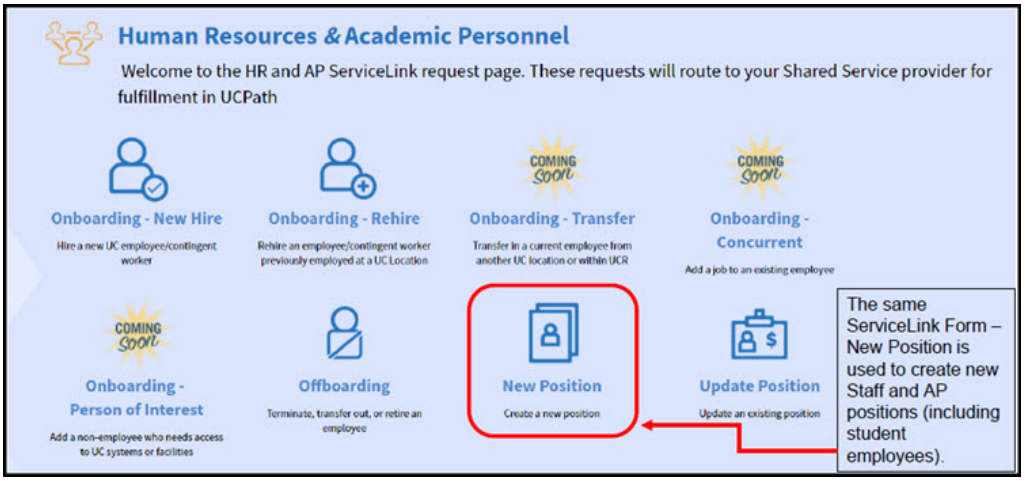
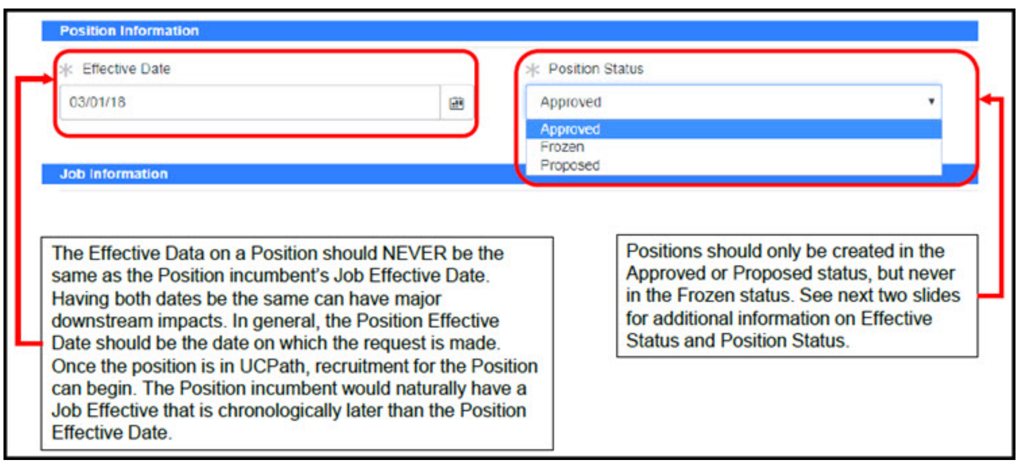
| Initiating a ServiceLink New Position Request |

