

Use this task to add a new position in UCPath. Adding a position using this component does not initiate AWE.

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

avorites - Main M	enu * > Organizational Development * > Position Management * > Maintain Positions/Budgets	 > Add/Update Position Info
RACLE	Home Worklist MultiChan	inel Console Add to Favorites Sign o
		Navi Miradavi I. Data I.
		New Window Help
Id/Update Position	n Info	
ter any information you I	have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	Add a New Value	
Search Criteria		
sition Number:	beains with 🗸	
escription:	begins with V	
sition Status:		
isiness Unit:	begins with V	
epartment:	begins with 🗸	
ob Code:	begins with V	
ports To Position Nur	mber: begins with 🗸	
Include History	Correct History Case Sensitive	
Search Clear	Basic Search 🖉 Save Search Criteria	
nd an Existing Value A	idd a New Value	
a an existing value [//		

Step	Action
1.	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.
2.	To begin the steps for adding a new position, click the Add a New Value tab. Add a New Value



Favorites - Main Menu - > Organizational Development - > Position Management	· → Mai	ntain Positi	ons/Budgets -> A	dd/Upo	late Position Info	
ORACLE	Home	WORKIISE	Multichannel Cor	ISOle	Add to Favorites	Sign out
					New Window	L Hole L 🚍
					New WINDOW	Help 📰
Add/Update Position Info						
Eind an Existing Value Add a New Value						
Position Number: 0000000						
Add						
Find an Existing Value Add a New Value						

Step	Action
3.	Accept the default of all zeros in the Position Number field. When you save the record, UCPath automatically assigns the next available position number.
4.	Click the Add button.
	Add



Favorites -	Main Menu 👻	> Organizational Development -	Position Ma	anagement 🗸 > Maintair	n Positions/Bu	udgets 🔻 > Ac	d/Update	Position Info	
	<i>c</i> .			Home W	orklist N	IultiChannel Co	nsole	Add to Favorites	Sign out
	.e								
					_	Nev	/ Window	Help Personalize	Page 🔲
Description	Specific Information	UC Position Data Budget and	Incumbents	Supporting Documents	3				
Position Infor	mation					Find V	iew All	First 🕚 1 of 1 🤅	Last
	Position Number	00000000							+ -
	Headcount Status			Current Head Count	0	out of 0			
	*Effective Date	07/17/2017			*Status	Active	~	Initialize	
	Reason	NEW Q New Position			Action Date	07/17/2017			
	*Position Status	Approved V	Status Date	07/17/2017		Key Positi	on		
Job Inform	nation								
	*Business Unit	LACMP Q UCLA Campus							
	Job Code	Q							
	*Reg/Temp	~		*F	ull/Part Time	System Defau	lt - Sele 🕚	~	
	*Regular Shift	Not Applicable			Union Code				
	Title				Short Title		Deta	iled Position Descript	ion
Work Loc	ation								
	*Reg Region	USA Q United States							
	Department	Q			*Compan	y Q			
	Location								
	Eccation	Q					-		
	Reports To	Q			Dot-Lin	e	2		
	Supervisor Lvl	Q							
Salary Pla	n Information								
	Salary Admin Plan	Grade	Q	Step 📃 🔍					
	Standard Hours	0.00 Work Period	Q						

Step	Action
5.	Use the Description page to enter header-level information about the position, as well as job information, work location details and salary plan information. This component is effective dated to capture the history of changes to the position
6	
0.	existing position. For more information on how to copy an existing position, refer to the <i>Position Administrator: Copy Existing Position</i> topic.
7.	In the Effective Date field, enter the date on which the position becomes effective or select the appropriate date from the calendar.
	For this example, accept the default date.
8.	In the Status field, accept the default of Active .
9.	In the Reason field, accept the default of NEW .



