Managing ASE Multi-Headcount Positions

Multi-headcount positions allow departments to hire multiple employees into a “shared” position where the core position attributes are the same for all incumbents. These core position attributes include:

- Department
- Job Code
- Union Code
- Location Code
- Reports To
- FLSA
- Employee Relations Code
- FTE
- Salary Plan
- Grade
- Position Pool ID
- Worksite ID

If one of the above attributes is different for a specific incumbent, the employee must be separated from the multi-headcount position and hired into a new position with the appropriate attributes.

Changing Position Attributes:

- Most Position attributes are derived by the Job Code, and should remain the same on multi-headcount positions (Union Code, FLSA, Employee Relations Code, Salary Plan, & Grade).
- Some Position attribute changes should be managed ONLY when the position is vacant (Department, FTE, Position Pool ID, Worksite ID).
- Changes to Location & Reports To can be input on the Position & cascade to active incumbent records (filled).

Filled vs Vacant Positions:

Changes to multi-headcount position attributes are managed differently, depending on if the position is filled or vacant:

- **Vacant** position changes are initiated by the Department via Position Control.
- **Filled** position changes to Location and Reports To must be submitted via the AP Folio UCPath Certification to the central AP-Path team for processing.
  - Filled position data changes typically cascade to the employee Job record.
  - Some changes WILL NOT cascade to the employee Job record; a Case with UCPC is required to apply the update to an incumbents Job record.
    - If an incumbent has existing data rows on their Job record with an effective date BEYOND the date of the Position data change being entered, the change WILL NOT cascade to the incumbent.
    - Position changes to a future dated hire WILL NOT cascade to the incumbent.

Updating a Filled Position Location or Reports To Process:

- Submit a UCPath Certification request in AP Folio.
- Review Position data via Add/Update Position Info to confirm the changes have been input on the Position.
- Confirm the Position changes appear on employee Job Data. (Cognos R-272 Employee Rosters Report)
- Submit a Case to UCPC for any incumbents that need to have the Position changes cascade to the Job record (did not cascade due to a future dated row or a future hire date).

AB119 – Location Codes and ASE Multi-Headcount Positions

AB119 requires that the UC provide represented employee work location, down to office and cubicle, to unions. Departments use a combination of the Location (Position) and Cubicle (Job Data) fields to identify an employees’ physical work location in UCPath. Refer to AB 119 Section of the UCSB UCPath website for more information.

**IMPORTANT NOTE:** There can only be ONE Location Code entered on multi-headcount positions.

If multi-headcount ASE position incumbents have differing work locations:

- Create separate positions for each Location, or
- Enter the generic location/building code in the Location field, & specific information for the incumbent in the Cubicle field.
Updating ASE Multi-Headcount Position Checklist

- Review information in UCPath:
  - Navigate to **Add/Update Position Info** component in UCPath.
  - Review incumbents currently active in the **Position** on the **Budget and Incumbents** tab.
  - Make note of any incumbents with future dated rows (Effective Date column).
- Navigate to [ap.ucsb.edu](http://ap.ucsb.edu); login to AP Folio
  - Select the **UCPath Certification and Input** link.
  - Initiate an **Update Existing Position** request.
  - Select **Position is ASE Multi Headcount**, and provide the position number.
  - Provide the **Location** and/or **Reports To** data change information.
- Review **Add/Update Position Info** component:
  - Review **Position** to confirm the data change is in the system.
  - Review incumbents on the **Budget and Incumbents** tab to identify any incumbents where the **Position** change did not cascade to the incumbent.
- Identify any future dated **Hires** that require the **Position** change be added to the future dated record.
- Submit a **Case** to UCPC requesting the **Position** change be cascaded to the incumbent for any records where the **Position** change did not appear in **Job Data**.