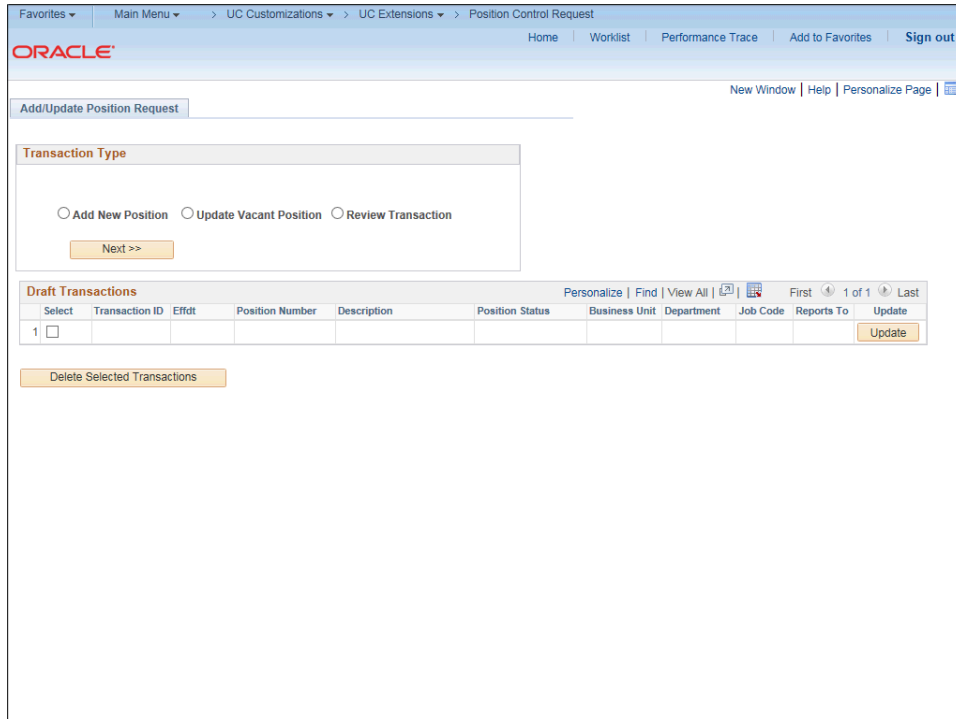


Use this task to request an update to a vacant position in UCPath. After you save and submit a position request, it is automatically routed to the appropriate Location approver(s).

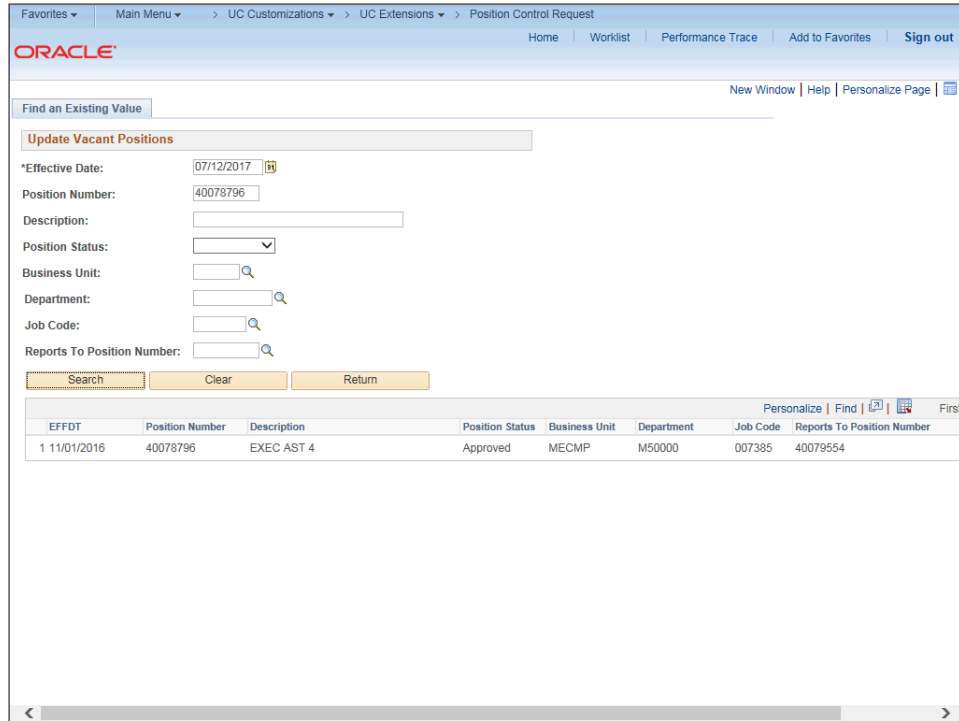
Navigation: PeopleSoft Menu > UC Customizations > UC Extensions > **Position Control Request**