Step	Action
10.	In the Position Status field, accept the default of Approved or select the appropriate option.
	- Approved is used for filled or vacant positions that are approved for use and that have the correct funding and/or budget established.
	- Frozen is used for positions that can be re-instated (Approved) when needed. Frozen status can be used for vacant positions that the Org/Dept intends to recruit for in the future.
	- Proposed is used when a position is created but not yet approved for use or that does not have funding and budget established. This status is a trigger for the Funding Manager to add Funding and Budget, if applicable.
11.	The Status Date field defaults to the system date (today's date), but you can update it, if necessary.
12.	Next, enter the appropriate data in the Job Information , Work Location and Salary Plan Information sections.
13.	The Business Unit field defaults based on your UCPath security profile.
14.	Click in the Job Code field.
15.	In the Job Code field, enter the appropriate job code or use the lookup to search for and select it.
	Enter the desired information into the Job Code field. For this example, enter 004723 .
16.	Note: If the Job Code selected is not extended to your Business Unit , an error message appears.
17.	In the Regular Shift and Reg/Temp fields, accept the default Not Applicable . UC does not use these fields.
18.	Click the button to the right of the Full/Part Time field.



Favorites -	Main Menu
	Home Worklist MultiChannel Console Add to Favorites Sign out
	New Window Help Personalize Page 🗐
Description	Specific Information UC Position Data Budget and Incumbents Supporting Documents
Position Inform	tion Find View All First 🚯 1 of 1 🛞 Last
	Position Number 000000000 + -
	Headcount Status Current Head Count 0 out of 0
	*Effective Date 07/17/2017 🛐 *Status Active 🗸 Initialize
	Reason NEW Q New Position Action Date 07/17/2017
	*Position Status Approved V Status Date 07/17/2017 🕅 🗌 Key Position
Job Inform	ion
	*Business Unit ACMP Q UCLA Campus
	Job Code 004723 Q BLANK AST 2
	Fixed Fixed Fixed Full/Part Time System Default - Select Value
	*Regular Shift Not Applicable V Union Code CX Q. Clerical & Allied Services
	Title BLANK AST 2 Short Title BLANK AST Detailed Desition Description
Work Loos	Detailed Position Description
WORK LOCK	
	"Reg Region USA Q. United States
	Department Q *Company Q
	Location
	Reports To Q Dot-Line Q
	Supervisor Ly
Colory Dia	
Salary Pla	
	Salary Admin PlanQ GradeQ StepQ
	Standard Hours 40.00 Work Period W Q Weekly
	Mon Tue Wed Thu Fri Sat Sun

Step	Action
19.	Select the appropriate value. For this example, select the Fixed list item. Fixed



Favorites 👻 Main Menu 🔹 > Organizational Development 🗣 > Position Management 🗣 > Maintain Positions/Budgets 🗣 > Add/Update Position Info
Home Worklist MultiChannel Console Add to Favorites Sign ou
ORACLE
New Window Help Personalize Page 📰
Description Specific Information UC Position Data Budget and Incumbents Supporting Documents
Position Information Find View All First ④ 1 of 1 ④ Last
Position Number 00000000
Headcount Status Current Head Count 0 out of 0
*Effective Date 07/17/2017 🔞 *Status Active 🗸 Initialize
Reason NEW Q New Position Action Date 07/17/2017
*Position Status Approved V Status Date 07/17/2017 🛐 🗌 Key Position
Job Information
*Business Unit LACMP Q UCLA Campus
Job Code 004723 Q BLANK AST 2
*Reg/Temp Not Applicable V *Full/Part Time Fixed V
*Regular Shift Not Applicable V Union Code CX Q Clerical & Alled Services
Title BLANK AST 2 Short Title BLANK AST Detailed Position Description
Work Location
*Reg Region USA Q Linited States
Location
Reports To Q Dot-Line Q
Supervisor Lvt Q
Salary Plan Information
Salary Admin Plan Q Grade Q Step Q
Standard Hours 40.00 Work Period W Q Weekly
Mon Tue Wed Thu Fri Sat Sun

Step	Action
20.	Accept the Title and Short Title default field values, or enter the appropriate values. These values default from the job code.
	For this example, accept the default values.
21.	The Union Code defaults from the job code. Change if needed. Note: The Union Code for the new position determines the Employee Relations
	Code field selection on the UC Position Data tab.
	For this example, accept the default.
22.	Accept the Reg Region field default value of USA .
23.	Click in the Department field.
24.	In the Department field, enter the appropriate department ID or use the lookup to search for and select it.
	The values you can enter or search for and select in the Department field are based on your security access.
	For this example, enter 352500.