Navigation: https://ucrsupport.service-now.com/ucr_portal/

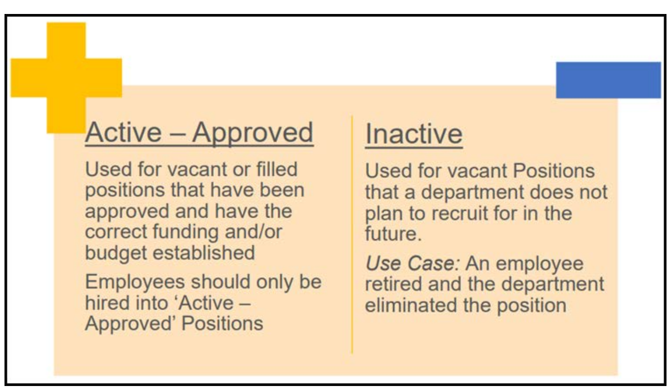
ServiceLink Form – New Position



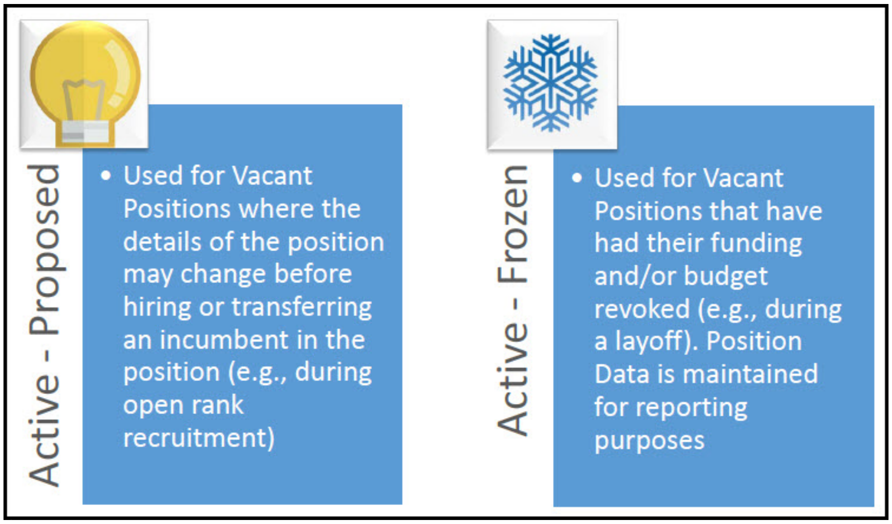
Position Information



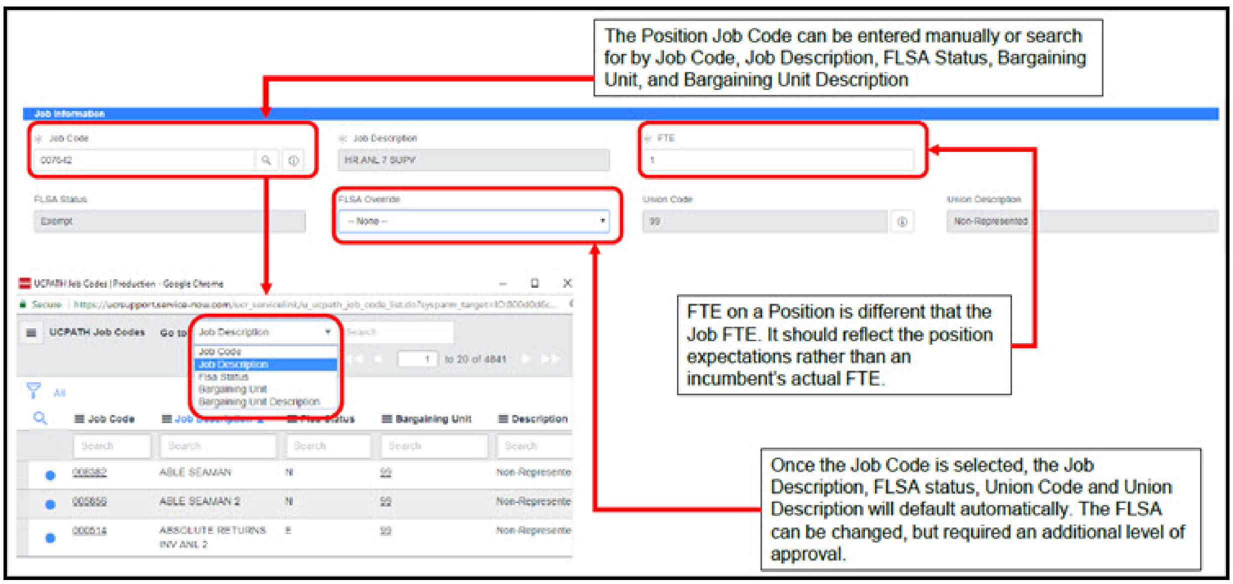
Effective Status Definitions



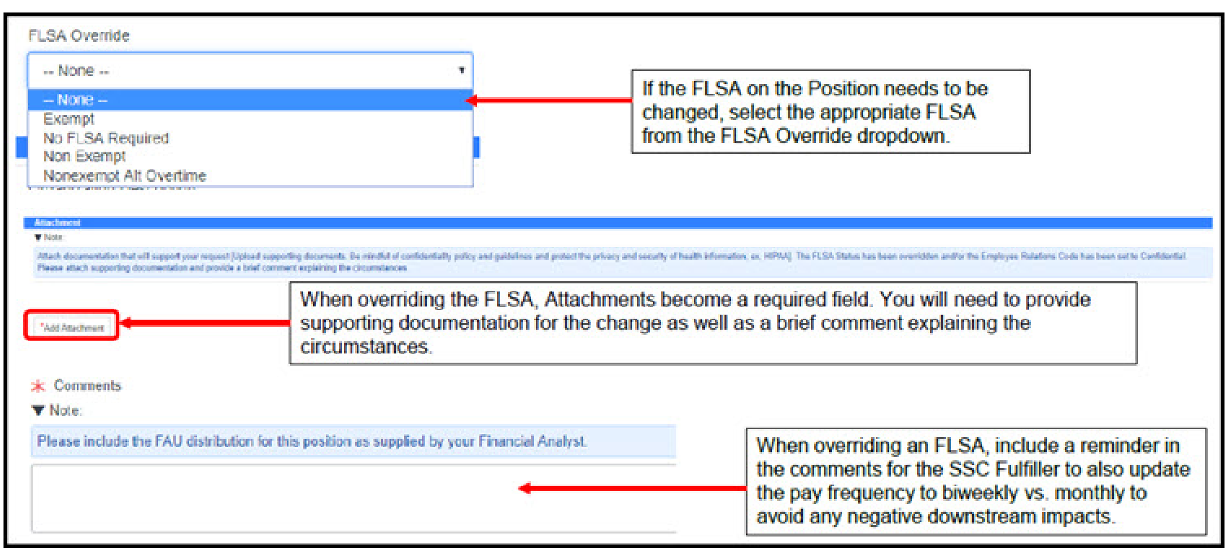
Position Status Definitions



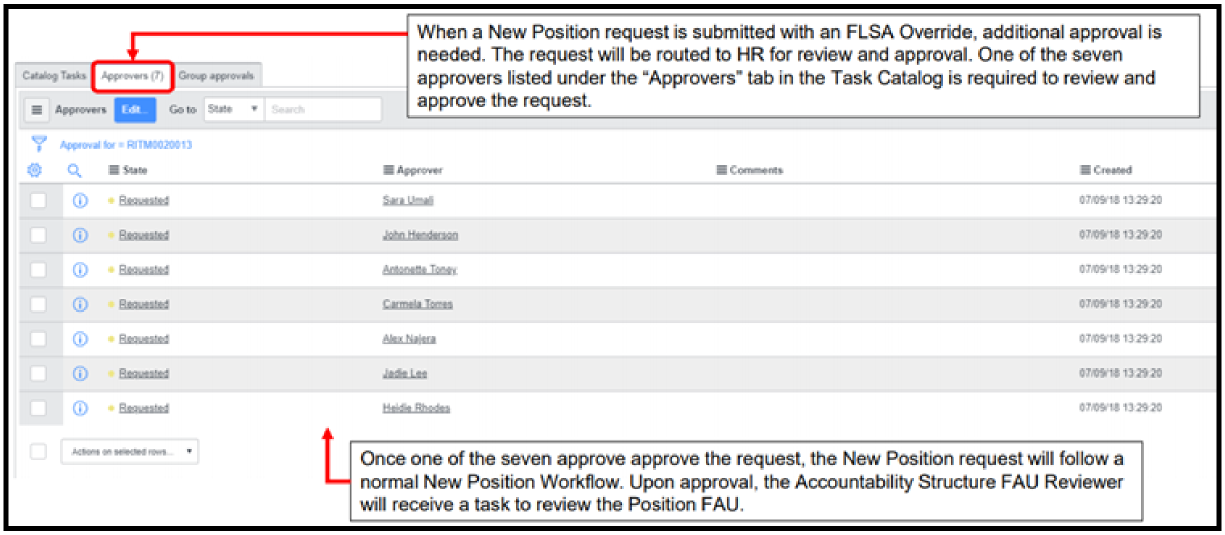
Job Information



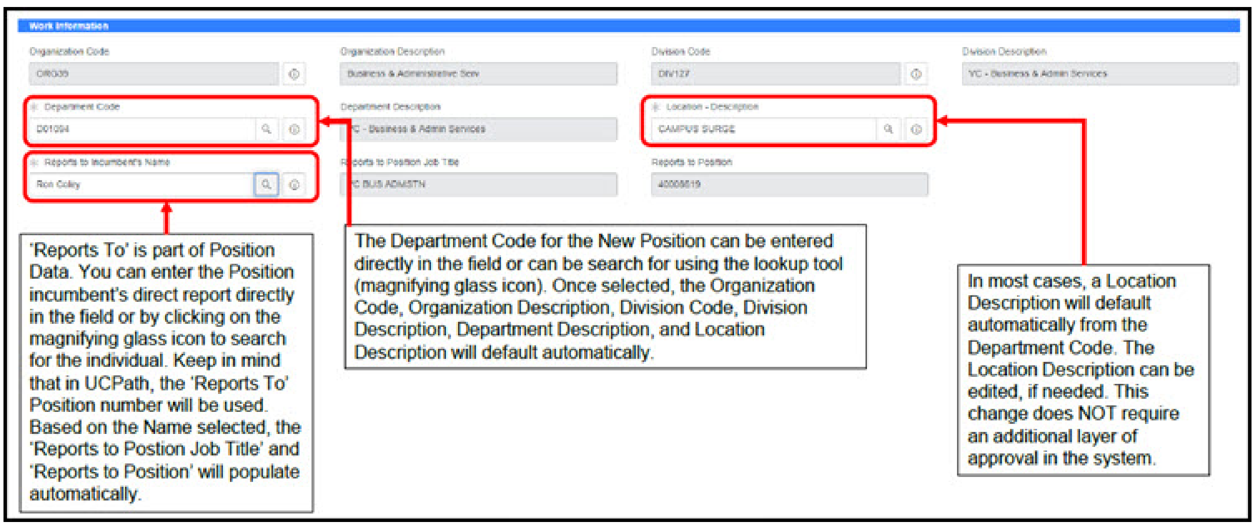
FLSA Override



FLSA Override (continued)



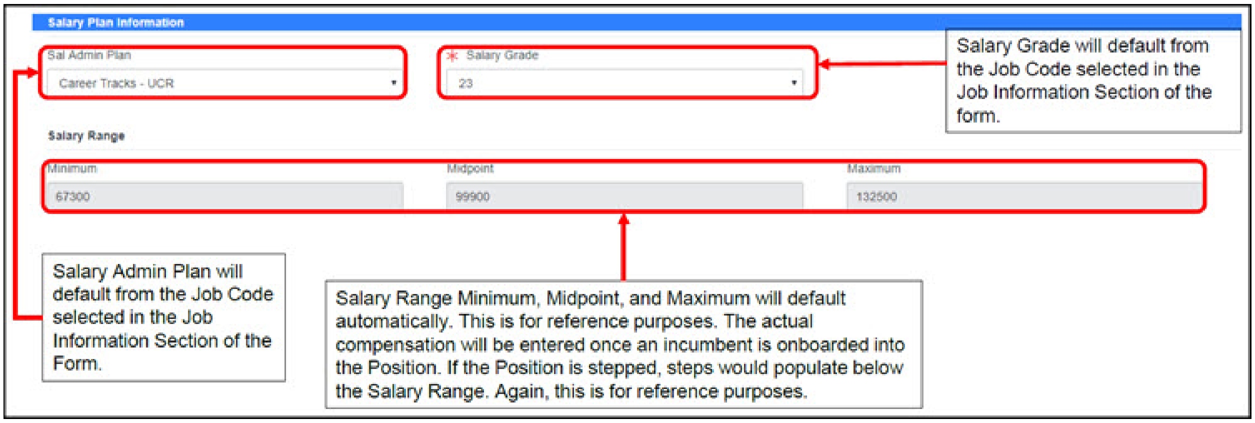
Work Information



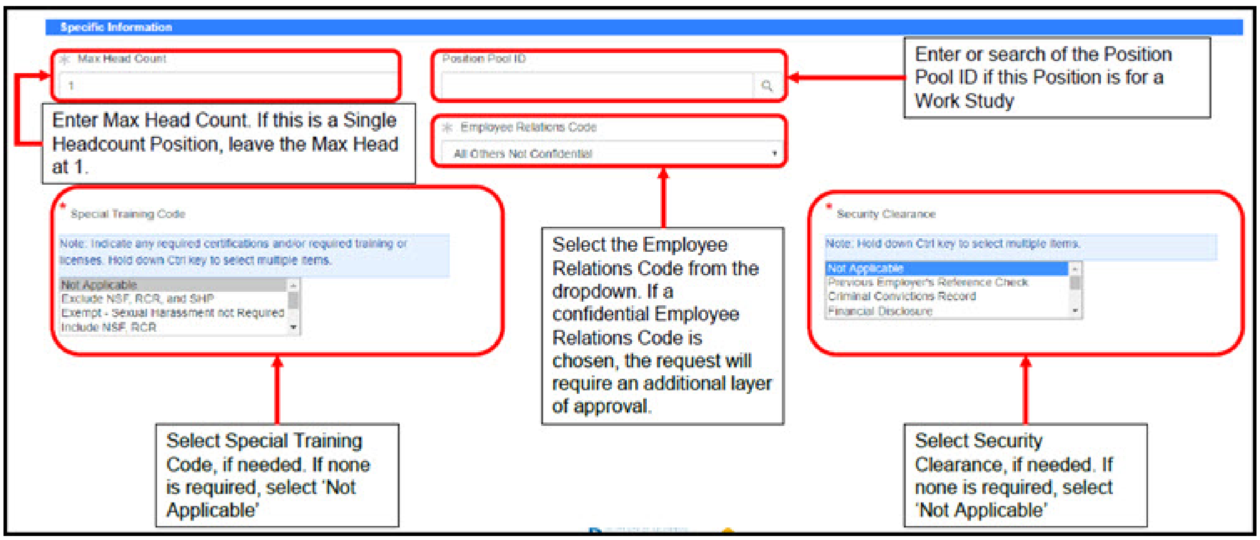
Reports to Position

- In the new TARS system, Supervisors are maintained use the "Reports To" field in UCPath's Position Data Management feature, NOT in Enterprise Directory.
- This includes students
- The change allows TARS to identify a supervisor for each job
- If an employee's "Reports To" information is incorrect, needs to be changed, or the supervisor is not receiving the correct timesheets in TARS, you may need request that an update to the "Reports To" field in Position Management be made
- Updates to the "Reports To" field are made using the ServiceLink Update Position form

