

12/01/2021

To: AP Department Business Officers and Staff

From: June Betancourt Director for Academic Personnel

RE: PROCESS CHANGE - Managing Academic Work Location and Reports To changes in UCPATH

The Academic Personnel Office is implementing process changes for identifying and updating the fields related to academic employee physical work location and reporting information to facilitate timely updates to employee records and ensure compliance with Assembly Bill 119 (AB-119) union reporting requirements.

Academic (non-student) Employees:

- *New Appointment* forms in AP Folio include new **Location** and **Reports To** fields. Departments must provide this information during the new appointment process so the correct attributes can be entered on the **Position**. These **Position** attributes will appear on the **Hire** transaction and cascade to the new hire **Job Data** record in UCPATH.
- Departments enter *Office & Cubicle* information in the **Cubicle** field on the **Hire** template when additional detail beyond the **Location Code** is required to identify the employees' physical work location.
- Updates to employee **Location**, **Reports To**, and **Cubicle** fields can be initiated by departments via **PayPath**. Transactions are routed to AP-Path to validate that the entry aligns with system and formatting requirements.
- Updates to the **Location**, **Reports To**, and/or **Cubicle** fields for 10 or more employees can be submitted via a spreadsheet for upload via the **Mass Upload** process.

Refer to [Maintaining Location and Cubicle Information in UCPATH](#) on the AP website for detailed guidance on the above changes.

Academic Student Employees:

- Updates to the **Location** and **Reports To** fields on *filled* ASE multi-headcount positions must be processed by the central AP-Path team (UCPC will no longer process **Position** updates via a **Case**, but will still assist if the **Position** changes do not properly cascade to incumbent **Job Data**). Updates can now be requested through the **UCPATH Certification and Input** form in [AP Folio](#).

Refer to [Managing ASE Multi Headcount Positions](#) on the AP website for detailed guidance on the above change regarding ASE Multi Headcount positions.

Questions regarding the above process changes can be sent to ap-path@ucsb.edu.

**Note: This process change communication will also be sent out to UCPATH Transactors in the next few days.*