Step	Action
25.	In most cases, when you tab out of the Department field or click in another field, the Location field value automatically populates based on the selected department.
	You can enter or update the Location field if necessary by entering the appropriate value or clicking the lookup to search for and select it.
	All positions in UCPath are established in the Company UCS ; you cannot update this value.
	For this example, accept the default Location field value.
26.	Click in the Reports To field.
27.	In the Reports To field, enter the appropriate position number to which this position reports or use the lookup to search for and select the value.
	For this example, enter 40047026.
28.	If applicable, in the Dot-Line field, enter the position number to which the new position has a dotted-line reporting relationship.
	For this example, do not enter a value.
29.	UC does not use the Supervisor Lvl field.
30.	Scroll down to display additional fields and page functions.
	Click the scroll bar.



Favorites 🔹 Main Menu 🔹 > Organizational Development 🔹 > Position Management 🔹 > Maintain Positions/Budgets 🔹 > Add/Update Position Info
Home Worklist MultiChannel Console Add to Favorites Sign o
CRACLE
Position status Approved V Status Date Unificative International Control International C
Job Information
*Business Unit [LACMP] Q UCLA Campus
Job Code 004723 Q BLANK AST 2
*Reg/Temp Not Applicable *Full/Part Time Fixed
*Regular Shift Not Applicable 🗸 Union Code CX 🔍 Clerical & Allied Services
Title BLANK AST 2 Short Title BLANK AST 2 Detailed Position Description
Work Location
*Reg Region USA Q United States
Department 352500 Q Payroll Company UCS University of California
Location 141648 O Wilshire Center
Reports To 4004/026 Q ADMIN SPEC SUPV Dot-Line
Supervisor Lvl Q
Salary Plan Information
Salary Admin Plan Q Grade Q Step Q
Standard Hours 40.00 Work Period W Q Weekly
Mon Tue Wed Thu Fri Sat Sun 8.00 8.00 8.00 8.00
AZU
FLSA Status Nonexempt V Bargaining Unit 8888 Q
Updated on Updated By
🔚 Save 🔄 Notify 🕞 Notify
Description Specific Information UC Position Data Budget and Incumbents Supporting Documents

Step	Action
31.	Click in the Salary Admin Plan field.
32.	In the Salary Admin Plan field, enter the appropriate salary admin plan code or use the lookup to search for and select it.
	Salary Grade fields are dependent on the Job Code value you entered. Not all job codes have an associated salary plan. Academic job codes also include a BYA (by agreement) salary plan.
	For this example, enter UCCX.
33.	Click in the Grade field.
34.	Enter the desired information into the Grade field, if applicable. For this example, enter 112 .
35.	The Step field is not used at the position level. Leave this field blank.
36.	The Standard Hours and days default from the value you enter in the FTE field on the Specific Information page.
37.	The Work Period field defaults to the standard Work Period assigned to the Job Code for this position. Do not change this field.



Action
The daily hours indicated are inconsequential and are not used to determine an employee's time/pay.
The FLSA Status field defaults from the job code.
FLSA Status options include: Exempt, Nonexempt, Nonexempt Alt Overtime and No FLSA Required.
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.
The Bargaining Unit field is not used by UC.
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.
When you are finished entering data on the Description page, click the Specific
Specific Information