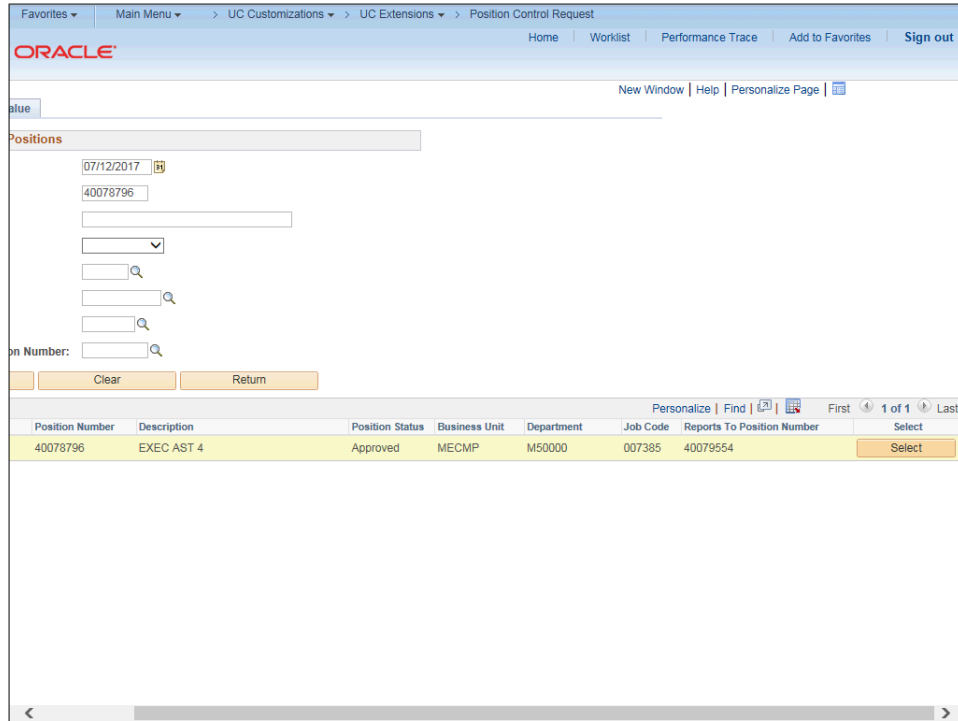
Step	Action
1.	Click the Update Vacant Position option. <input type="radio"/>
2.	Click the Next >> button. <input type="button" value="Next >>"/>

The screenshot shows the Oracle UCPATH PILOT interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'UC Customizations', 'UC Extensions', and 'Position Control Request'. Below this is the Oracle logo and a 'Sign out' button. The main content area is titled 'Find an Existing Value' and contains a sub-section 'Update Vacant Positions'. This section includes several input fields: '*Effective Date:' with a date picker set to 07/12/2017; 'Position Number:' with an empty text box; 'Description:' with an empty text box; 'Position Status:' with a dropdown menu; 'Business Unit:', 'Department:', 'Job Code:', and 'Reports To Position Number:' each with a text box and a search icon. At the bottom of this section are three buttons: 'Search', 'Clear', and 'Return'.