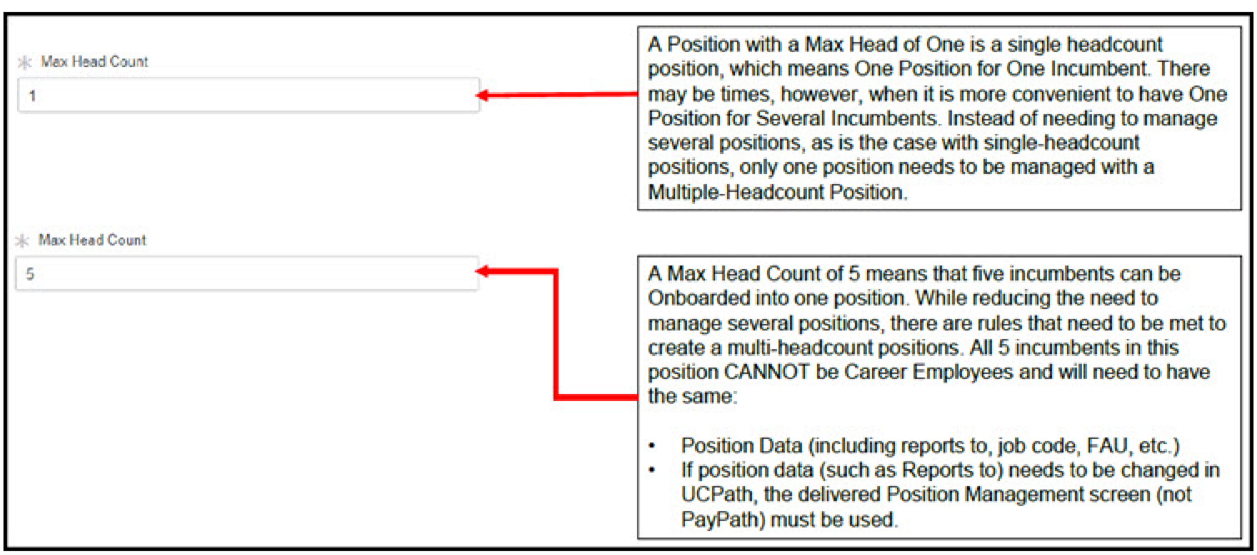
Salary Plan Information



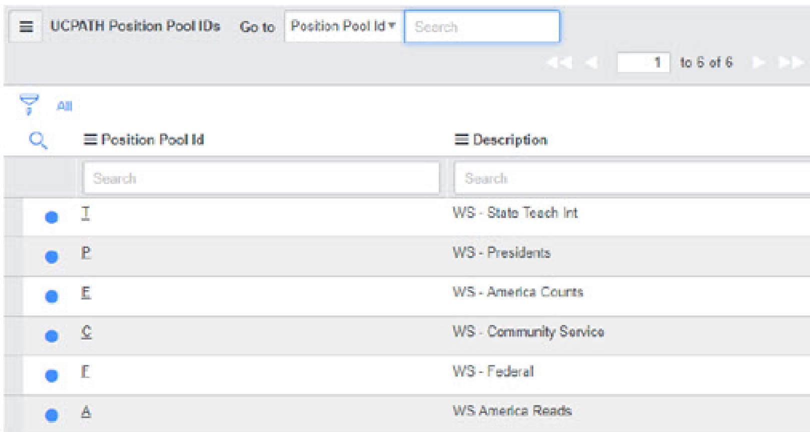
Specific Information



Max Head Count

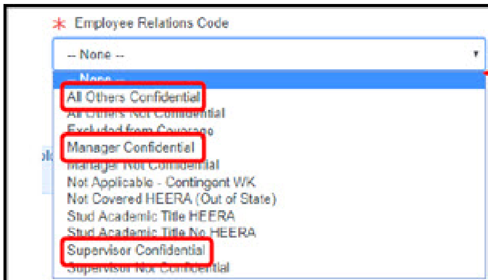


Position Pool ID



At UCR, Position Pools are used exclusively for Work Study positions. When requesting a new position for a Work Study, select the appropriate Position Pool ID. These can be search by Description, which corresponds to their Work Study Program. If a Work Study position is multi-headcount, all incumbents MUST belong to the same Position Pool.

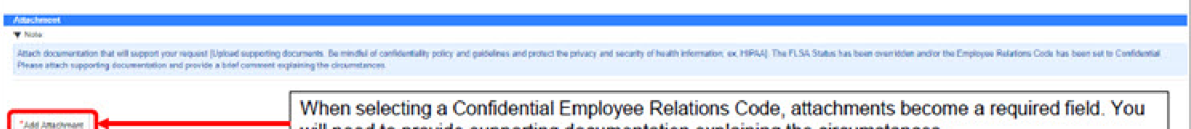
Employee Relations Code



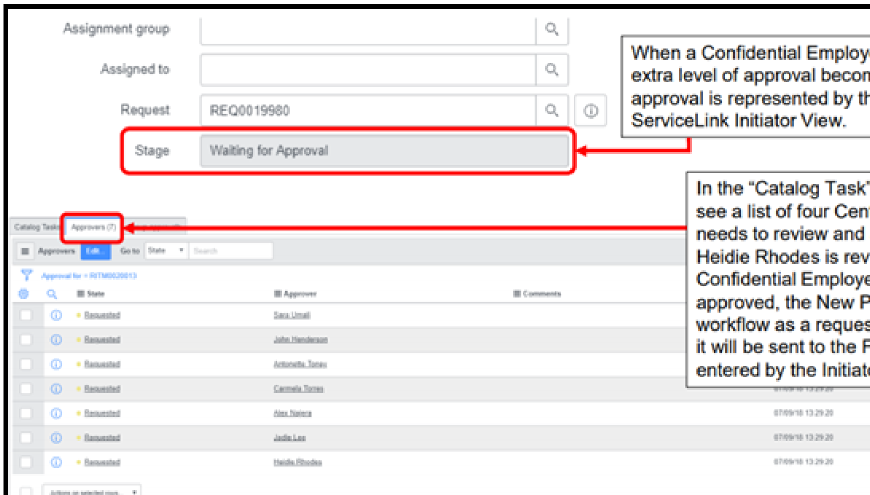
Confidential [titles], per the Higher Education Employer-Employee Relations Act (HEERA) is defined as:

- "An employee required to develop or present management positions for collective bargaining, and/or an employee whose duties normally require access to information which contributes significantly to the development of such management positions.

