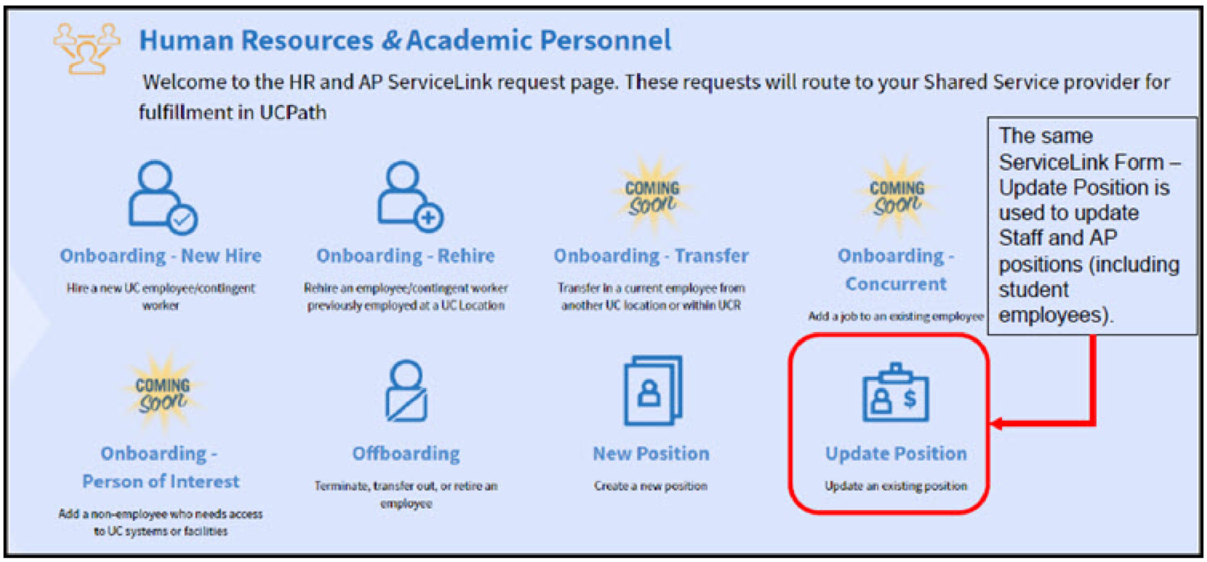
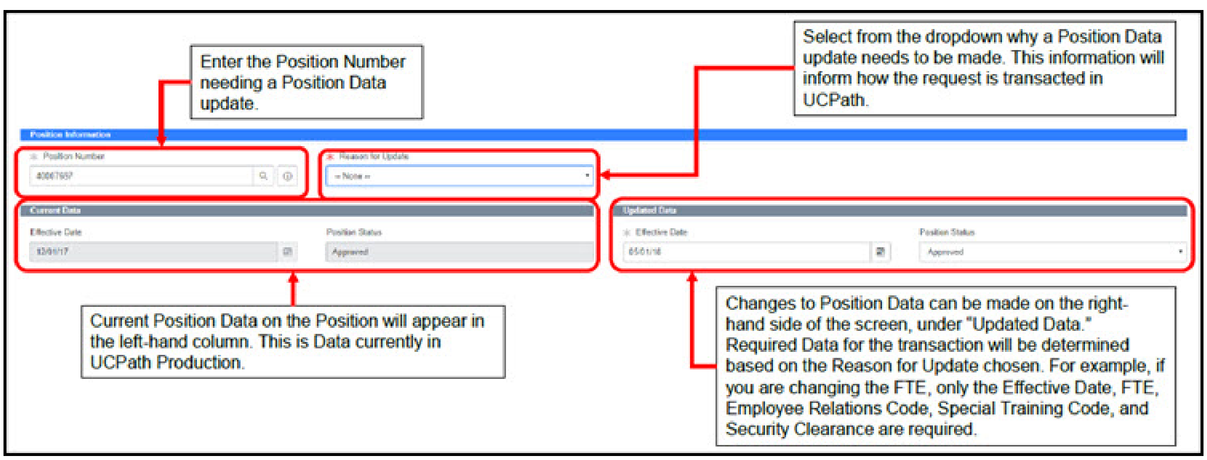
| Updating a Position in ServiceLink |