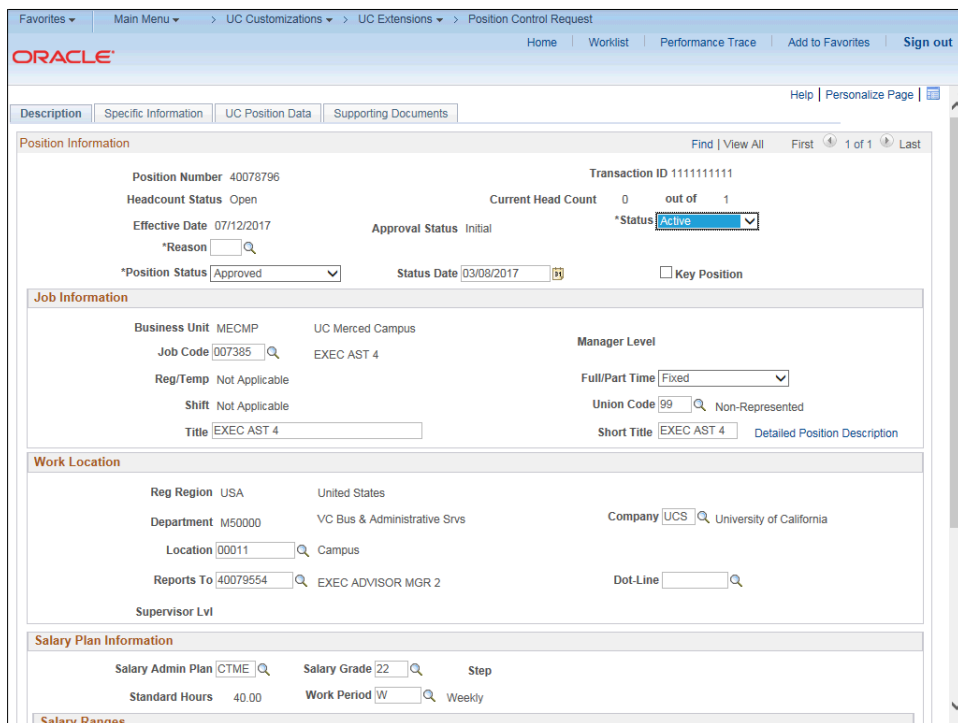
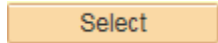
Step	Action
3.	<p>When you select the Update Vacant Position option, the system displays the Find an Existing Value page.</p> <p>Use this page to enter the date on which the position update(s) take effect, and to select the appropriate vacant position.</p> <p>If you don't know the position number, you can search for the position using other search fields.</p>
4.	<p>In the Effective Date field, enter the date on which the updated position data becomes effective.</p>
5.	<p>Click in the Position Number field.</p> <div style="border: 1px solid black; width: 80px; height: 20px; margin: 5px auto;"></div>
6.	<p>Enter the desired information into the Position Number field.</p>
7.	<p>Click the Search button.</p> <div style="border: 1px solid black; background-color: #f4a460; padding: 5px; width: 100px; margin: 5px auto; text-align: center;">Search</div>



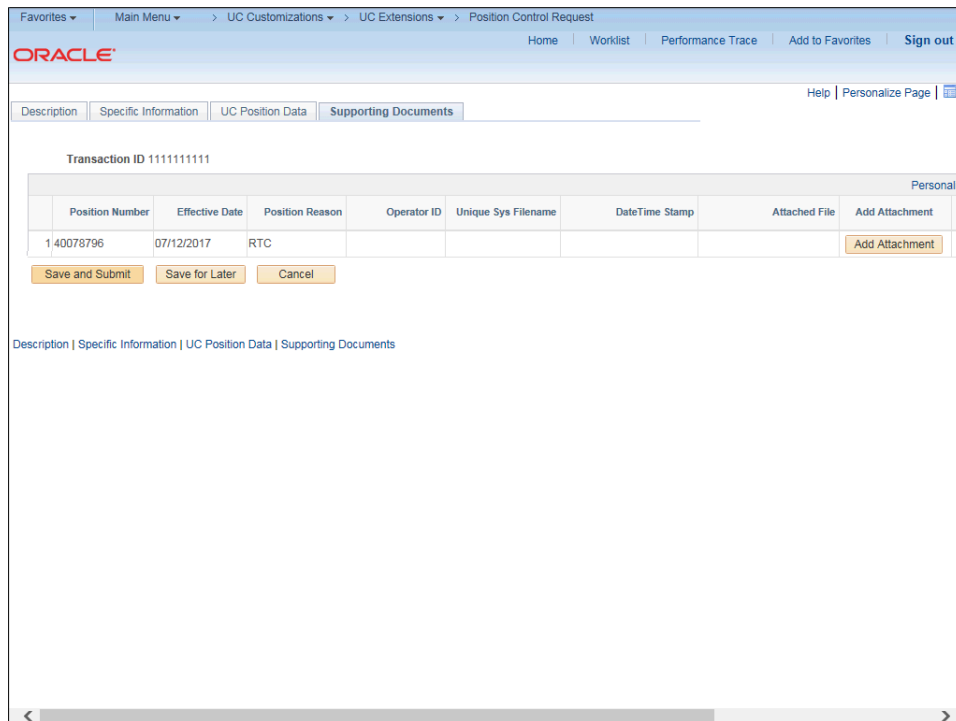
Step	Action
8.	When you perform a search for a position, if no records match the search criteria, the system displays a message that 0 results were retrieved. If one or more records match the search criteria, the system displays a list of those results.
9.	<p>It's important to remember that the effective date determines which positions are available for update.</p> <p>For example, if a position was created on 07/01/2017 and you enter 07/01/2017 in the Effective Date field, then the system will not include the position in the search results.</p> <p>However, if you enter 07/02/2017 in the Effective Date field, then the system recognizes the position and the system begins a new transaction with 07/02/2017 as the effective date.</p>
10.	<p>Scroll right to display additional fields and page options.</p> <p>Click the scroll bar.</p>

