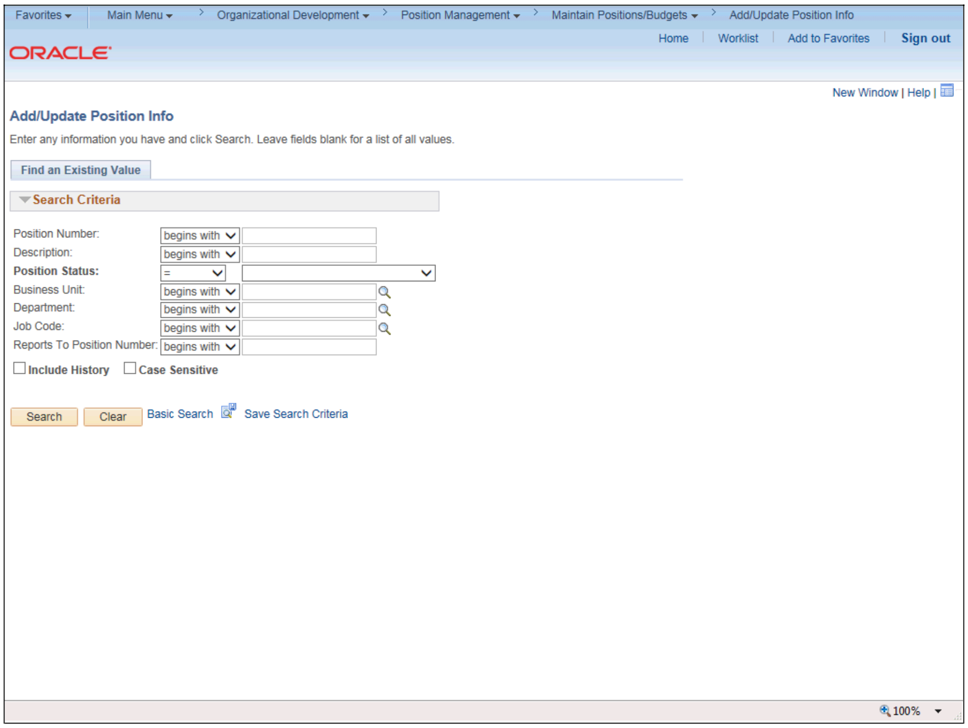
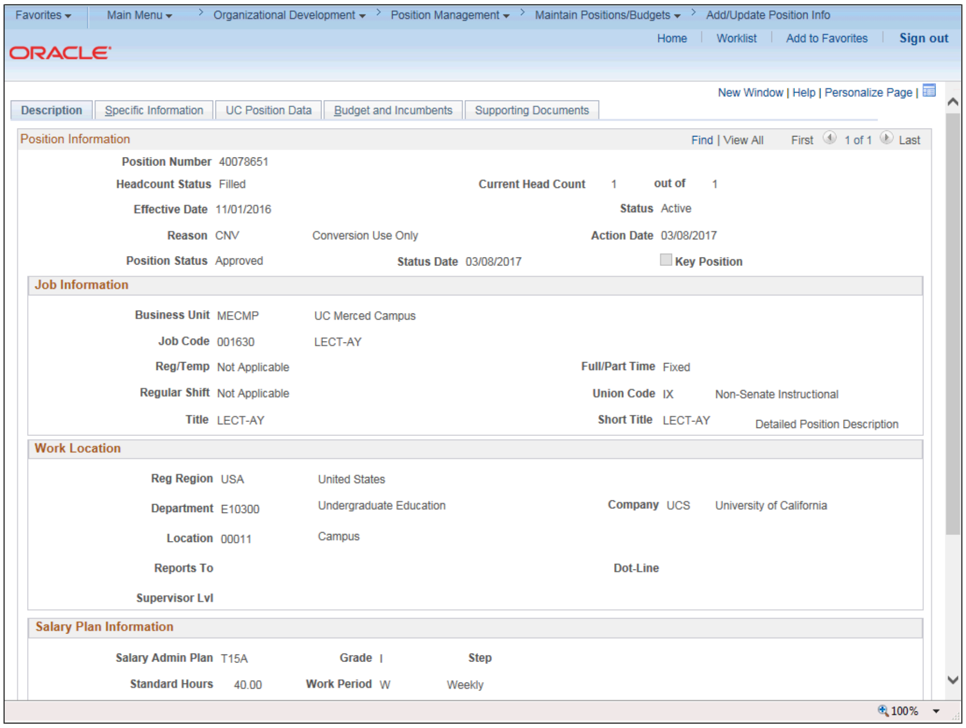
Use this task to view position data for a specific position in UCPath.

