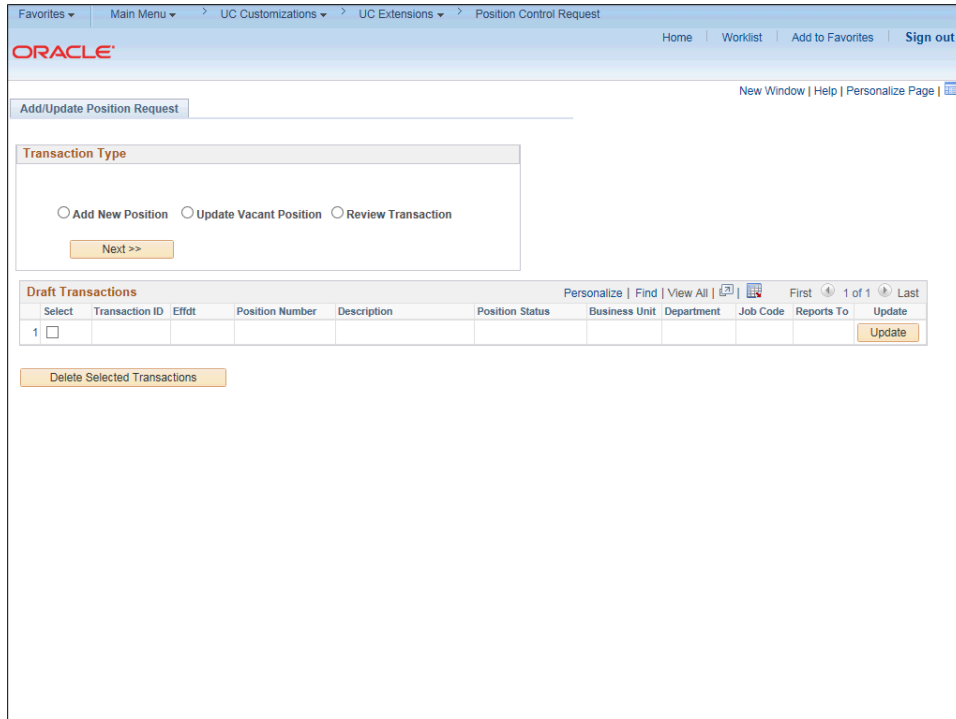


Use this task to request that a position be added in UCPATH. After you save and submit a position request, it automatically routes to the appropriate Location approver(s).

Navigation: PeopleSoft Menu > UC Customizations > UC Extensions > **Position Control Request**



Step	Action
1.	Click the Add New Position option. <input type="radio"/>
2.	Click the Next >> button. <input type="button" value="Next >>"/>

Step	Action
3.	The Effective Date defaults to the system date (today's date), but you can update it, if necessary. Enter the date on which the position becomes effective or select the appropriate date from the calendar.
4.	In the Status field, accept the default of Active .
5.	In the Reason field, accept the default of NEW .
6.	In the Position Status field, accept the default of Approved or select the appropriate option. <ul style="list-style-type: none"> - Approved is used for filled or vacant positions that are approved for use. - Frozen is used for inactive positions that can be re-instated (Approved) when needed. - Proposed is used when a position is created but not yet approved for use.
7.	The Status Date field defaults to the system date (today's date), but you can update it, if necessary.
8.	The Key Position field is not used by UC.
9.	Click in the Job Code field. <input type="text"/>
10.	Enter the desired information into the Job Code field.

Step	Action
11.	<p>When you tab out of the Job Code field or click in another field, the system populates additional fields in the Job Information section based on the job code you entered.</p> <p>Press [Tab].</p>
12.	<p>Click the button to the right of the Full/Part Time field.</p> <p><input type="checkbox"/></p>
13.	<p>Select the appropriate value. For this example, click the Fixed list item.</p> <p><input type="text" value="Fixed"/></p>
14.	<p>Click in the Department field.</p> <p><input type="text"/></p>
15.	<p>Enter the desired information into the Department field.</p>
16.	<p>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.</p> <p>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.</p> <p>All positions in UCPath are established in the Company UCS; you cannot update this value.</p> <p>For this example, accept the default Location field value.</p>
17.	<p>Click in the Reports To field.</p> <p><input type="text"/></p>
18.	<p>Enter the desired information into the Reports To field.</p>
19.	<p>The Dot-Line field is not used by UC.</p>

Step	Action
20.	Scroll down to display additional fields and page options. Click the scroll bar.
21.	The values available for the Salary Admin Plan and 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.