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

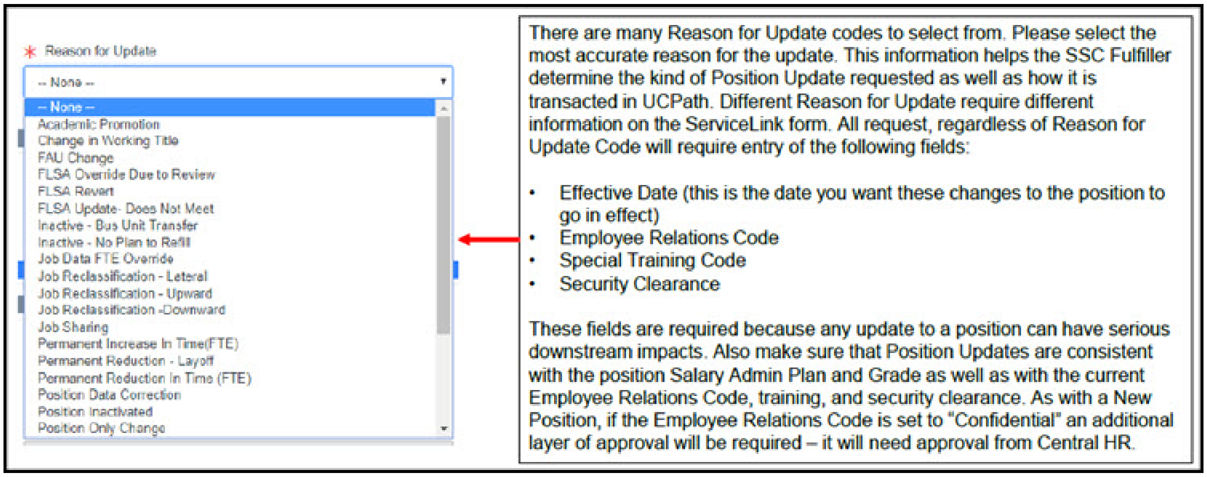
ServiceLink Form – Update Position



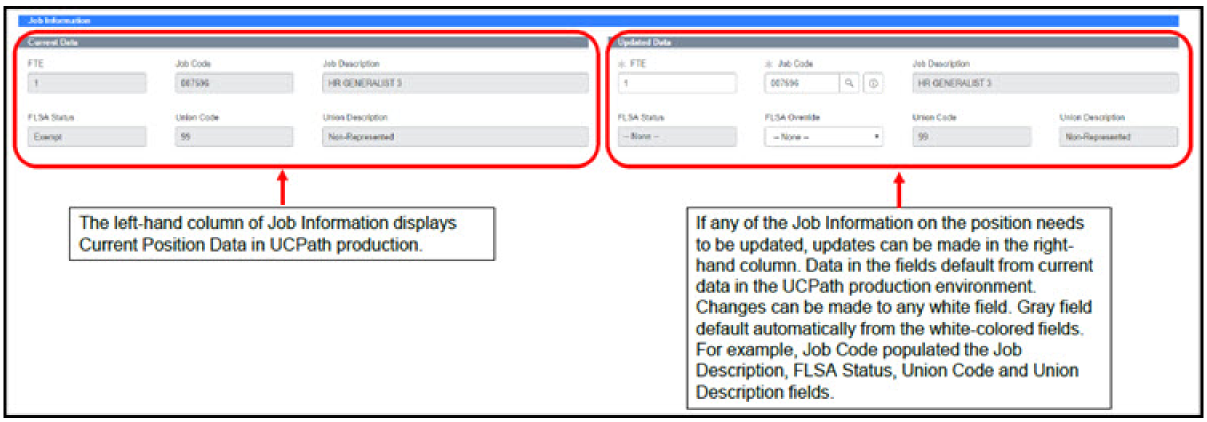
Position Information



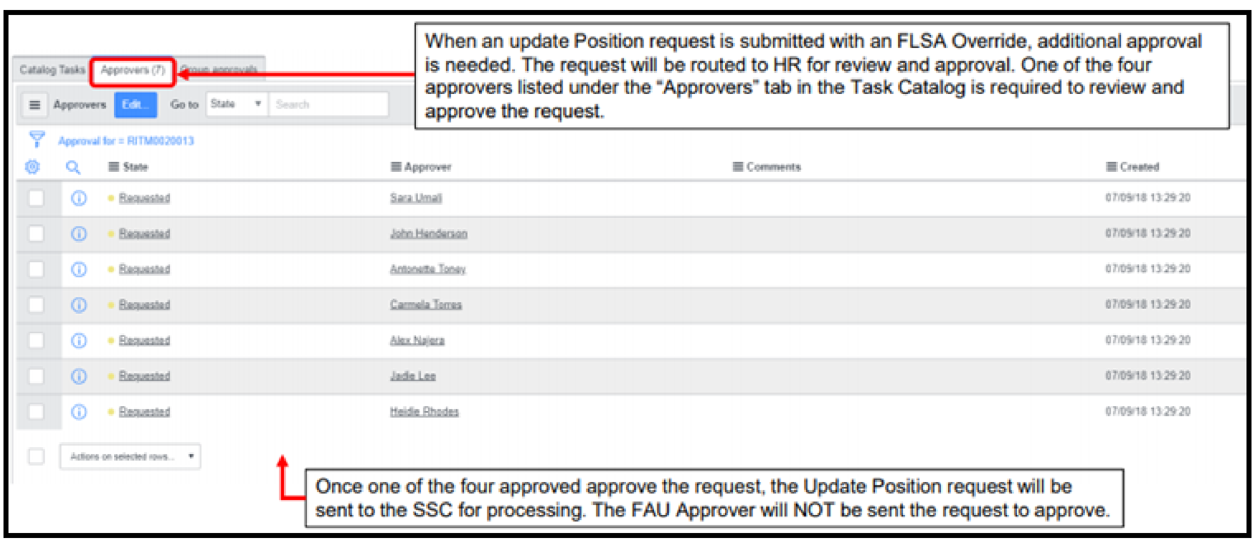
Reason for Update



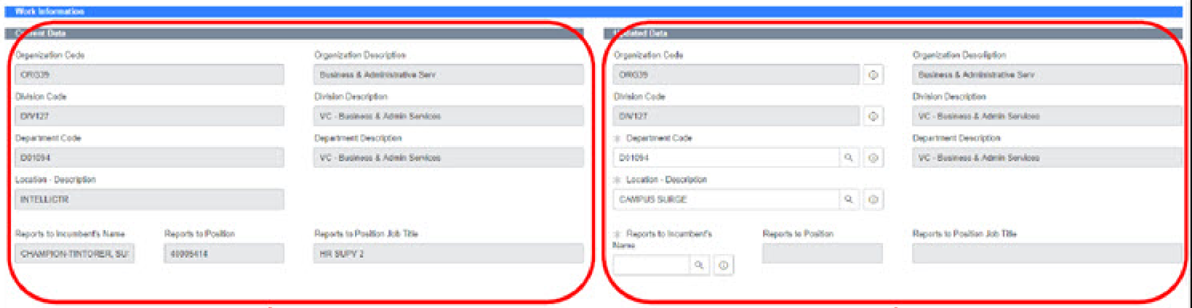
Job Information



FLSA Override



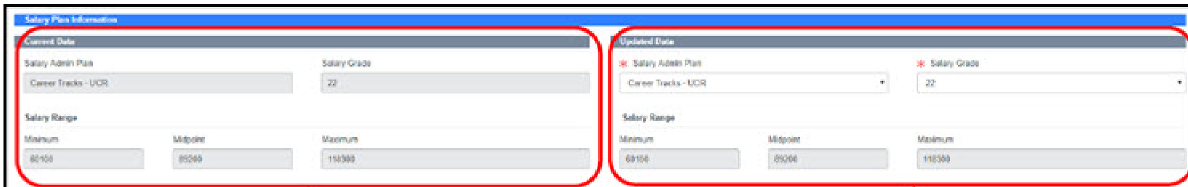
Work Information



The left-hand column of Work Information displays Current Position Data in UCPath production.

If any of the Work Information on the position needs to be updated, updates can be made in the right-hand column. Data in the fields default