	Main Menu - > •	Organizational Development	√anagement v Hor	> Maintain Positions/Buo ne Worklist Mu	dgets → Add/Update	Add to Favorites	Sign out
Description	Specific Information	UC Position Data Budget and Incumbent	s Supporting	Documents	New Win	dow Help Personalize	Page 📰
	Position Num Headcount Sta	iber 00000000 itus	Cur	rent Head Count 0	out of 0		
Specific Info	ormation Effective	Date 07/17/2017			Find View All Find Status Active	First 🕚 1 of 1 🛞 Last	t
	Max Head Co Mail Dro Work Ph Health Certifi Signature Auth	ount 1 p ID cone cate v	V		Incumbents Update Inc Include Sa Force Upd Include FT Ø Budgeted Confidenti Job Sharin	cumbents lary Plan/Grade late for Title Changes rE Position al Position rg Permitted for Telework	
Education	tion and Government						1
	Position P *Pre-Encumbrance Ind *Encumber Salary C *Classified Ind	ool IDQ licator No Encumbrance Option Salary Grade Minimum licator (Professional & Support Sta 🗸	>	Calc Group (Fie Acad FTE [ex Service) emic Rank Q 0.000000 Adds to	Q FTE Actual Count	
Description Spe	Notify	tion Data Budget and Incumbents Supporti	Add Documents	Update/Display	Disclude History	Correct History]

Step	Action
42.	The Max Head Count field defaults to 1 , but you can update it if necessary for multi-head count positions.



Step	Action
43.	If applicable, in the Health Certificate field, select the certificate required for this position.
44.	UC is not using the following fields: Signature Authority, Confidential Position, Job Sharing Permitted and Available for Telework.
	When entering a new position, it is not necessary to select the Update Incumbents check box.
45.	If this is an approved position, ensure the Budgeted Position check box is selected. If this position's status is Proposed or Frozen , deselect the check box.
	All approved positions are considered budgeted; if you deselect this check box, you cannot report on this position.
46.	If you are creating a position pool position, in the Position Pool ID field, enter the appropriate value or click the lookup to search for and select it.
	Work study positions must have a position pool.
47.	The Pre-Encumbrance Indicator , Encumber Salary Option and Classified Indicator field values defaults from the selected job code.
48.	UC does not currently use the Calc Group (Flex Service) or Academic Rank fields.
49.	Click in the FTE field.
	0.00000
50.	Enter the desired information into the FTE field. For this example, enter 1 .
51.	Click the Adds to FTE Actual Count option.
52.	After you enter a value in the FTE field, you can confirm that the Standard Hours field and hours by day fields on the Description page are updated appropriately.
	Note: When FTE is 0.00 , the Standard Hours field value defaults to .01 , because it is a required field and cannot be left blank.
53.	When you are finished entering data on the Specific Information page, click the UC Position Data tab
	UC Position Data



Favorites - Main Menu -	Organizational Development Position Management Management Multian Positions/Budgets Add/Update Position Info Home Worklist MultiChannel Console Add to Favorites Sign	n out
ORACLE'		
Description Specific Information	UC Position Data Budget and Incumbents Supporting Documents	e 🗖
Position Number 000	00000	
Headcount Status	Current Head Count 0 out of 0	
Employee Relations Code	Find View All First 🛞 1 of 1 🛞 Las	it
Effective Date 07/17/2017	Status Active	
HR Worksite ID *Employee Relations Code Incentive Award Plan	Representation Code	
Special Training Code *Special Training Code 1 Q	Personalize Find 2 R First 1 of 1 Last iption	
R Save T Notify Description Specific Information UC	Rosilion Data Budget and Incumbents Supporting Documents	

Step	Action
54.	Use the UC Position Data page to enter the HR Worksite ID, 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.
55.	 The HR Worksite ID field drives the majority of UCPath and Tracker integration functionality. This field determines: 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 ID.
56.	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.
57.	Click the Look Up HR Worksite ID button.



