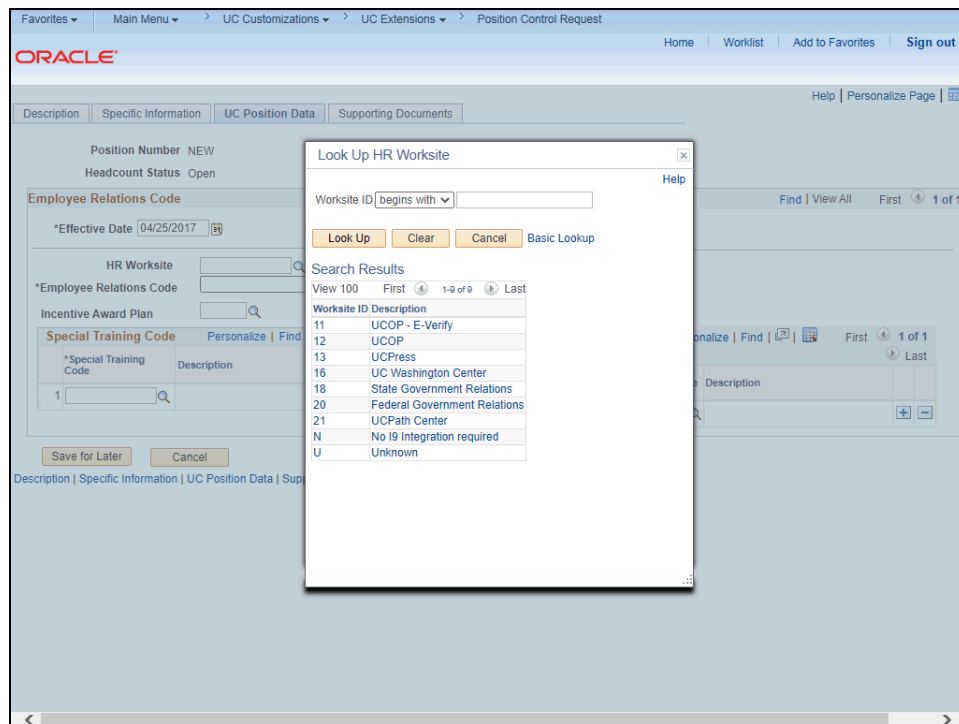
The screenshot displays the Oracle UCPath interface for a Position Control Request. The top navigation bar includes 'Favorites', 'Main Menu', 'UC Customizations', 'UC Extensions', and 'Position Control Request'. The 'Specific Information' tab is selected, showing fields for 'Effective Date' (04/25/2017), 'Status' (Active), 'Max Head Count' (1), 'Mail Drop ID', 'Work Phone', 'Health Certificate', and 'Signature Authority'. A right-hand panel titled 'Incumbents' contains checkboxes for 'Update Incumbents', 'Include Salary Plan/Grade', 'Include FTE', 'Budgeted Position' (checked), 'Confidential Position', 'Job Sharing Permitted', and 'Available for Telework'. Below this, the 'Education and Government' section includes 'Position Pool ID', 'Pre-Encumbrance Indicator' (No Encumbrance), 'Calc Group (Flex Service)', 'Academic Rank', 'FTE' (1), and 'Adds to FTE Actual Count' (checked). At the bottom, there are 'Save for Later' and 'Cancel' buttons.

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. 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. This field determines: <ul style="list-style-type: none"> • If the new hire I-9 email is auto-generated from Tracker. • If the position requires E-Verify authorization through Tracker. • If a new I-9 will be used for employees rehired within three years. 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
24.	Click the Look Up HR Worksite button. 



Step	Action
25.	<p>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.</p> <p>For this example, enter a HR Worksite value directly in the field.</p>

Step	Action
26.	Click in the HR Worksite field. <input type="text"/>
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. <input type="button" value="v"/>
29.	When the Job Code is changed, the Employee Relations Code is removed and required to be re-entered. Notes: <ul style="list-style-type: none"> • If a job code is tied to the BX union code, you must select Stud Academic Title, HEERA as the Employee Relations Code. • If a job code <u>is not</u> tied to the BX union code, the Employee Relations Code <u>must not</u> be Stud Academic Title, HEERA.

