Topic Based Zoom:
Position vs Job Updates
12/1/21
Today’s Topics

- Review Key Terms & Concepts
- Scenarios & Best Practices
- Q&A
**Position Data** establishes key data elements and establishes departmental structure. Position Data is maintained whether a position is filled or vacant.

**Personal Data** refers to an employee's biographical data stored in UCPath.

**Job Data** refers to the specific details of an Employee's job including basic compensation details.

Position Data, Personal Data, & Job Data

**POSITION**

Independent of employee

**PERSON**

An employee

**JOB**

The joining together of a position and person

Position Data
Department, Job Code, FTE, etc.

Personal Data
Name, Date of Birth, Address, etc.

Job Data
Employee Class, Compensation Rate, Step, Additional Compensation, etc.

Position + Job + Personal Data

Position + Job + Personal Data
Relationship Between Position Data and Job Data

POSITION
- Job Code
- Salary Admin Plan
- Grade
- Reports to
- FTE
- Department
- Location
- FLSA Status
- Pool ID

JOB
- Step ★
- Compensation
- Job End Date, etc.
Position Data can be updated on the Position Data Tab in PayPath for filled positions.

The **Position Update Form is required** if corrections are needed in Position Data and the effective date for the correction is:

- Equal to the effective date on an existing row
- Prior or equal to Conversion Date
- Correcting the Effective Date
Job Data can be updated on the Job Data Tab in PayPath.

The **Job Data Update Form is required** if the update needed in Job Data is because:

- **Effective sequencing can't be used to make the correction on the row**
- **Has an effective date equal to the Hire Date**
- **To change the effective date of an action, e.g. hire or termination**
SECTION 1

- Indicate row in Job Data which requires an update
- Types of updates: Adding a New Row, Updating Existing Row, Removing an Existing Row, Correcting Effective Dates, Correcting Action/Reason Codes
SCENARIO: I processed a hire with **Effective Date 7/1** and it has been approved by UCPC. Now, we’ve learned the employee will start **7/8**.

**Solution**

1. Submit the **Job Data Update Form** via case to UCPC to request a change of the hire date
   - Type of Update = Update Existing Row
   - Action and Reason = Review **Workforce Job Summary** to see the **Action** and **Reason** on the Hire row
   - **Effective Date** = 7/1
   - Fill out the rest of the *required fields*
   - In the **Comments** tell UCPC to change the **Effective Date** on the Hire row to 7/8

2. If the employee was overpaid, submit a overpayment request or back out hours in Time and Attendance
SCENARIO: I forgot to update the Reports To on the position before hiring a new employee into the position.

Solution

1. Since Reports To is not pay impacting, update through Position Management using the current effective date
Scenario 3: Combo FTE + Comp Rate Increase

**SCENARIO:** Today is 12/1/21. A monthly employee currently has FTE = .5 and Monthly Compensation Rate = $10,000. Effective 1/1/22, the employee should have FTE = 1.0 and Monthly Compensation Rate = $20,000.

**Solution**

1. Enter a PayPath update, with Effective Date 1/1/22
   - On the Position Data tab, Action defaults to Position Change, Reason = Permanent Increase in Time, FTE = 1.0
   - On the Job Data tab, Action = PAY, select appropriate reason, Annual Comp Rate = $240,000 (Monthly Comp will equal $20,000)
Position Data is separate from Job Data but is used in Job Data

- Position Data fields include: Job Code, Salary Admin Plan, Grade, Reports To, FTE, Department, Location and FLSA Status
- Job Data fields include: Step, Compensation Rate, and Job End Date

Position Data is updated on the Position Tab in PayPath or Position Update Form or Position Management

Job Data is updated on the Job Data Tab in PayPath or the Job Data Update Form

Pay Attention to Effective Dates

- Only one position data update can be submitted on any single Effective Date
- Effective Date of a job data change cannot be the same as the hire date; requires using the Job Update Form
Double check UCPC’s work

- After you submit a transaction in UCPath check in Workforce Job Summary and Review Paycheck to make sure it was processed correctly
When do you need to create a new Sequence. **Effective sequencing is only available for Job Data updates. Position updates can only use effective dates once.**

What exactly does effective sequencing mean? The effective sequence indicated in what order the data was input or changes on a particular effective date. You can correct an existing effective dated row by stacking another row on top using effective sequencing. When an effective sequence row is added that row becomes top of stack and will be used as of that effective date instead of any previous rows with that same effective date. There is no effective sequencing on position since you cannot reuse an effective date that has already been used for a position update.

Is it common for the employee’s name to not be visible during the funding entry change despite their information being uploaded to the position? **If the position has been funded and the employee’s hire date has already passed, you should be able to see the employee when you look them up on the Funding Entry Page. Please submit a SNOW ticket with examples of when this is happening so we can see why it the employee is not sometimes showing up for you.**

Can we do RWB and extend an appointment in the same transaction? **Pay attention to the job end dates. You will need to extend the appointment before you do a RWB or SWB if the effective date of the RWB or SWB is after the job end date.**
You mentioned position management update and position update in one of the slides- can you please clarify? Positions that are filled should be updated through PayPath (or if the effective date has already been used the Position Update Form). Use Position Management for vacant positions or Reports To updates.

So for the job data form you can use that to change the start date of a job? Yes you will need to use the Job Data Update Form to change the hire effective date.

Can we use the "PeopleSoft - Add/Update Position Info" to correct the "Reports To" in UCPath? Correct! Position Management is the Add/Update Position page in UCPath.