
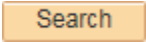




Use this task to update an employee's security clearance information (excluding I-9 information).


**Navigation:** PeopleSoft Menu > Workforce Administration > Personal Information > **Security Clearance**

**Note:** This page also may be available in **Workcenter** depending on your security access.

Step	Action
1.	After you navigate to the <b>Security Clearance</b> page, the system displays the <b>Find an Existing Value</b> tab, which you use to search for the appropriate employee record.  Enter search criteria in one or more of the search fields on this page.
2.	Click in the <b>Empl ID</b> field. 
3.	Enter the desired information into the <b>Empl ID</b> field.
4.	Click the <b>Search</b> button. 

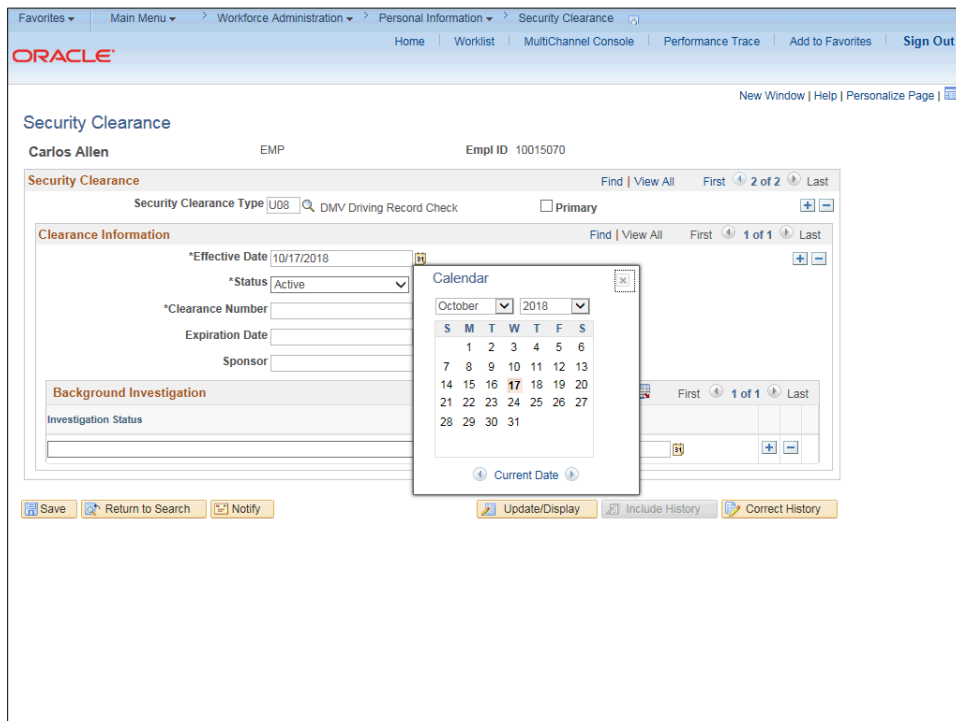
The screenshot displays the Oracle UCPATH Security Clearance interface. At the top, the breadcrumb trail reads: Favorites > Main Menu > Workforce Administration > Personal Information > Security Clearance. The Oracle logo is in the top left, and navigation links (Home, Worklist, MultiChannel Console, Performance Trace, Add to Favorites, Sign Out) are in the top right. The user information for Carlos Allen (EMP, Empl ID 10015070) is shown. The main section is titled "Security Clearance" and includes a search bar for "Security Clearance Type" (set to "I-9") and a "Primary" checkbox. Below this is the "Clearance Information" section with fields for Effective Date (10/30/2017), Status (Active), Clearance Number (N/A), Expiration Date, and Sponsor. A "Background Investigation" section follows, with fields for Investigation Status and Status Date. At the bottom, there are buttons for Save, Return to Search, Notify, Update/Display, Include History, and Correct History.

Step	Action
5.	The system displays the <b>Security Clearance</b> page. In this example, the employee has <b>I9 Completion</b> security clearance information listed.  <b>Note:</b> I-9 completion and E-Verify information should not be adjusted. This information is maintained by UCPATH Center and the Tracker interface.
6.	To review all security clearance information, click the <b>Include History</b> button.  
7.	To insert a new effective-dated security clearance row, click the <b>Add a new row</b> button.  

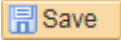
Step	Action
8.	Click the <b>Look up Security Clearance Type</b> button. 

Security Clearance Type	Description
U01	Previous Employer's Reference Check
U02	Criminal Convictions Record
U03	Financial Disclosure
U04	Security Clearance
U05	Police Officer Background Check
U06	Professional License or Certificate Verification
U07	Educational Degree Check
U08	DMV Driving Record Check
U09	E-Verify
U10	Multiple Clearance Types Required
U11	E-Verify Exemption
U12	NRC background check
U13	CANRA Acknowledgement
U14	I9 Completion
U15	CLERY Act
U16	Form 700 - Statement of Economic Interests

Step	Action
9.	Select the appropriate <b>Security Clearance Type</b> .
10.	Enter the appropriate <b>Effective Date</b> for the security clearance.  Click the <b>Calendar Effective Date</b> button.



Step	Action
11.	For this example, click the <b>1</b> link for October 1, 2018.  <b>1</b>
12.	Click in the <b>Clearance Number</b> field.  <input type="text"/>
13.	Enter the desired information into the <b>Clearance Number</b> field.
14.	Enter the <b>Expiration Date</b> and <b>Sponsor</b> , if applicable.

Step	Action
15.	Click the <b>Save</b> button. 
16.	To change a security clearance type to <b>Inactive</b> : 1. Navigate to the appropriate <b>Security Clearance Type</b> row. 2. Insert a new row in the <b>Clearance Information</b> section. 3. Enter the <b>Effective Date</b> of the Inactive status. 4. Select the <b>Inactive</b> option in the <b>Status</b> field. 5. <b>Save</b> .
17.	You have updated an employee's security clearance information. <b>End of Procedure.</b>