from current data in the UCPath production environment. Changes can be made to any white field. Gray field default automatically from the white-colored fields.

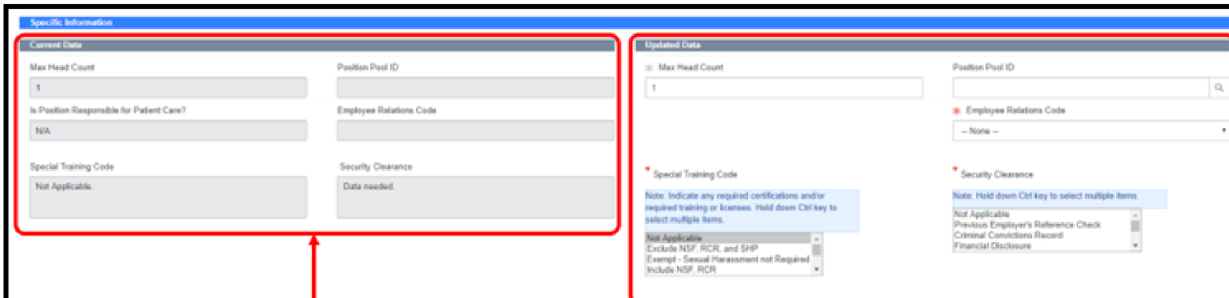
Salary Plan Information



The left-hand column of Salary Plan Information displays Current Position Data in UCPath production.

If any of the Salary Plan Information on the position needs to be updated, updates can be made in the right-hand column. Data in the fields default from current data in the UCPath production environment. Changes can be made to any white field. Gray field default automatically from the white-colored fields.