Favorites - Main Menu - > Organizationa	al Development • > Position Management • > Maintain Position	s/Budgets -> Add/Update Position Info
	Home Worklist	MultiChannel Console Add to Favorites Sign out
CICACEC		
		New Window Help Personalize Page
Description Specific Information UC Position D	ata Budget and Incumbents Supporting Documents	
Desition Number 0000000		
	Look Up HR Worksite ID	×
Headcount status		Help
Employee Relations Code	Worksite ID begins with	Find View All First (1 of 1) Last
Effective Date 07/17/2017	Look Up Clear Cancel Basic Lookup	
HR Worksite ID		
	Search Results	
	View 100 First 🕢 1-9 of 9 🕑 Last	
Incentive Award Plan	11 LICOP - E-Verify	
Special Training Code Personalize Find	12 UCOP	te Find 🖾 🔜 First 🕙 1 of 1
*Special Training Description	13 UCPress	Last
Code	16 UC Washington Center	scription
Q. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	20 Federal Government Relations	
	21 UCPath Center	
	N No I9 Integration required	
Save Notify	UUnknown	e/Display
Description Specific Information UC Position Data Bu	dge	
		and the second
<		>

Step	Action
58.	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.
	For this example, enter a HR Worksite value directly in the field.
59.	Click in the HR Worksite ID field.
60.	Enter the desired information into the HR Worksite ID field. For this example, enter 4-3530 .
61.	Click the button to the right of the Employee Relations Code field.
62.	When the Job Code is changed, the Employee Relations Code is removed and required to be re-entered.
	 Notes: 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 is not tied to the BX union code, the Employee Relations Code must not be Stud Academic Title, HEERA.



Favorites - Main Menu -	Organizational Development Position Management Maintain Position/Budgets Add/Update Position Info Model Mod
DRACLE'	
Description Specific Information	New Window Help Personalize Page UC Position Data Budget and Incumbents Supporting Documents
Position Number 0000	10000
Headcount Status	Current Head Count 0 out of 0
Employee Relations Code	Find View All First 🕚 1 of 1 🛞 Last
Effective Date 07/17/2017	Status Active
HR Worksite ID *Employee Relations Code Incentive Award Plan Special Training Code *Special Training Descriptor 1 Save Notify scription Specific Information UC	4-3330 3530 REC MGMT & INFO PRACT All Others, Confidential Representation Code All Others, Not Confidential 1 of 1 least Manager, Rot Confidential I of 1 least Manager, Confidential I of 1 least Manager, Confidential I of 1 least Manager, Confidential I of 1 least Monagpicable - CRA (out of Stat Stud Academic Tile, HEERA Supervisor, Not Confidential Security Clearance Type Description Supervisor, Not Confidential I I of 1 least Supervisor, Not Confidential I I I I I I I I I I I I I I I I I I I

Step	Action
63.	Select the appropriate employee relations code.
	For this example, click the All Others, Not Confidential list item. All Others, Not Confidential



avorites - Main Menu -	Organizational Development Position Management Maintain Positions/Budgets Add/Update Position Info	
RACLE	Home Worklist Multichannel Console Add to Favorites Si	gn
escription Specific Information	UC Position Data Budget and Incumbents Supporting Documents	age
Position Number 000	00000	
Headcount Status	Current Head Count 0 out of 0	
mployee Relations Code	Find View All First 🛞 1 of 1 🛞 L	ast
Effective Date 07/17/2017	Status Active	
HR Worksite ID	4-3530 Q 3530 REC MGMT & INFO PRACT	
Employee Relations Code	All Others, Not Confidential	
ncentive Award Plan	٩	
Special Training Code	Personalize Find 💷 🧱 First 🚯 1 of 1 🕑 Last Security Personalize Find 💷 🚟 First 🚯 1 of 1	
*Special Training Descri	iption Clearance Data	
Lode	Security Clearance Type Description	
٩		
Save Save Notify	Position Data Budget and Incumbents Supporting Documents	

Step	Action
64.	Use the Incentive Award Plan field to identify 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.
65.	If applicable, in the Special Training Code field, enter the appropriate training code value or use the lookup to search for and select it. Use the Add a new row button to add an additional code.
	For this example, do not enter a training code.
66.	If applicable, in the Security Clearance Type field, enter the appropriate clearance type code or use the lookup to search for and select it. Use the Add a new row button to add an additional code.
	For this example, do not enter a security clearance code.
67.	When you are finished entering data on the UC Position Data page, click the Budget and Incumbents tab.
	Budget and Incumbents