Navigation: PeopleSoft Menu > Organizational Development > Position Management > Maintain Positions/Budgets > **Add/Update Position Info**



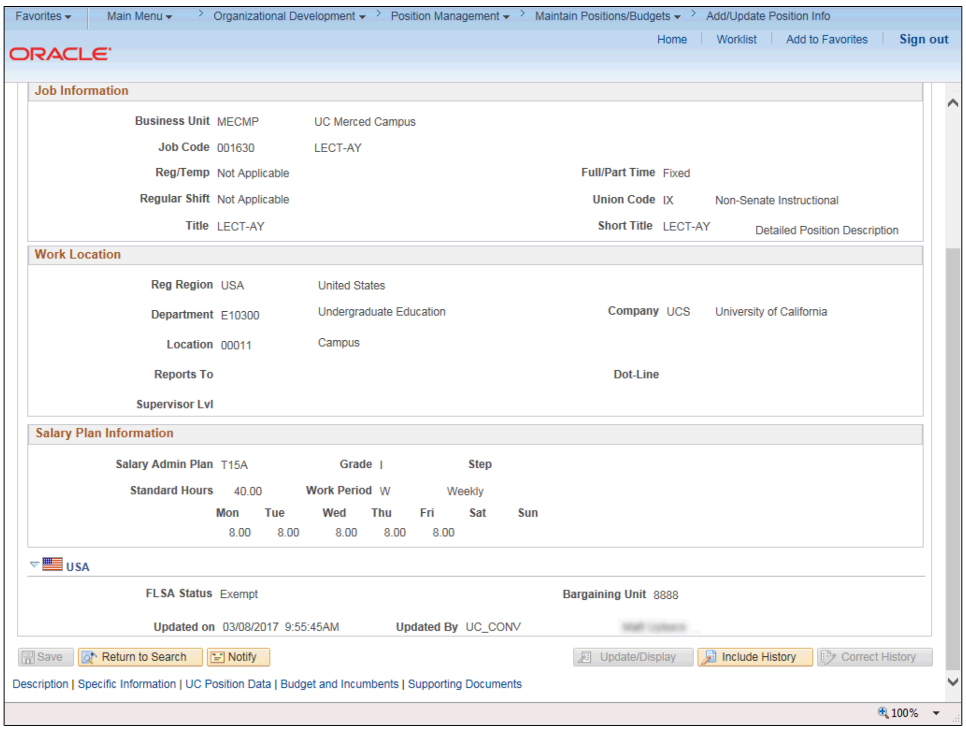
Step	Action
1.	When you navigate to the **Add/Update Position Info** component, the system displays the **Find an Existing Value** tab, which you use to search for existing positions. If you don't know the position number you can search using other search fields. Enter search criteria in one or more of the search fields.
2.	Click in the **Position Number** field.
3.	Enter the desired information into the **Position Number** field.
4.	Select the **Include History** check box to view historical, current and future rows of data. You also have the ability to select this action within the **Position Data** component.

Step	Action
5.	Click the **Search** button. 