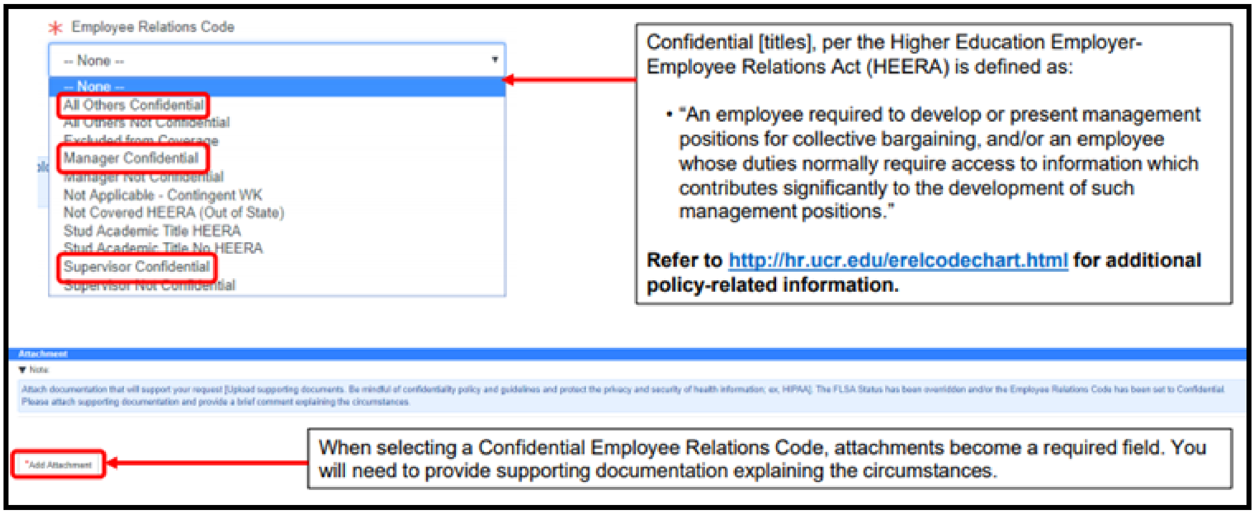
Specific Information

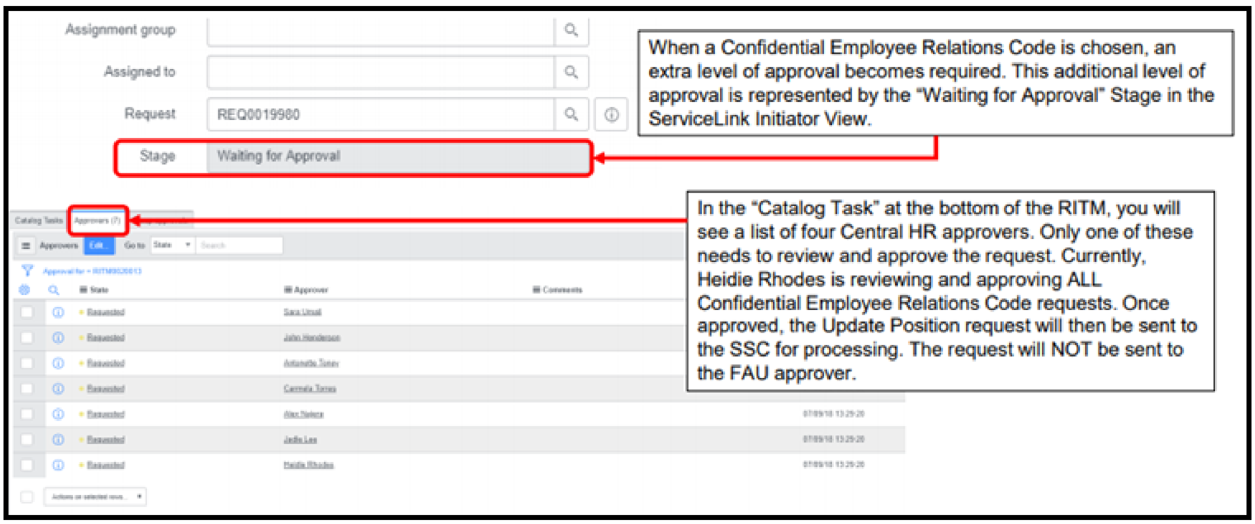


The left-hand column of Specific Information displays Current Position Data in UCPath production.