Refer to http://hr.ucr.edu/erelcodechart.html for additional policy-related information.



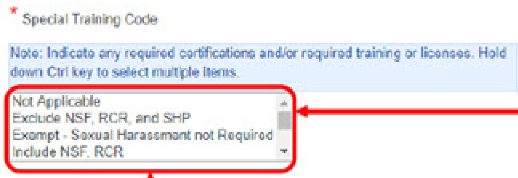
When selecting a Confidential Employee Relations Code, attachments become a required field. You will need to provide supporting documentation explaining the circumstances.



When a Confidential Employee Relations Code is chosen, an extra level of approval becomes required. This additional level of approval is represented by the "Waiting for Approval" Stage in the ServiceLink Initiator View.

In the "Catalog Task" at the bottom of the RITM, you will see a list of four Central HR approvers. Only one of these needs to review and approve the request. Currently, Heidie Rhodes is reviewing and approving ALL Confidential Employee Relations Code requests. Once approved, the New Position request will follow the same workflow as a request without this extra layer of approval; it will be sent to the FAU reviewer to ensure the FAU entered by the Initiator is correct.

Special Training Code



Special Training Codes are used to track certain requirements to hold a position. If none listed are required, select "Not Applicable."

Entering a "Special Training Code" on a Position is NOT mandatory, nor is it appropriate for all employees. It is mainly used by a department who has an employee performing supervisory duties who is NOT is a supervisory title code. For example, a Blank Assistant who supervises student employees or an employee acting as an interim supervisor during a recruitment.

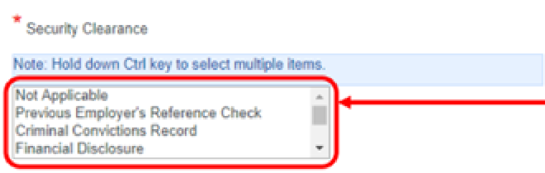
There is a "Special Training Code" that is strictly used to require or exempt someone from the supervisory version of the UC Sexual Violence and Sexual Harassment Prevention Training (Sexual Harassment Prevention and Exempt – Sexual Harassment not Required).

Other "Special Training Code" include requiring or exempting an employee from Responsible Conduct of Research (RCR) Training and National Science Foundation (NSF) Training.

You can select from (more than one can be selected):

- Not Applicable
- Exclude NSF, RCR, and SHP
- Exempt – Sexual Harassment not Required
- Include NSF, RCR
- Include NSF and RCR, Exempt SHP
- NSF and SHP Required
- Sexual Harassment Prevention (SHP)

Security Clearance

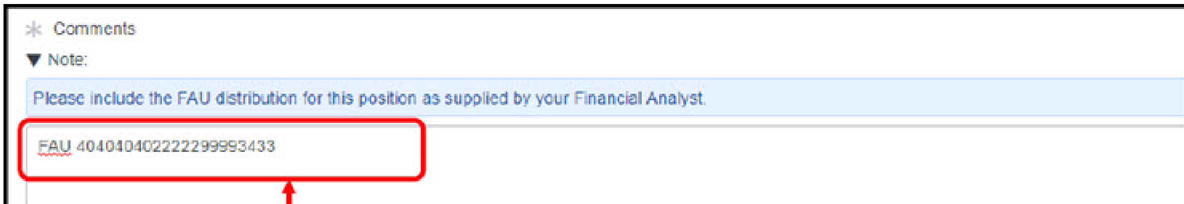


Security Clearance codes are used to track certain requirements to hold a position. If none listed are required, select "Not Applicable."

You can select from (more than one can be selected):

- Not Applicable
- Previous Employer's Reference Check
- Criminal Convictions Record
- Financial Disclosure
- Security Clearance
- Police Officer Background Check
- Professional License or Certificate Verification
- Educational Degree Check
- DMV Driving Record Check
- E-Verify
- NRC Background Check - used to identify Individuals with Unescorted Access to Radioactive Material in Quantities of Concern
- CANRA Acknowledgement
- I9 Completion
- CLERY Act
- Form 700 – Statement of Economic Interests