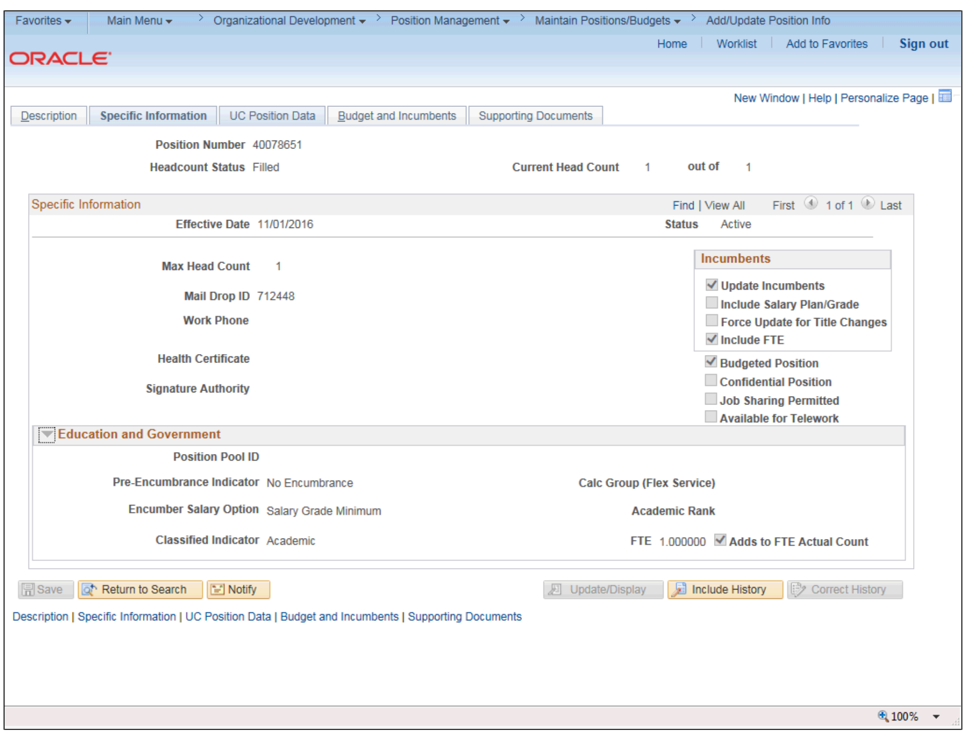
Step	Action
6.	The **Description** page displays header-level information about the position, as well as **Job Information**, **Work Location** information and **Salary Plan Information**. This component is effective dated and captures the history of all changes to the position.
7.	Positions are typically set up as single headcount, but there are instances of multiple headcount positions. This example displays a **Current Head Count** of **1 out of 1**, which is currently filled by an employee, as indicated by the **Headcount Status** field.
8.	Review the **Job Information** associated with the position. The **Union Code**, **Title** and **Short Title** fields are attributes of the **Job Code**. These fields default from the job code when the position is created. The **Reg/Temp** and **Regular Shift** fields are not used by UC.

Step	Action
9.	Review the **Work Location** information associated with the position. These fields identify the **Department** and physical **Location** of the position, as well as the position to which this position reports (**Reports To** field). The **Supervisor Lvl** field is not used by UC.
10.	Scroll down to display additional fields and page options. Click the scroll bar.



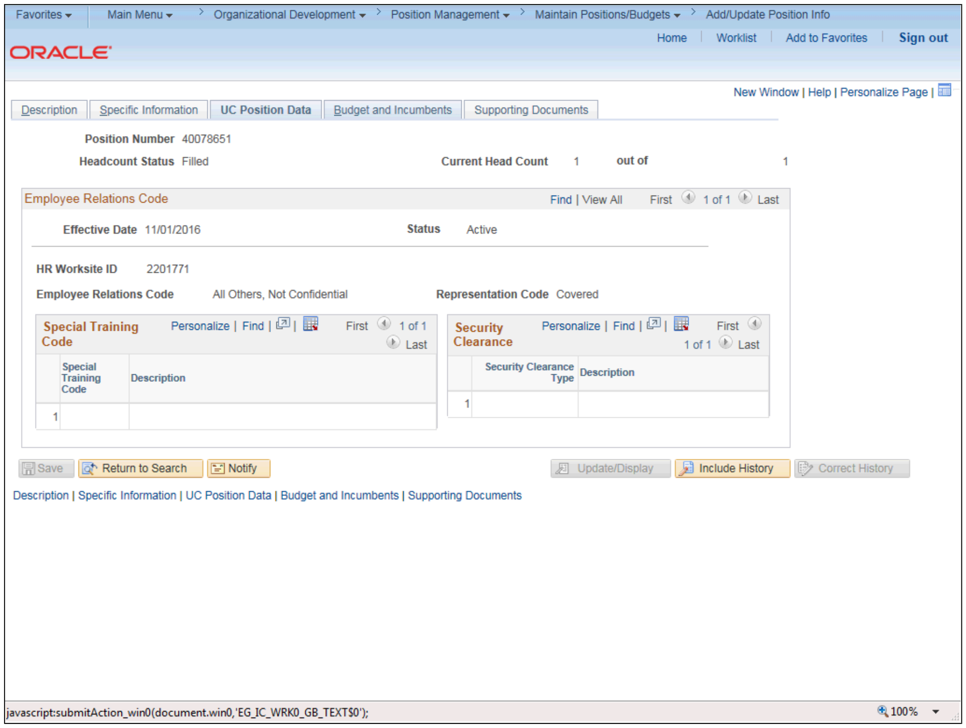
Step	Action
11.	Review the **Salary Plan Information** associated with the position. These fields identify the position's **Salary Admin Plan** and the **Grade**. You can also view the **Standard Hours** within the **Work Period**. The **Step** field is not used at the position level.
12.	The daily hours are inconsequential and are not used to determine an employee’s time/pay.