The screenshot shows the Oracle UCPATH PILOT interface for a Position Control Request. The form is titled 'Position Control Request' and includes the following sections:

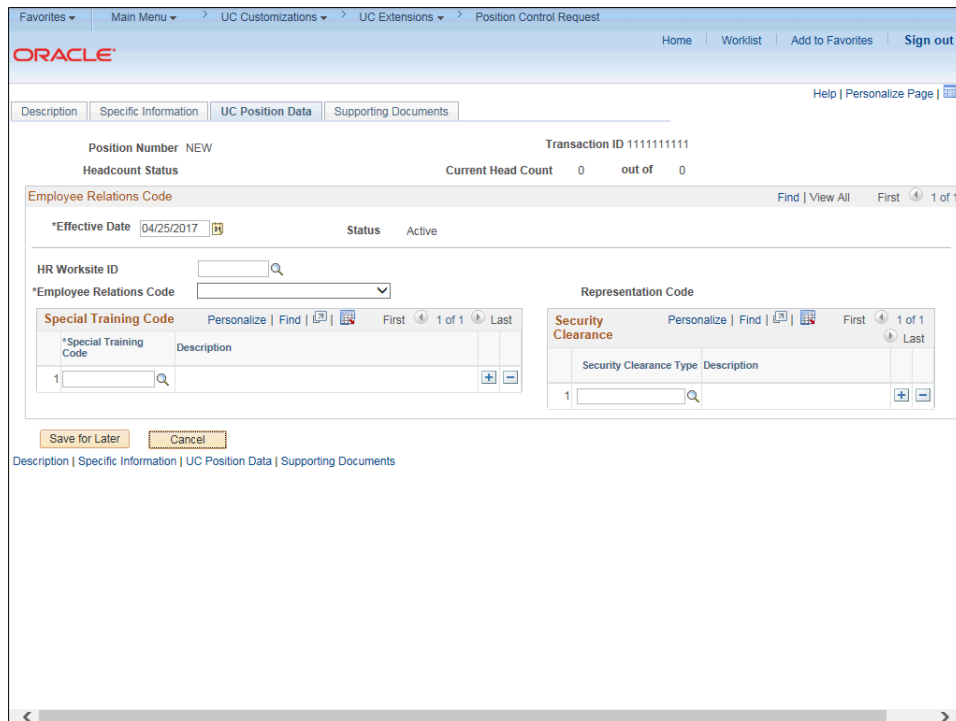
- Work Location:** Reg Region (USA), Department (352500), Location (141648), Reports To (40081000), Supervisor Lvl.
- Salary Plan Information:** Salary Admin Plan (40.00), Salary Grade, Step, Standard Hours (40.00), Work Period (W), Weekly.
- Salary Ranges:** Minimum, Midpoint, Maximum.
- FLSA Status:** Nonexempt, Bargaining Unit (8888).

Step	Action
22.	Click in the Salary Admin Plan field. <input type="text"/>
23.	Enter the desired information into the Salary Admin Plan field.
24.	Click in the Salary Grade field. <input type="text"/>
25.	Enter the desired information into the Salary Grade field.
26.	The daily hours indicated are inconsequential and are not used to determine an employee's time/pay.
27.	The FLSA Status field defaults based on 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.

