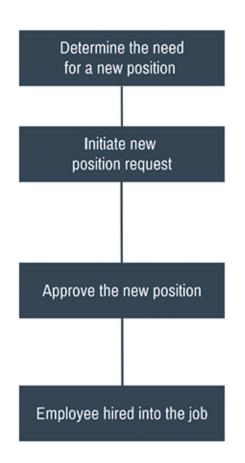# Position Management

UC Path

POSITION MANAGEMENT is a module within UCPath and a new concept for UC San Diego.
It is the common thread that binds job, funding, and organizational details together.

POSITION MANAGEMENT provides the opportunity to:
- Track position details
- View historic position data
- Manage vacant and filled positions in UC San Diego

POSITION MANAGEMENT PROCESS & ROLES

Determine the need for a new position

HR/AP Hiring Managers
- They coordinate, as needed, with appropriate budgetary officers and/or fund managers.

Initiate new position request

Department Requesters
- Initiate the request to create new positions or change vacant positions

Approve the new position

Position Administrators
Responsible for approving and maintaining positions in UCPath. This includes:
- Creating new positions
- Updating positions
- Inactivating positions

Employee hired into the job

Employee
Is hired into the job associated with the position. The person holding the position is known as an incumbent

POSITION MANAGEMENT COORDINATES 3 COMPONENTS

Position
A job independent of an employee

Example: Blank Asst. 3

+

Person
An employee

Example: Chris Doe

=

Job
The union of a position and person

Example: Chris Doe filling the position of Blank Asst. 3

🔑 KEY FACTS YOU SHOULD KNOW

Position Management can track positions in UCPath by assigning them **position numbers.**
A position number is:
- Eight digits
- Numbers are automatically assigned in the order they are created
- The number does not indicate the Department or Job Code

If/when an employee leaves their job, the **position** remains. It becomes a vacant position/until it is filled again. If the department decides to not fill the position, the Position Administrator changes the position status to Inactive.

Actions that will require creation of a new position or changes to position attributes
- Hire (Create new or hire into vacant)
- Rehire, transfer, promotion, concurrent jobs, reclassification
- Termination (leave vacant or inactivate)
- Enter pooled funding for work study
- Update the "Reports To" field
- Update a position's Dept. ID or location
- Update a position's FLSA status

All UC San Diego employees will have at least one position. For current employees, this position will be automatically created by UCPath at the time of conversion.

WORTH REMEMBERING . . .

✓ **Reports To** will be a mandatory field on each position. This **Reports To** functionality is designed to be position-to-position, rather than person-to-person, and in so doing, ensures that hierarchy remains regardless of who the incumbent is within the position. For staff, the **Reports To** will be the supervisor in Timekeeping. For Academics, the **Reports To** will generally be the Principal Investigator, Department Chair, Dean, Exec. Vice Chancellor or other Academic Administrator.

✓ Before go-live all current employees will automatically be assigned a UCPath Position number as part of the conversion of data from PPS to UCPath.

✓ Position Management is used to add a new position or update a vacant one.

UC San Diego

Visit our website at ucpath.ucsd.edu
Have questions? Submit your questions and get answers at ucpath.ucsd.edu

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