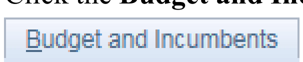
Step	Action
13.	Review the position's **FLSA Status**. **FLSA Status** options include: **Exempt**, **Nonexempt, Nonexempt Alt Overtime** and **No FLSA Required**. **Note:** The **Nonexempt Alt Overtime** option is used to track whether someone is eligible for an alternate overtime calculation when working in states that do not use the federal overtime guidelines. This status enables the calculation of double overtime using the regular rate of pay.
14.	The **Bargaining Unit** field is not used by UC. 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.
15.	If you did not select the **Include History** check box when you searched for and selected the position, you can click the **Include History** button at the bottom of each page in the component.
16.	Click the **Specific Information** link. Specific Information

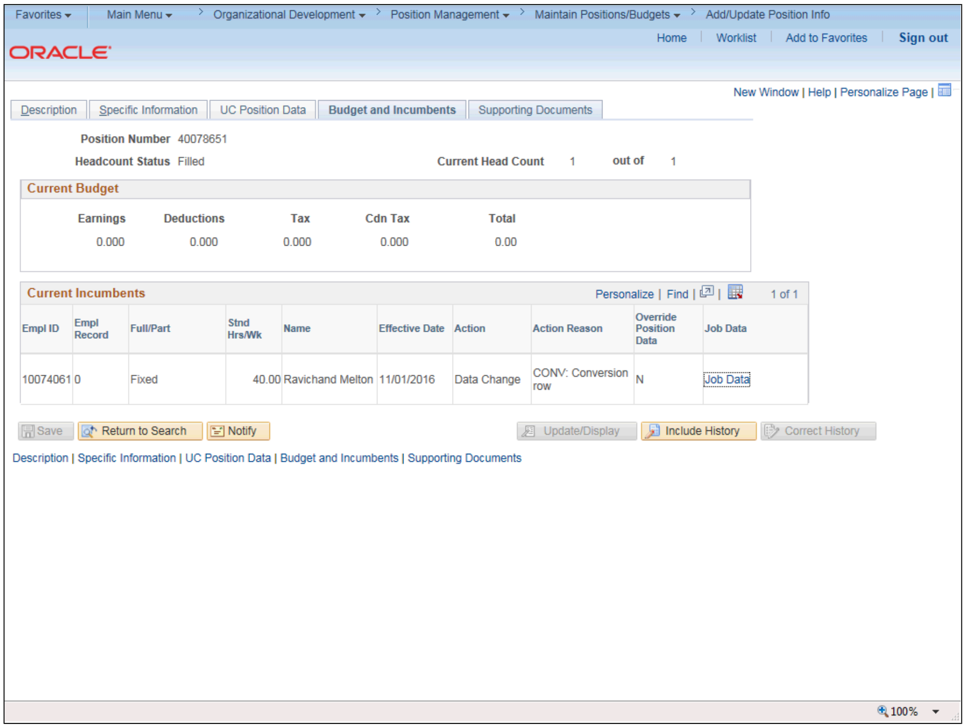


Step	Action
17.	The **Specific Information** page displays the **Max Head Count** for the position, a series of check boxes, and a section specific to **Education and Government**.