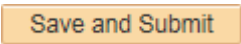


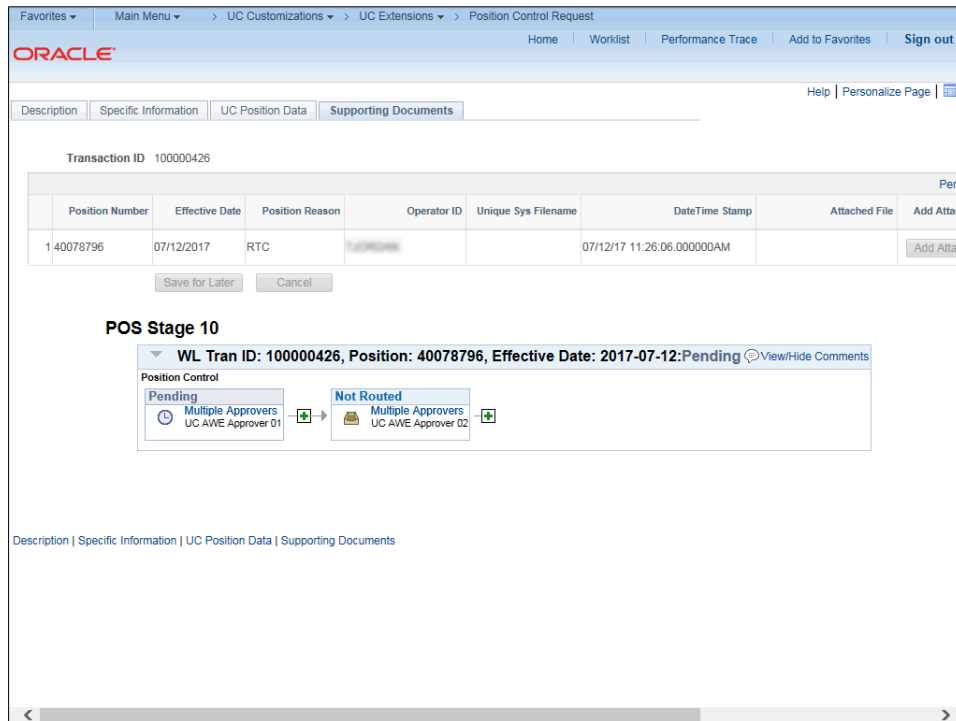
Step	Action
11.	Click the Select button next to the position for which you want to submit a change request.



Step	Action
12.	The Description page of the Position Control Request component appears. To request an update to the position, you must first specify a reason for the update. Click in the Reason field. <input type="text"/>
13.	Enter the appropriate reason code in the Reason field or click the lookup to select it.
14.	Make any necessary updates on the Description page. In this example, you will update the Reports To value.
15.	Click in the Reports To field. <input type="text" value="40079554"/>
16.	Enter the desired information into the Reports To field.
17.	When you are finished updating data on the Description page, make any necessary updates on the Specific Information and UC Position Data pages.
18.	Click the Supporting Documents tab. <input type="button" value="Supporting Documents"/>



Step	Action
19.	Use the Supporting Documents page to attach one or more supporting documents to your request. To begin the steps for uploading a document, click the Add Attachment button.
20.	After you begin data entry on a Position Control Request transaction, you have the option to use the Save for Later functionality. This allows you to save the data you've entered, access the draft transaction at a later time, continue data entry, attach any necessary documentation, and submit the request for review and approval.
21.	When you are finished reviewing and updating the position data, click the Save and Submit button. Notice that you also have options to save this request for later or cancel. In this example, you will save and submit the request. 



Step	Action
22.	If there are no errors when you save and submit, the system automatically assigns the request a unique Transaction ID number.

Step	Action
23.	After you enter and submit the request, it is automatically routed to the appropriate Location approver(s).
24.	You have requested an update to a vacant position in UCPATH. End of Procedure.