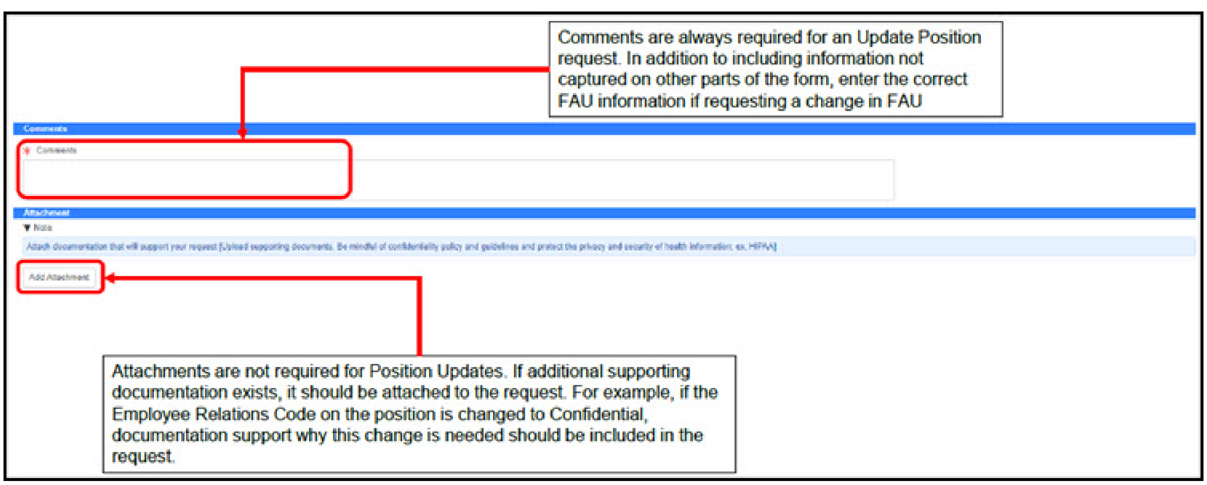
If any of the Specific Information on the position needs to be updated, updates can be made in the right-hand column. Regardless of the type of Position Update, the Employee Relations Code, Special Training Code, and Security Clearance are always required if the system data is blank.