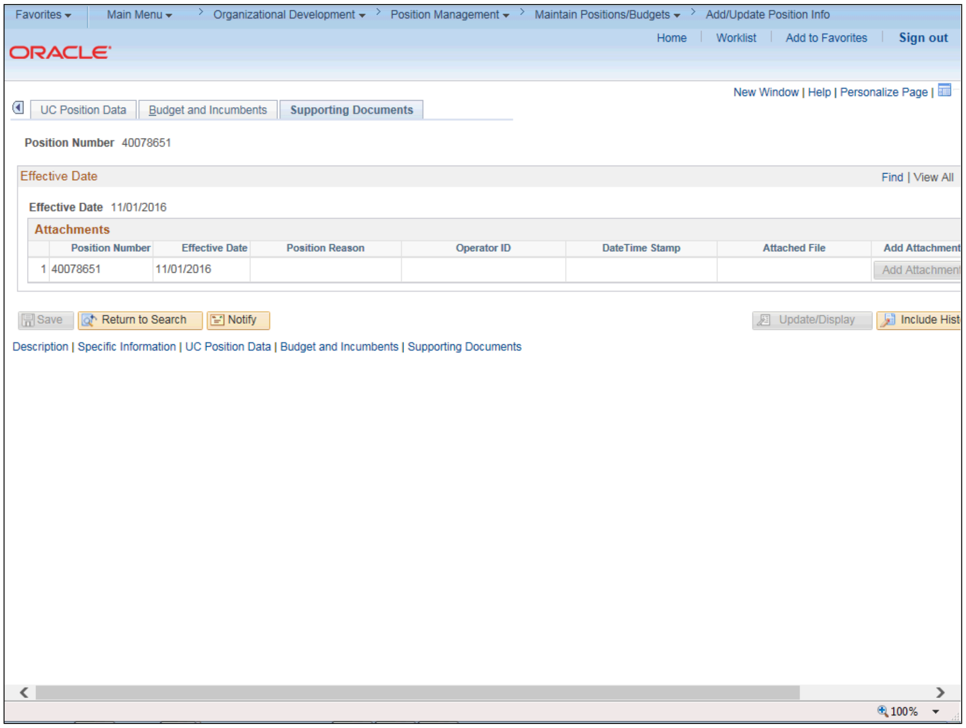
Step	Action
18.	The **Incumbents** check boxes become available for update (by a Position Administrator only) when the position has at least one incumbent, as seen in this example.
19.	The **Update Incumbents** check box is selected when the position has incumbents. When selected, any updates to the position automatically update the position-related **Job Data** fields for the assigned incumbents.
20.	The **Include Salary Plan/Grade** check box is selected when the grade is not configured to include steps and the **Update Incumbents** check box is selected.
21.	The **Force Update for Title Changes** check box is selected when there is a requirement for the title on the position to be different from the **Business Title** on the job.
22.	The **Include FTE** check box is selected when there is a requirement for the full time equivalency (FTE) on the position to be different from the FTE on the job.
23.	If the position is approved, then the **Budgeted Position** check box is selected. All approved positions are considered budgeted; if this check box is not selected, you cannot report on this position.
24.	UC does not use the following fields: **Signature Authority**, **Confidential Position**, **Job Sharing Permitted** and **Available for Telework**.
25.	The **Education and Government** section identifies the position's **Classified Indicator** and the **FTE**. If applicable, the **Position Pool ID** field indicates the position pool to which the position belongs. Work Study positions must have a position pool. The **FTE** field displays the maximum FTE that a single incumbent in the position can have. The **Adds to FTE Actual Count** field indicates whether the position counts against the department's FTE maximum, if established. UC does not use the following fields: **Pre-Encumbrance Indicator**, **Encumber Salary Option**. **Calc Group (Flex Service)** and **Academic Rank**.
26.	Click the **UC Position Data** tab. UC Position Data



Step	Action
27.	The **UC Position Data** page displays employee relations information, such as the **HR Worksite ID**, **Employee Relations Code**, **Representation Code** and if there are any special training or security clearances required for the position.
28.	The **HR Worksite ID** field drives the majority of UCPath and Tracker integration functionality. This field determines: • 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. Refer to your Location's business process on Tracker processing.
29.	Click the **Budget and Incumbents** tab. 



Step	Action
30.	The **Budget and Incumbents** page displays the current incumbent(s) assigned to the position. The **Current Budget** section is not used by UC.
31.	This is an example of a filled position, so the **Current Incumbent** section displays incumbent information. If the position is a multi-headcount position, all incumbents assigned to the position appear. To view additional information about an employee's job, click the **Job Data** link. You must have the appropriate security access to view the **Job Data** component.
32.	Click the **Supporting Documents** tab. 



Step	Action
33.	The **Supporting Documents** page stores any attachments associated with the position record. Attachments can be opened and viewed but cannot be deleted.
34.	You have viewed position data for a specific position in UCPath. **End of Procedure.**