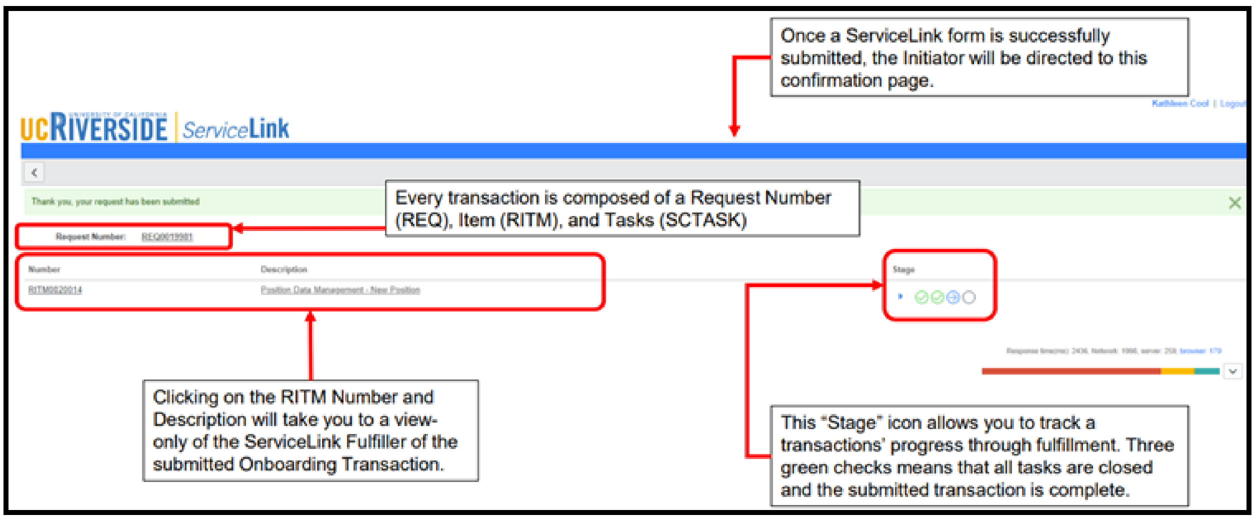
Comments & FAU

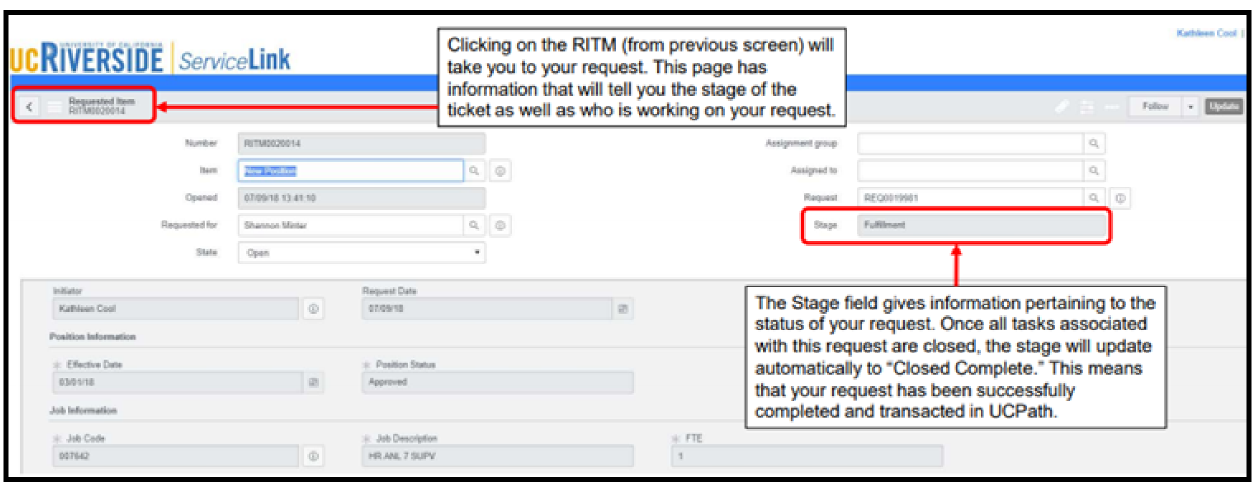


In addition to information not included elsewhere in the form, the ServiceLink Initiator should enter the New Position FAU in the comments section. The FAU will be reviewed by the "FAU Reviewer" via the Fulfiller View of ServiceLink by a designated Financial Analyst or Manager.