Employee Relations Code

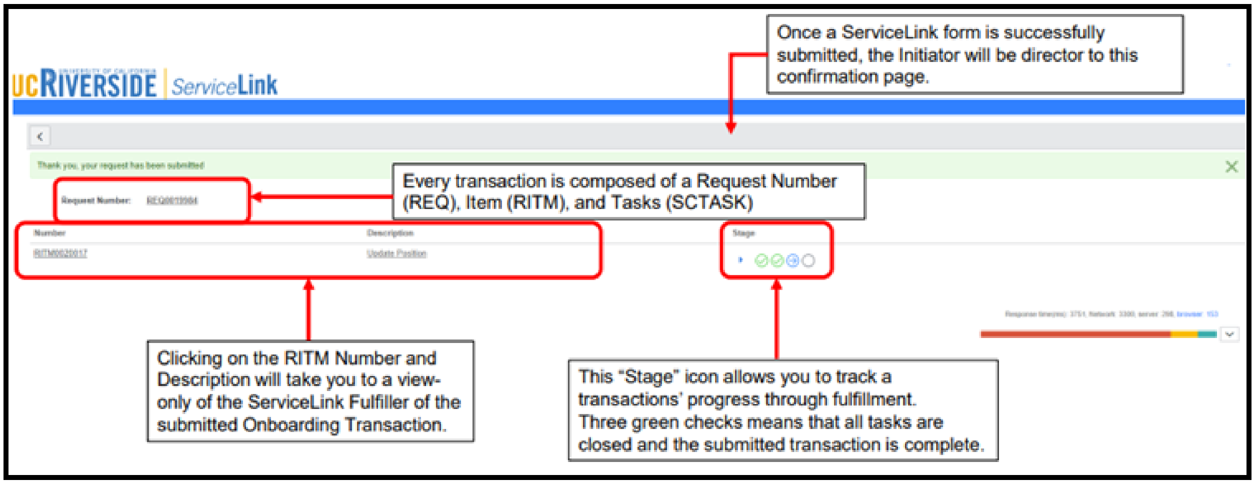


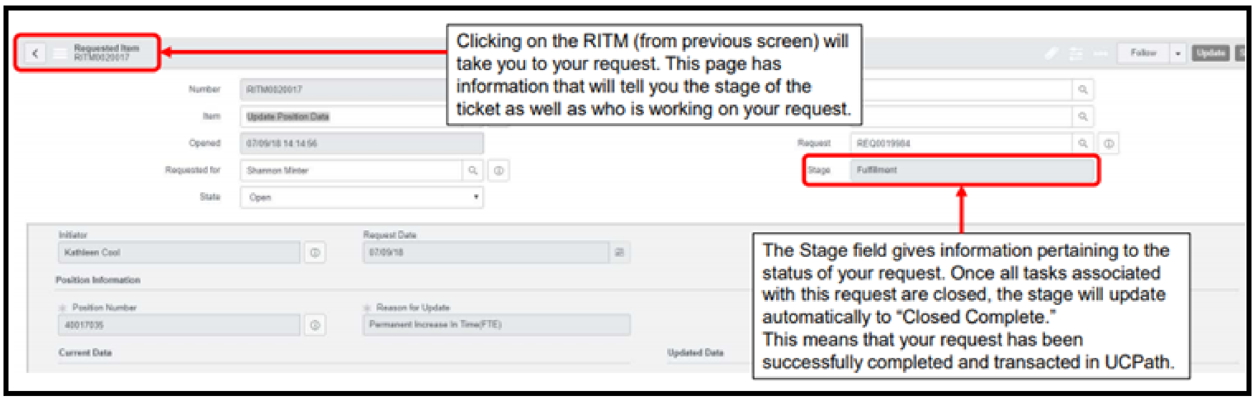


Comments & Add Attachment

