

Position Management **Required Fields**

This handout details the process for requesting a Staff position using the **Position Control Request** component of UCPath and the fields required for position approval.

PROCESS

How to Request a Position

1. Obtain approval for:
 - A. FTE
 - B. Budget
 - C. Job Description
2. Submit a transaction using the Position Control Request component of UCPath
PeopleSoft / UC Customizations / UC Extensions / Position Control Request
3. Central HR reviews the transaction and confirms the following attributes prior to approval:
 - A. An approved JD is in OACIS
 - B. The attributes associated with the Job Code are entered correctly
4. Central HR takes one of the following actions:
 - A. If all fields are verified as correct, Central HR approves the transaction, assigns a position number, and enters that number into the JD in OACIS
 - B. If any entry on the transaction needs further clarification, Central HR will email the Initiator
 - C. If a transaction entry is blank or incorrect, Central HR denies the position request transaction, including comments regarding the reason for denial
5. Once approved, department obtains all necessary pre-approvals **prior** to recruitment

It is important to remember when you submit a request for a recruitment your action is not complete until you include an approved Job Description **AND** a Position Number.

DATA ENTRY Required Fields on **Position Request**

UCSB requires, even if the system does not, a number of fields be populated before we can approve a position request. We will not approve the position request if any of the below fields are blank.

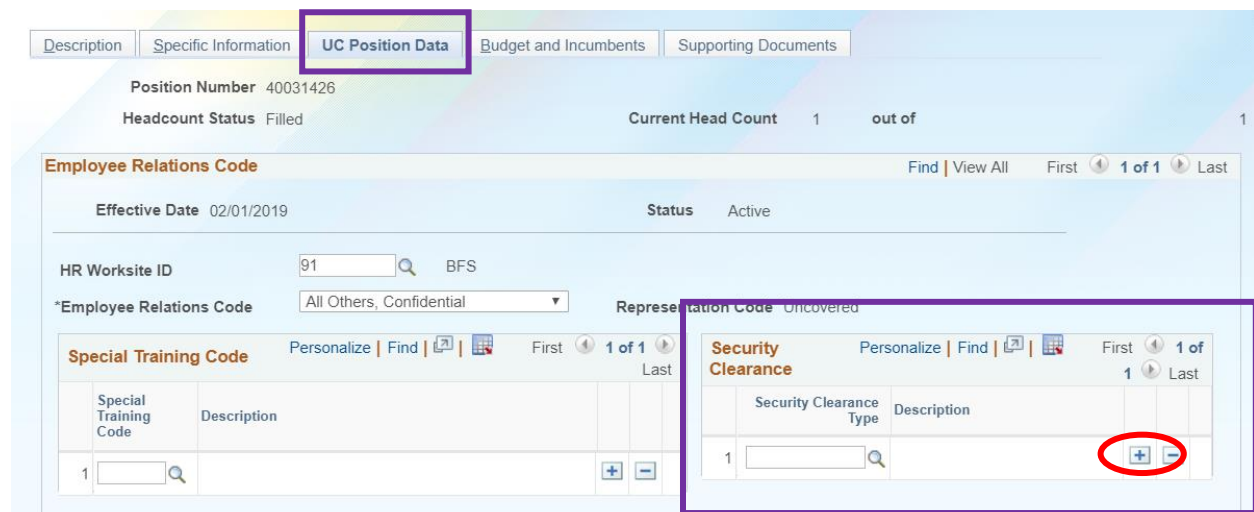
Required Fields on Position by Tab			
DESCRIPTION	SPECIFIC INFORMATION	UC POSITION DATA	SUPPORTING DOCUMENTS
Job Code	Max Head Count <i>Multi- headcount positions are only for student job codes</i>	HR Worksite <i>Always 91-BFS</i>	N/A
Full/Part Time	FTE	Special Training Code	Can upload documents, but not required.
Union Code	Budgeted Position <i>If the position is not budgeted, you can uncheck this box.</i>	Employee Relations Code	
Department		Security Clearance	
Reports To			
Salary Admin Plan			
Salary Grade			
FLSA Status*			

SECURITY CLEARANCE TYPE: How to Populate this Field

One of the fields above, *Security Clearance* is new to our campus. The *Security Clearance* field is the UCPATH version of the *Special Conditions of Employment* in OACIS. The correlation between OACIS and UCPATH:

OACIS Special Conditions of Employment	UCPATH Security Clearance Type
Credentials verification for clinical practitioner	U06 - Professional License or Certificate Verification
Mandated reporting requirements of Child Abuse	U13 - CANRA Acknowledgement.
Mandated reporting requirements of Dependent Adult Abuse	U02 - Criminal Convictions Record.
UCSB Campus Security Authority under Clery Act	U15 - Clery Act
Maintain a valid California driver's license, a clean DMV record and enrollment in the DMV Employee Pull-Notice program.	U8 - DMV Driving Record Check.
Form 700 Statement of Economic Interests Filer	U16 - Form 700 - Statement of Economic Interests.
Satisfactory completion of fingerprint background check	U02 - Criminal Convictions Record.

If you check one or more of the *Special Conditions of Employment* boxes on the JD, then on the new Position Request you must enter all of the Security Clearance Codes. To add more than one Security Clearance Code, click the plus sign and a new row appears.



There are several selections appearing under the magnifying glass; at UCSB, we only use those few listed above.

Look Up Security Clearance Type Help

Security Clearance Type begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-16 of 16 Last

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

Please note that U14 / I9 Completion is never a choice.

If you have additional questions regarding the required fields for positions or the security clearance, please access <https://ucsb.service-now.com/hr>, select HR/UCPath, and submit a ticket.