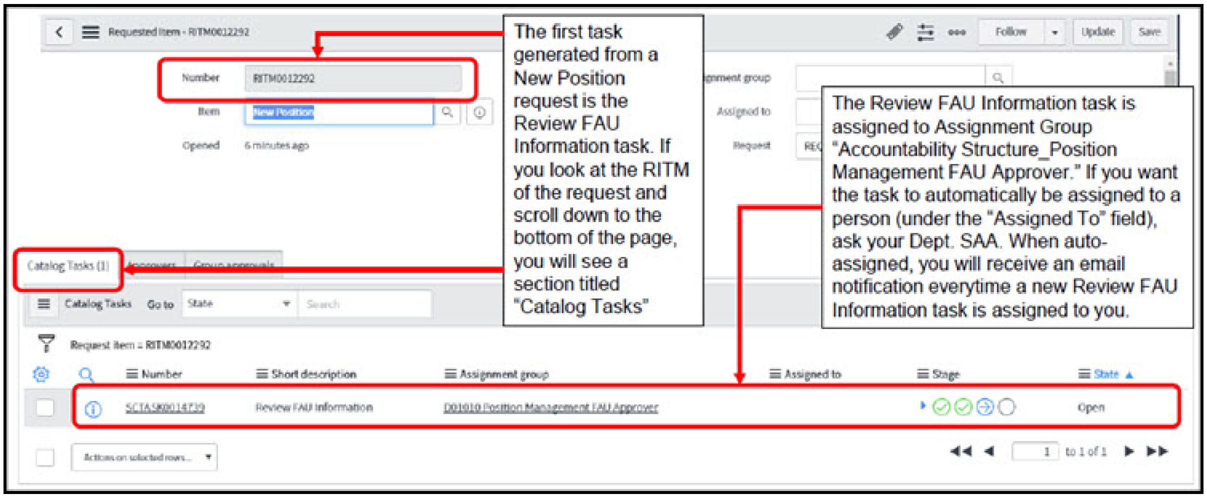
Attachment

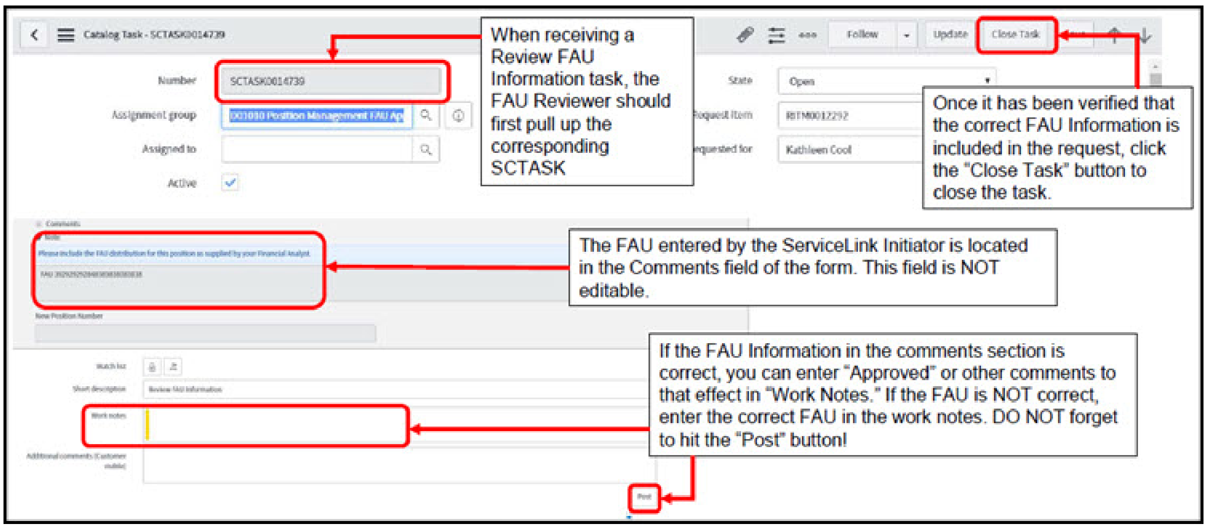
ServiceLink Initiator

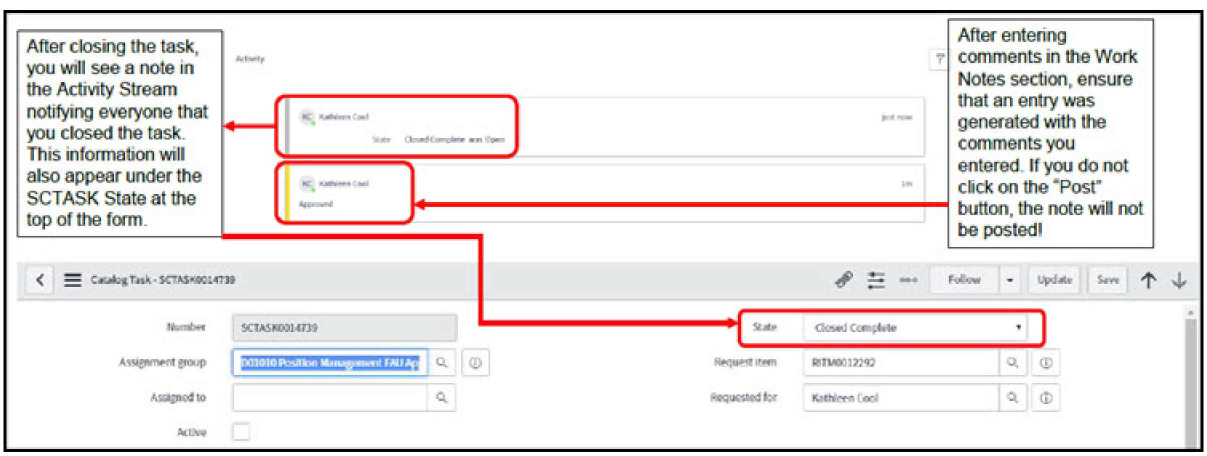




FAU Reviewer

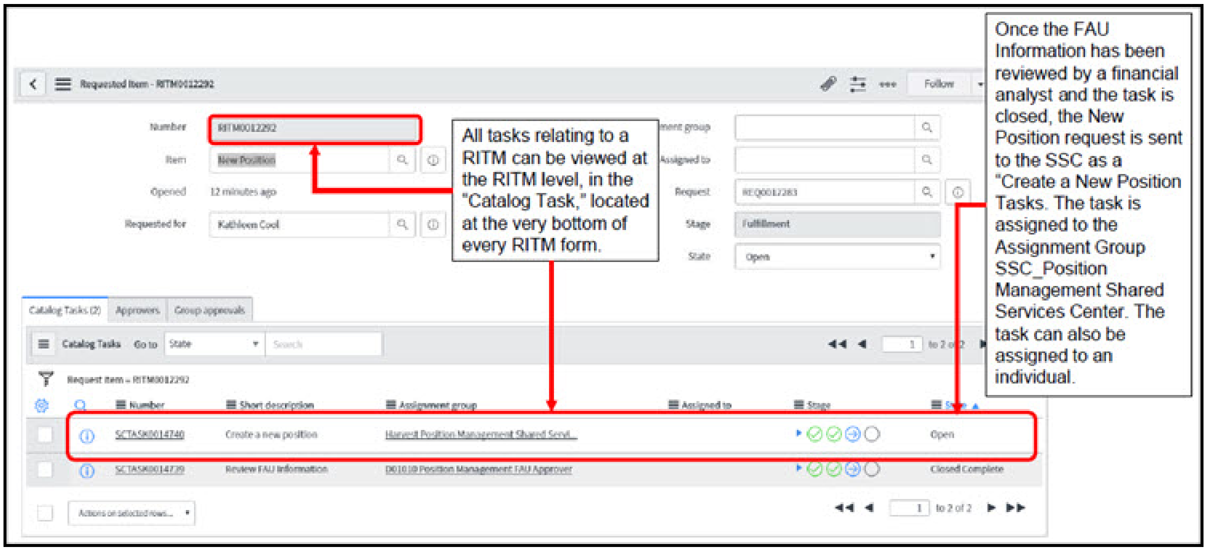




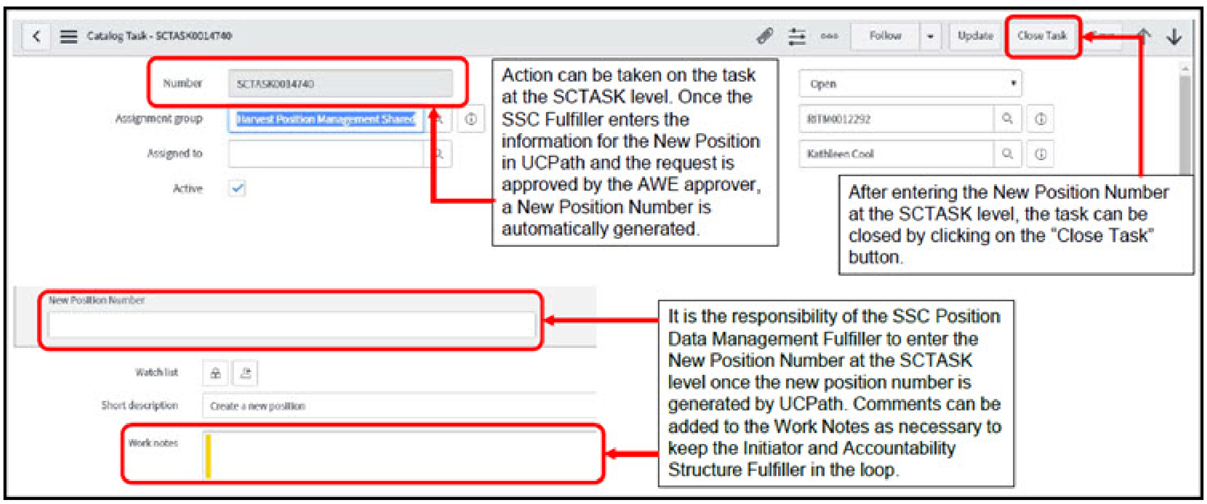