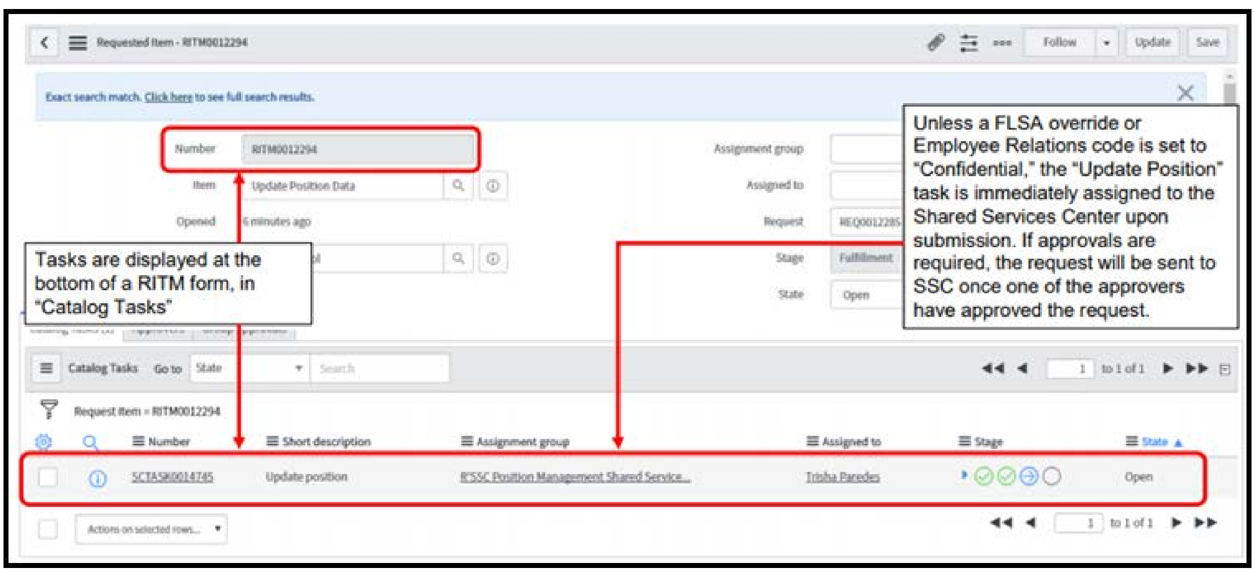


ServiceLink Initiator





SSC Fulfiller



Updated 9/25/2018

SSC Fulfiller (continued)