Oracle UCPath Position Control Request interface. The page shows the "UC Position Data" tab selected. The "Employee Relations Code" dropdown menu is open, displaying a list of options including "All Others, Confidential", "All Others, Not Confidential", "Excluded from Coverage", "Manager, Confidential", "Manager, Not Confidential", "Not Applicable - Contingent Wk", "Not Covered HEERA (Out of Stat)", "Stud Academic Title, HEERA", "Stud Academic Title, No HEERA", "Supervisor, Confidential", and "Supervisor, Not Confidential". The "Representation Code" is set to "Covered". The "Security Clearance" section shows a table with one row for "Security Clearance Type" and "Description".

Step	Action
30.	For this example, click the All Others, Not Confidential list item. All Others, Not Confidential

Oracle UCPath Position Control Request interface. The page shows the "UC Position Data" tab selected. The "Employee Relations Code" dropdown menu is now closed, and the selected option is "All Others, Not Confidential". The "Representation Code" is set to "Covered". The "Security Clearance" section shows a table with one row for "Security Clearance Type" and "Description".

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

The screenshot shows the 'Supporting Documents' tab of the UCPath interface. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'UC Customizations', 'UC Extensions', and 'Position Control Request'. Below this is the Oracle logo and a 'Home | Worklist | Add to Favorites | Sign out' link. The main content area has tabs for 'Description', 'Specific Information', 'UC Position Data', and 'Supporting Documents' (which is active). Below the tabs, it shows 'Transaction ID 1111111111'. A table with columns 'Position Number', 'Effective Date', 'Position Reason', 'Operator ID', 'Unique Sys Filename', 'DateTime Stamp', 'Attached File', and 'Add Attachment' is displayed. The first row shows '1 NEW', '04/25/2017', 'NEW', and an 'Add Attachment' button. Below the table are 'Save and Submit', 'Save for Later', and 'Cancel' buttons. At the bottom, there's a breadcrumb trail: 'Description | Specific Information | UC Position Data | Supporting Documents'.

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

Transaction ID 1111111111

Position Number	Effective Date	Position Reason	Operator ID	Unique Sys Filename	Date/Time Stamp	Attached File	Add Attachment
140078796	07/12/2017	RTC					Add Attachment

Save and Submit Save for Later Cancel

Step	Action
35.	<p>Use the Supporting Documents page to attach one or more supporting documents to your request.</p> <p>To begin the steps for uploading a document, click the Add Attachment button.</p> <p>In this example, you will not attach supporting documentation.</p>
36.	<p>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.</p> <p>For this example, you will submit the request for review and approval.</p>
37.	<p>When you are finished reviewing and updating the position data, click the Save and Submit button.</p> <p>Notice that you also have options to save this request for later or cancel. In this example, you will save and submit the request.</p> <p>Save and Submit</p>

[Favorites](#) > [Main Menu](#) > [UC Customizations](#) > [UC Extensions](#) > [Position Control Request](#)

[Home](#) | [Worklist](#) | [Performance Trace](#) | [Add to Favorites](#) | [Sign out](#)

[Description](#) | [Specific Information](#) | [UC Position Data](#) | [Supporting Documents](#)

Transaction ID 100000426

Position Number	Effective Date	Position Reason	Operator ID	Unique Sys Filename	Date/Time Stamp	Attached File	Add Attach
1 40078796	07/12/2017	RTC			07/12/17 11:26:06.000000AM		Add Attach

[Save for Later](#) [Cancel](#)

POS Stage 10

WL Tran ID: 100000426, Position: 40078796, Effective Date: 2017-07-12: Pending
[View/Hide Comments](#)

Position Control

Pending
 Multiple Approvers
 UC AWE Approver 01

Not Routed
 Multiple Approvers
 UC AWE Approver 02

[Description](#) | [Specific Information](#) | [UC Position Data](#) | [Supporting Documents](#)

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. End of Procedure.