

Use this task to add a new position by copying an existing 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

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Step	Action
1.	When you navigate to the <b>Add/Update Position Info</b> page, the system displays the <b>Find an Existing Value</b> tab, which you use to search for an existing position.
2.	Click the Add a New Value tab.



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



Favorites -	Main Menu 🔹 > Organizational Development 🔹 > Position Management 🔹 > Maintain Positions/Budgets 🔹 > Add/Update Position Info
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Step	Action
5.	To create a position based on the data from an existing active or inactive position, click the <b>Initialize</b> button.
	Initialize

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Step	Action
6.	The system displays the <b>Default Position Data</b> dialog box. Enter the appropriate effective date and select the position you want to copy.
7.	In the <b>Effective Date</b> field, enter the appropriate date or select it from the calendar. The position you want to copy must be effective as of the date you enter here. For example, if the position you want to copy is effective as of <b>7/01/2017</b> and you enter
	an <b>Effective Date</b> value of <b>6/30/2017</b> , the position you want to copy will not be available to select.
	For this example, accept the default date.
8.	Enter or search for the <b>Position Number</b> you want to copy.
9.	Enter the desired information into the <b>Position Number</b> field. For this example, enter <b>40052647</b> .
10.	Click the <b>OK</b> button.
	OK

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Step	Action
11.	The <b>Description</b> page displays the <b>Job Information</b> , <b>Work Location</b> and <b>Salary Plan Information</b> values from the position you selected. You can update the information as necessary.

Step	Action
12.	Note the <b>Union Code</b> for the position. This determines the <b>Employee Relations</b> <b>Code</b> field selection on the <b>UC Position Data</b> tab.
13.	Scroll down to display additional fields and page options.
	Click the scroll bar.
14.	The <b>Work Period</b> field defaults to the standard <b>Work Period</b> assigned to the <b>Job Code</b> for this position. Do not change this field.

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Step	Action
15.	When you are finished reviewing the copied data and making any necessary updates, click the <b>Specific Information</b> link.
	Specific Information



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Step	Action
16.	Review the details on the <b>Specific Information</b> page and make any necessary updates.
	When you are finished viewing the default data and making any necessary updates, click the <b>UC Position Data</b> tab.
	UC Position Data



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Step	Action
17.	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.
18.	<ul> <li>The HR Worksite ID field drives the majority of UCPath and Tracker integration functionality.</li> <li>This field determines: <ul> <li>If the new hire I-9 email is auto-generated from Tracker.</li> <li>If the position requires E-Verify authorization through Tracker.</li> <li>If a new I-9 will be used for employees rehired within three years.</li> </ul> </li> <li>Refer to your Location's business process on I-9 and Tracker processing to determine the appropriate HR Worksite ID.</li> </ul>
19.	An entry must be made in the <b>HR Worksite</b> field. For all new and vacant positions, the system will not allow you to save if the field is blank.
20.	Click the Look Up HR Worksite ID button.



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Step	Action
21.	If the position does not require a <b>HR Worksite</b> value, choose the value <b>N</b> - <b>No I9</b> <b>Integration required</b> . Do not use the value <b>U</b> - <b>Unknown</b> as it is for administrator use only. For this example, enter a <b>HR Worksite value</b> directly in the field.
22.	Click in the <b>HR Worksite ID</b> field.
23.	Enter the desired information into the <b>HR Worksite ID</b> field. For this example, enter <b>822</b> .
24.	<ul> <li>The Employee Relations Code value does not populate from the position you are copying; you must select the appropriate value.</li> <li>Click the button to the right of the Employee Relations Code field.</li> </ul>
25.	<ul> <li>When the Job Code is changed, the Employee Relations Code is removed and required to be re-entered.</li> <li>Notes: <ul> <li>If a job code is tied to the BX union code, you must select Stud Academic Title, HEERA as the Employee Relations Code.</li> <li>If a job code is not tied to the BX union code, the Employee Relations Code must not be Stud Academic Title, HEERA.</li> </ul> </li> </ul>



Step	Action							
26.	Select the appropriate Employee Relations Code.							
	For this example, click the All Others, Not Confidential list item.							
	All Others, Not Confidential							
27.	Use the <b>Incentive Award Plan</b> 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.							
28.	If applicable, in the <b>Special Training Code</b> field, enter the appropriate training code value or use the lookup to search for and select it. Use the <b>Add a new row</b> button to add an additional code.							
	For this example, do not enter a training code.							
29.	If applicable, in the <b>Security Clearance Type</b> field, enter the appropriate clearance type code or use the lookup to search for and select it. Use the <b>Add a new row</b> button to add an additional code.							
	For this example, do not enter a security clearance code.							

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Step	Action
30.	When you are finished reviewing the default data and making any necessary updates on the UC Position Data page, click the Budget and Incumbents tab.
	Budget and Incumbents

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Step	Action
31.	For a new position, the information on the <b>Budget and Incumbents</b> page is view- only; you cannot update the information on this page. For a new position, there is no current incumbent information.
32.	When you are finished reviewing the data, click the <b>Supporting Documents</b> tab. Supporting Documents



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Step	Action
33.	Use the <b>Supporting Documents</b> page to attach one or more supporting documents to your request.
	To begin the steps for uploading a document, click the <b>Add Attachment</b> button.
	in this example, you will not attach supporting documentation.
34.	When you are finished reviewing and updating the position data, click the <b>Save</b> button.



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Step	Action
35.	After you save the data, the system automatically assigns the next available <b>Position Number</b> .
36.	You have copied an existing position in UCPath. End of Procedure.