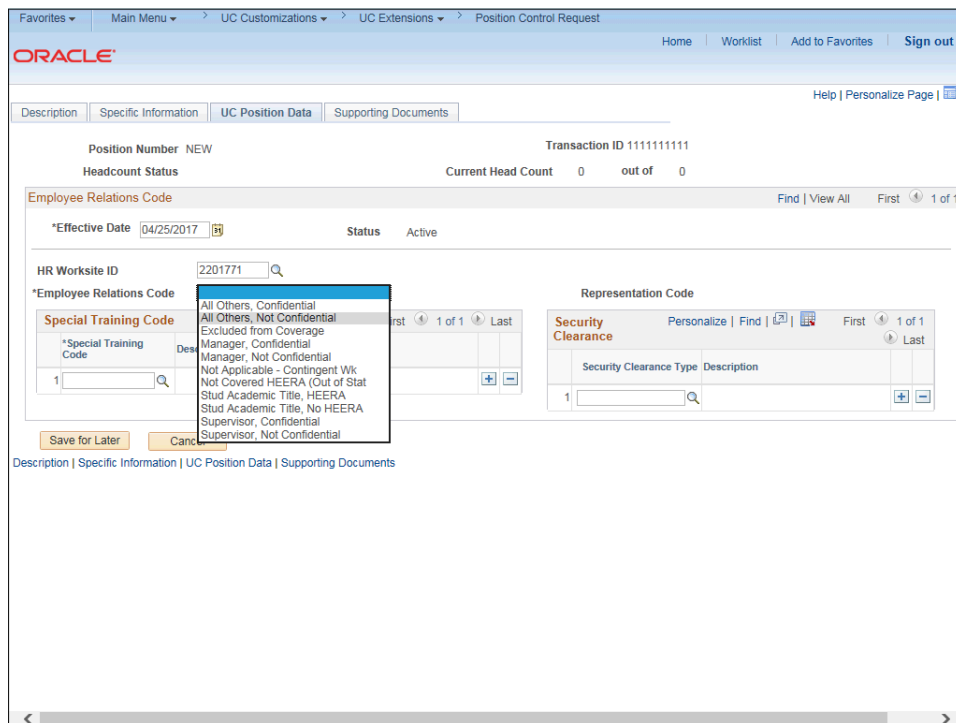
Step	Action
28.	<p>The Bargaining Unit field is not used by UC.</p> <p>Union dues and fees are based on the Union Code (above) which defaults from the Job Code. However, for record keeping purposes, the union codes are mapped to the respective bargaining unit behind the scenes in UCPath.</p>
29.	<p>After you begin data entry on a Position Control Request transaction, you have the option to Save for Later. This allows you to save the data you entered, access the draft transaction at a later time to continue data entry, including attaching any necessary documentation and submitting the request for review and approval.</p> <p>For this example, you will continue entering data and submit the request for review and approval.</p>
30.	<p>Click the Specific Information link.</p> <p>Specific Information</p>

Step	Action
31.	Use the Specific Information page to identify the Max Head Count and FTE (full-time equivalency) for the position.
32.	The Max Head Count field defaults to 1 , but you can update it if necessary for multi-headcount positions.

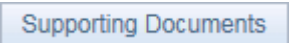
Step	Action
33.	<p>The Update Incumbents, Include Salary Plan/Grade and Include FTE check boxes are not available when adding or updating positions using the Position Control Request page.</p> <p>These options (updated only by Position Administrators) allow updates to the position to automatically update the position-related fields in Job Data for the assigned incumbents.</p>
34.	The Work Phone and Health Certificate fields are not used by UC.
35.	<p>Click in the FTE field.</p> <p><input type="text" value="0.000000"/></p>
36.	Enter the desired information into the FTE field.
37.	<p>Click the Adds to FTE Actual Count option.</p> <p><input type="checkbox"/></p>
38.	<p>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. When FTE is 0.00, the Standard Hours field value defaults to .01, because it is a required field and cannot be left blank.</p>
39.	<p>Click the UC Position Data tab.</p> <p><input type="button" value="UC Position Data"/></p>



