

This document can be found on the UCPath website. [https://ucpath.uci.edu/user-type/transactional-users.html]

**PURPOSE:** To identify and describe mandatory entries on the Position Control Request page.

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

**Position Control Details:**

- A position is required to hire or rehire an employee.
- Positions can be maintained even when vacant. Use the Position Control Request page to create new positions and update vacant positions. Use PayPath to update filled positions.
- Employees are assigned to more than one position when they have more than one job.
- At UCI, most positions are assigned to only one employee.
- Only Contingent Workers who supervise others are required to have a position; otherwise, they do not have positions.
- WFA Initiator submits the request through the **Position Control Request** (also referred to as **Add/Update Position Request**), which is routed through AWE workflow to route the request for approvals before saving to UCPath.

**Description Tab:** Use the Description tab to define the details about the new position.

The screenshot shows the 'Description' tab of the Position Control Request form. It is divided into several sections: Position Information, Job Information, Work Location, Salary Plan Information, and Salary Ranges. Numbered callouts (1-14) point to the following fields:

- 1: Effective Date (01/07/2020)
- 2: Reason (NEW)
- 3: Position Status (Approved)
- 4: Status Date (01/07/2020)
- 5: Status (Active)
- 6: Job Code
- 7: Union Code
- 8: Department
- 9: Reports To
- 10: Company
- 11: Dot-Line
- 12: Salary Admin Plan
- 13: Salary Grade
- 14: FLSA Status (Nonexempt)

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Position Description Fields	Field Description:
1. <b>Effective Date:</b>	The date used to activate the new position. Note: UCPath recommends backdating effective date when creating new positions.
2. <b>Reason Code:</b>	Within UCPath, when new position is initiated, an Action/Reason code and an effective date will be mandatory
3. <b>Position Status:</b>	Position Status should read " <b>Approved</b> " unless record is requires freezing.
4. <b>Status Date:</b>	The Status date will defaults to the current date, however, should be overridden to equal the effective date.
5. <b>Status:</b>	Status should not be changed upon creation of a new position
6. <b>Business Unit:</b>	Business Unit should always read IRCMP (UCI).
7. <b>Union Code:</b>	Union code auto defaults based on the job code selected.
8. <b>Department:</b>	Department field Required. Entering data within this field will auto populate location field.
9. <b>Reports To:</b>	Reports To data should be entered if known at the time of adding new position.
10. <b>Company</b>	This field will default to UCS for all job codes
11. <b>Dot-Line</b>	The Dot-Line field is not used at UCI
12. <b>Salary Admin Plan</b>	Use the look up button to see if the position requires a salary admin plan. <b>Note:</b> If the position is being created as a WOS position (i.e. Graduate Student.) leave the salary admin plan blank.
13. <b>Salary Grade</b>	Select Salary grade if Salary Admin Plan is applicable.
14. <b>FLSA Status:</b>	Please do not change FLSA Status.

### Description Best Practices:

- UCPath urges position initiators to input as much data in the listed fields above as possible.
- Always pre-date Effective Date at least 1 month in the past in the event of position updating.
- Job Data will not be available until position has been approved and employee filled.

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**Specific Information Tab:** Use the Specific Information tab to enter Max Head Count and define position FTE.

Specific Information Tab	Field Description
<b>15. Max Head Count:</b>	Max head count should always be 1. UCI does not allow for multi-headcount positions.
<b>16. FTE:</b>	FTE is required, unless it is a true 0.00 FTE

**Specific Information Best Practices:**

- Full-time equivalency (FTE) is the percentage of full time that an employee should normally work in a job. In calculating the FTE, UCPath identifies UCI’s definition of the standard hours and the standard work period. If you are unsure of the correct FTE, speak with your direct manager.

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**UC Position Data Tab:** Use the UC Position Tab to define HR Worksite, and Employee Relations Code information.

Position Control Field	Description
<b>17. HR Worksite:</b>	HR Worksite ID drives the Tracker profile ID functionality. Departments using central onboarding can leave this blank.
<b>18. Employee Relations Code:</b>	Employee relations code is required field, typically departments will choose "all others, non-confidential" option.
<b>19. Incentive Award Plan:</b>	UCI does not use incentive award plan field

**UC Position Data Tab Best Practices:**

- Many UCI departments utilize People Services for the processing of newly hired academic and/or staff employees. For additional opt-in information, speak with your local HR Business Partner.

**Supporting Documents Tab:** Use the Supporting Documents tab to add position attachments.

Position Control Field	Description
<b>20. Add Attachment</b>	Academic Senate positions require attachments. (Typically memo from the provost with approval for position.)

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### **Supporting Documents Best Practices:**

- Some Positions require attachments for approval. Speak with your local HR Business Partner for additional information about require position attachments.

**NOTE:** Please review UCI's [Position Control Training](#) for additional details and explanation regarding newly created positions.