Favorite	S 🕶	Main Menu 👻 🗧	 Organiza 	tional Developmen	t 🕶 > Position	n Manage	ement 🔻	 Maintain P 	ositions/Budg	gets 🔻 > A	.dd/Update	Position Info	Q	
	Home Worklist MultiChannel Console Add to Favorites Sign out													
									1		New Wind	low Help F	ersonalize I	Page 📰
<u>D</u> escript	ion Sp	ecific Information	UC Positio	on Data Budge	t and Incumbe	nts S	Supporti	ng Documents						
	Positio	on Number 000000	00											
	Headco	unt Status			(Current I	Head C	ount 0	out of	0	_			
Curre	nt Budge	t												
	Head (Count 0	Curren	t Budget FTE	0.00 Amo	ount	0	.000						
Curre	nt Incum	bents						Person	alize Find	2 📑	1 of 1			
Empl ID	Empl Record	Full/Part	Stnd Hrs/Wk	Name	Effective Date	Action		Action Reason	Override Position Data	Job Data				
	0		0.00		07/17/2017					Job Data				
Save	No	tify				Add	🔊 U	pdate/Display	🔎 Includ	e History	Corr	ect History		
Descriptio	n Specific	Information UC P	osition Data	Budget and Incur	nbents Suppo	rting Doc	uments							

Step	Action
68.	Review the information on the Budget and Incumbents page. For new positions, there is no data entry required for this page.
69.	Click the Supporting Documents tab. Supporting Documents



Favorites - Main Men	iu 👻 > Organiz	zational Development \checkmark >	Position Management - Ma	intain Positions/Budgets 🗸 >	Add/Update Positio	on Info 👩	
			Home	Worklist MultiChannel	Console Add t	to Favorites	Sign out
DRACLE							
					New Wiedow 11	olo Domonol	izo Dogo I 📰
UC Position Data Bu	dget and Incumbents	s Supporting Documer	nts		New Window H	eip Personai	ize Page 🏢
Position Number 0000000	00						
ffective Date							Find Vie
	-						
Attachmente	/						
Position Number	Effective Date	Position Reason	Operator ID	DateTime Stamp	Attached F	ile	Add Attachm
1 0000000 0	7/17/2017						Add Attachm
							aa / aaarii
Save 🖃 Notify					📑 Add 🛛 🔏 Up	odate/Display	😼 Inclu
(

Step	Action
70.	Use the Supporting Documents page to attach one or more supporting documents to your request.
	To begin the steps for uploading a document, click the Add Attachment button.
	In this example, do not attach supporting documentation.
71.	When you are finished entering position details, click the Save button.
	Save



avorites 🗸 Ma	in Menu 👻 🔷 > Orga	nizational Development 👻 >	Position Management - Ma	aintain Positions/Budgets 👻	Add/Update Position Info	a
			Home	Worklist MultiChanne	I Console Add to Favorite	s Sign out
DRACLE						
					New Window Help Pers	sonalize Page 🖩
UC Position Data	Budget and incumpe	nts Supporting Documen	ts			
Position Number 40	0160240					
ffective Date						Find Vie
						T ind j Vi
Effective Date 07/1	7/2017					
Attachments						
Position Nun	nber Effective Date	Position Reason	Operator ID	DateTime Stamp	Attached File	Add Attachm
1 40160240	07/17/2017					Add Attachm
Save 🔛 Notify					📑 Add 🛛 🔏 Update/Disp	ilay 🛛 🔎 Inclu
ariation Cassific Ini	formation LUC Desition F	orte I Dudget and Insumbente I	Supporting Desuments			
cription [Specific in	Iormation UC Position L	Jala Duuget and incumbents	Supporting Documents			

Step	Action
72.	After you save the data, if there are no errors, the system automatically assigns the next available Position Number to the new position.
73.	You have added a new position in UCPath. End of Procedure.