Step	Action
40.	Use the UC Position Data page to enter the HR Worksite ID , the Employee Relations Code and if there are any special training or security clearances required for the position.
41.	The HR Worksite ID field drives the majority of UCPath and Tracker integration functionality. This field determines: <ul style="list-style-type: none"> • If the Worksite is configured to send automatic emails or not. • If the Worksite has e-Verify turned on or not. • If the Worksite requires new I-9s for rehires within less than three years of previous start date. <p>Refer to your Location's business process on I-9 and Tracker processing to determine the appropriate HR Worksite ID.</p>
42.	Click in the HR Worksite ID field. <input type="text"/>
43.	Enter the desired information into the HR Worksite ID field.
44.	Click the button to the right of the Employee Relations Code field. <input type="button" value="v"/>



Step	Action
45.	Select the appropriate Employee Relations Code .

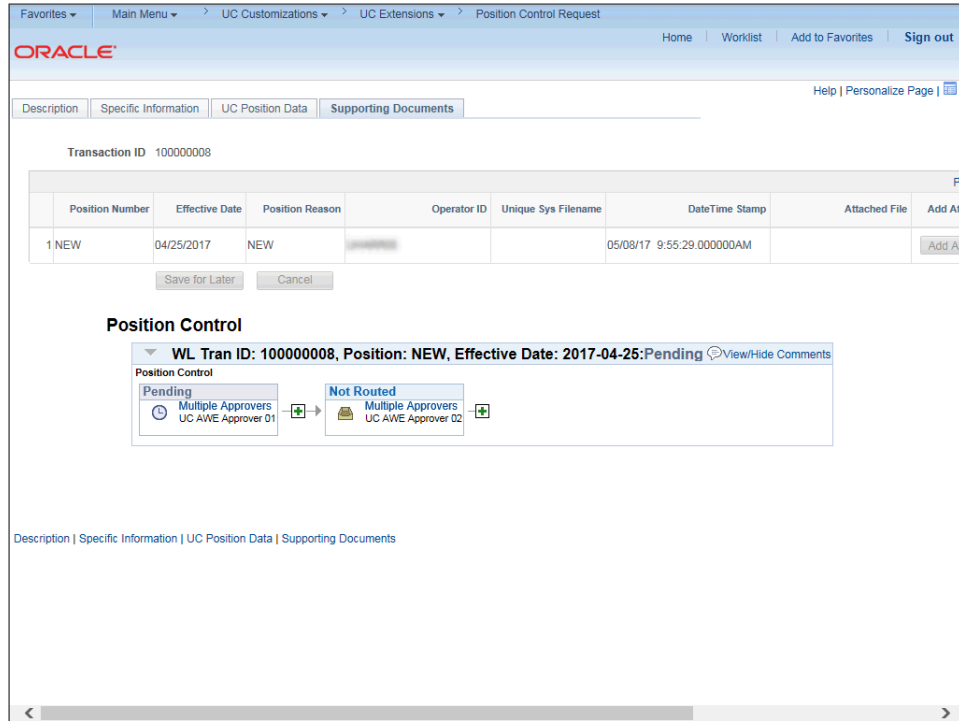
Step	Action
46.	Click the Supporting Documents tab. 

Transaction ID 1111111111

Position Number	Effective Date	Position Reason	Operator ID	Unique Sys Filename	DateTime Stamp	Attached File	Add Attachment
1 NEW	04/25/2017	NEW					Add Attachment

Save and Submit Save for Later Cancel

Step	Action
47.	<p>Use the Supporting Documents page to attach one or more supporting documents to your request.</p> <p>To begin the steps for uploading a document, click the Add Attachment button.</p> <p>In this example, you will not attach supporting documentation.</p>
48.	<p>When you are finished entering position details, click the Save and Submit button.</p> <p>Save and Submit</p>



Step	Action
49.	If there are no errors when you save and submit, the system automatically assigns the request a unique Transaction ID number.
50.	Notice that the Position Number field still displays the value NEW . Upon final approval, the system automatically assigns the next available Position Number .
51.	After you enter and submit the request, it is automatically routed to the appropriate Location approver(s).
52.	You have initiated a position control request for a new position. End of Procedure.