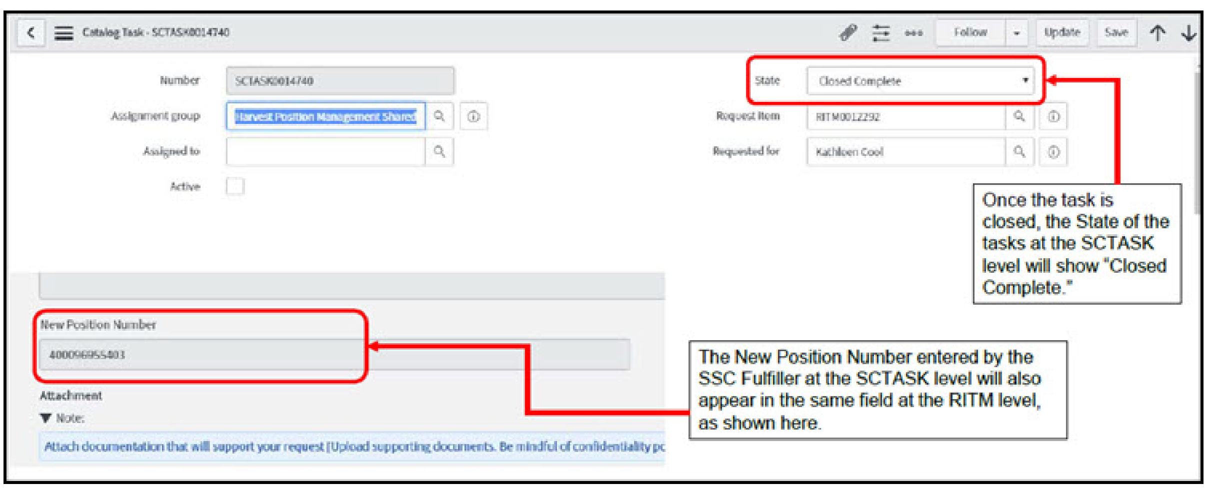
Updated 9/25/2018

SSC Fulfiller

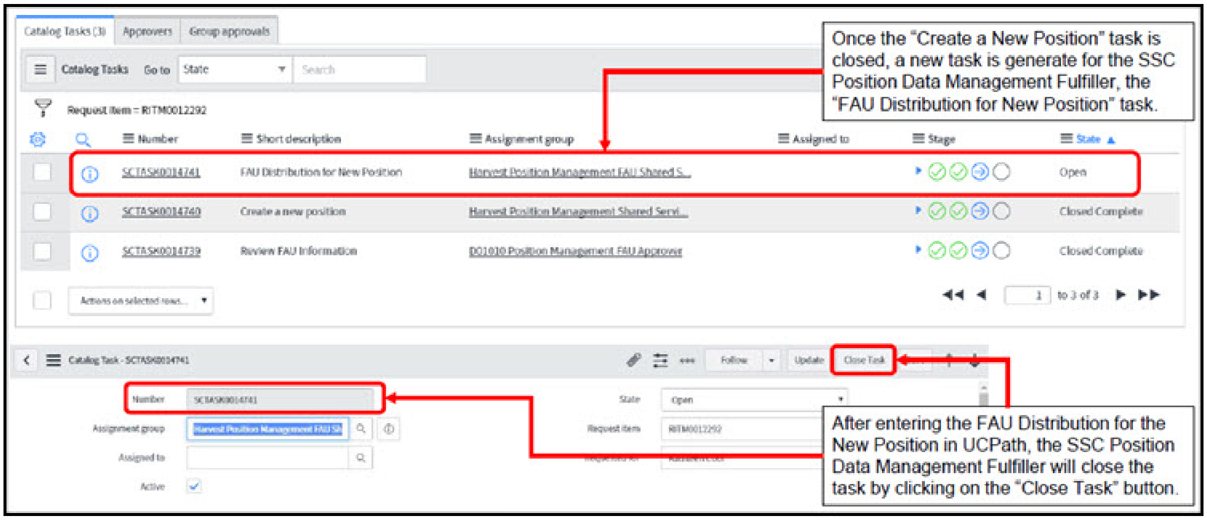


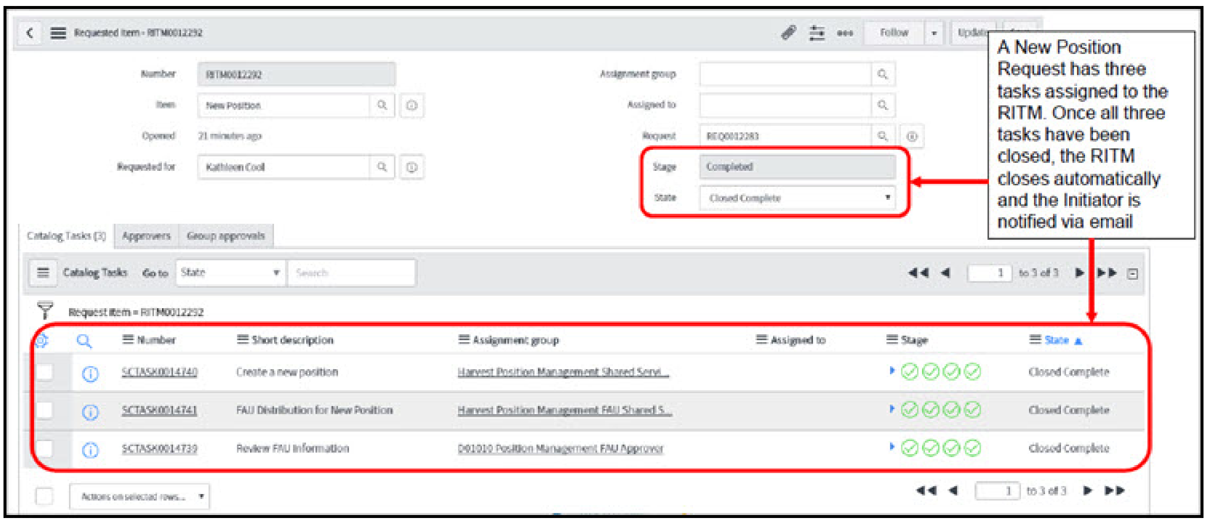
SSC Fulfiller – Create a New Position





SSC Fulfiller – FAU Distribution





Initiator View