

Use this task to approve a position control request.

Navigation:

To open a transaction that is pending approval, navigate to your **Worklist** in UCPath and click the appropriate transaction link.

or

Click the transaction link in the system-generated email notification.

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Position Number NEW		Effective Date 04/25/2017	Position Status Approved	
Status Active		Reason NEW		
ob Information				
Business Unit LACMP	U	CLA Campus	Full/Part Time N/A	
Job Code 004723	BL	ANK AST 2		
Union Code CX	CI	erical & Allied Services	Position Description	
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Department 352500	Pa	iyroll		
Location Code 141648	w	Ishire Center		
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Step	Action
1.	The Approve Position Request page displays details for the pending position control request.
	As you review a transaction in UCPath, refer to your local business process, which may include specific approval guidelines.
2.	The Transaction Information section displays the system-generated transaction ID number, approval status and the initiator's ID.
3.	The Position Control Information section displays the position details entered by the initiator.
	In this example, the request is for a new position. The Position Number field value defaults to NEW . Upon final approval, the system automatically assigns the new position the next available position number.



Step	Action
4.	If necessary, scroll down to display additional fields and page functions.
	Click the scroll bar.

Favorites • Main Menu • Worklist • Worklist	Position Control Approval	
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Step	Action
5.	Notice that below the transaction data entry fields, there is a Supporting Documents link. The initiator can attach one or more supporting documents to the transaction.
	Click the link to display the Supporting Documents page to verify whether there are attachments.



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Supporting Documents		
Position Control - Supporting Docu	uments	
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1 Supporting-Document-01.jpg	22 ¹	
OK Cancel		

Step	Action
6.	If there is one or more supporting documents, click the corresponding View icon to display the attachment you want to view. The system opens the document in a separate browser tab. When you are finished viewing the attachment, close the separate tab.



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Step	Action
7.	Click the OK button to return to the Approve Position Request page.
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Step	Action
8.	Each approver is assigned to a specific workflow approval level. Some transactions require only one level of approval, while others require multiple levels. In this example, the transaction requires multiple levels of approval and the first approval is pending.
	The Approver 1 level can approve or deny position control requests, or push back to the initiator.
	The Approver 2 and 3 levels can approve, pushback to a previous approver (not the initiator) or deny transactions.
9.	After you review the transaction details, you can approve, push back (if applicable) or deny the transaction.
	Comments are required when you push back or deny a transaction.
	In this example, you will approve the transaction.
10.	When you are ready to approve the transaction, click the Approve button.
	Approve

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Specific Information		~
FLSA Status Nonexempt	FTE 1.000000	
Mail Drop ID	Max Head Count 1	
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UC Position Data		
HR Group		
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Step	Action
11.	After you approve a transaction, the transaction page no longer displays the approval action buttons.
	The approval status monitor (the Position Control section in this example) remains at the bottom of the page. This section displays the approval workflow details, including completed and pending approvals.
12.	If necessary, scroll up to display additional fields and page functions.
	Click the scroll bar.

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Position Information			
Position Number NEW	Effective Date 04/25/2017	Position Status Approved	
Status Active	Reason NEW		
Job Information			
Business Unit LACMP	UCLA Campus	Full/Part Time N/A	
Job Code 004723	BLANK AST 2		
Union Code CX	Clerical & Allied Services	Position Description	
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Department 352500	Payroll		
Location Code 141648	Wilshire Center		
Reports To 40081000	ADMIN ANL PRN SUPV		
Salary Admin Plan			
Sal Plan UCCX	Salary Grade 112	Step	
Salary Ranges			
	Minimum Midpoint	Maximum	

Step	Action
13.	Upon final approval, the Approval Status field displays Approved . In this example, not all approvals are complete, therefore the status is Pending .
14.	You have approved a position control request. End of Procedure.