

# ERSO Position Management

Position Management in UCPATH is used to manage vacant and filled positions, track job details and to supply the position number required to update funding entry. Positions are the first step needed in UCPATH to start the hiring process. There are several important attributes that are included in a position which include the job code, FTE, who the position reports to and the position location. These are all critical fields that feed into the hire template for each employee. Incorrect position information can lead to pay inaccuracies and even fines (for represented employees that don't have the correct position location selected). The Position Management - Required Fields Checklist and the Position Management Job Aids are tools that are helpful with ensuring positions are being created correctly.

## Roles and Responsibilities

<b>Departments within the ERSO Region:</b>	<b>ERSO HR Operations:</b>
<p>Departments are responsible for creating and maintaining positions for the following titles:</p> <ul style="list-style-type: none"><li>• Faculty (includes Ladder-rank, PIR, Adjunct, Chair, and Visiting Prof titles)</li><li>• Lecturers</li><li>• ASEs (GSIs, Readers, Tutors, Acting Instructors)</li></ul> <p>Departments are also responsible for updating funding entries for the titles listed above.</p>	<p>For all other staff and academic titles, including student assistants and GSRs, ERSO will manage the creation of the positions and update funding entry.</p>

## Vacant/Filled Positions

Once a position has been created, changes can continue to be made to the position while it is vacant.. For titles that have already been submitted to ERSO for hire, please email the appropriate alias if changes need to be made on the position (FTE changes, Reports to changes, etc). Departments can no longer make changes to positions once they are filled. If your department manages the full scope of UCPATH entry for teaching titles, then the department will be able to make any necessary updates.

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## **Staff Recruitments**

For new job classifications, a new position number will be created prior to the job description being created in JDx. For jobs that already have position numbers, the ERSO Recruitment team will use the position number that was used for the prior employee in that position.

## Position Management | Required Fields Checklist

This document outlines the required fields when creating or updating a position via Position Control Request.

 Tip: download this PDF to use as an interactive checklist.

### Description Tab

- Effective Date**
  - ★ Best Practice: backdate the position by 1 month of the expected hire date to provide ample dates to make updates.
  - ⚠ If you need to make a change to your effective date, you need to open a case with the UCPath Center.
- Reason**
  - Defaults to NEW for new positions.
  - For Position Updates, choose the Reason code that best matches the update reason.
- Status** | Active or Inactive.
  - Inactivate positions that have no plans to be refilled with Reason Code IN2 (Inactive - No Plan to Refill).
- Job Code**
  - Many additional fields will default in from inputting the job code and clicking 'tab' on your keyboard.
  - Explore Berkeley's [Job Code Lookup website](#).
- Full/Part Time** | Variable or Fixed.
  - Fixed means the employee works a fixed number of hours each week.
  - Variable means the number of hours could vary from week to week.
  - ⚠ This is a critical field that affects accruals and holiday hours..
- Department**
- Location**
  - Location defaults from Department, but can be overridden if incorrect.
  - ⚠ This is a critical field for represented employees - it is vital this information is accurate to be in compliance with CA Law AB-119.
- Reports To**
- Salary Admin Plan**
  - The options available will be specific to the job code selected For Position Updates, choose the Reason code that best matches the update reason.
- Salary Grade**
  - The options available will be specific to the job code selected For Position Updates, choose the Reason code that best matches the update reason.
- FLSA Status**
  - Defaults from job code, but can be overridden if required (this is an extenuating circumstance that is dependent on other active concurrent jobs).

### Specific Information Tab

- Max Head Count**
  - ★ Best Practice: Keep Max Head Count at 1, except in some limited circumstances.
- FTE (Full-Time Equivalency)**

### UC Position Data Tab

- HR Worksite**
  - The HR Worksite correlates to the Region the department is associated with; search for the associated Region using the [Region Finder](#).
  - ⚠ This is a critical field that integrates with the Tracker I-9 system.
- Employee Relations Code**
  - [Explore the Employee Relations Code \(ERC\) options](#).
- Special Training Code**
  - [Explore the Special Training Codes options](#).

### Supporting Documents Tab

- Attachments**
  - You can add attachments as necessary.
  - Check with your Region or Department about what they require.
- Save & Submit**