

# Position Management

L3: Academic Affairs Updated Best Practices for UCPATH

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Lead HCM Trainer & Analyst

Organization Effectiveness - Campus Human Resources

March 24, 2025

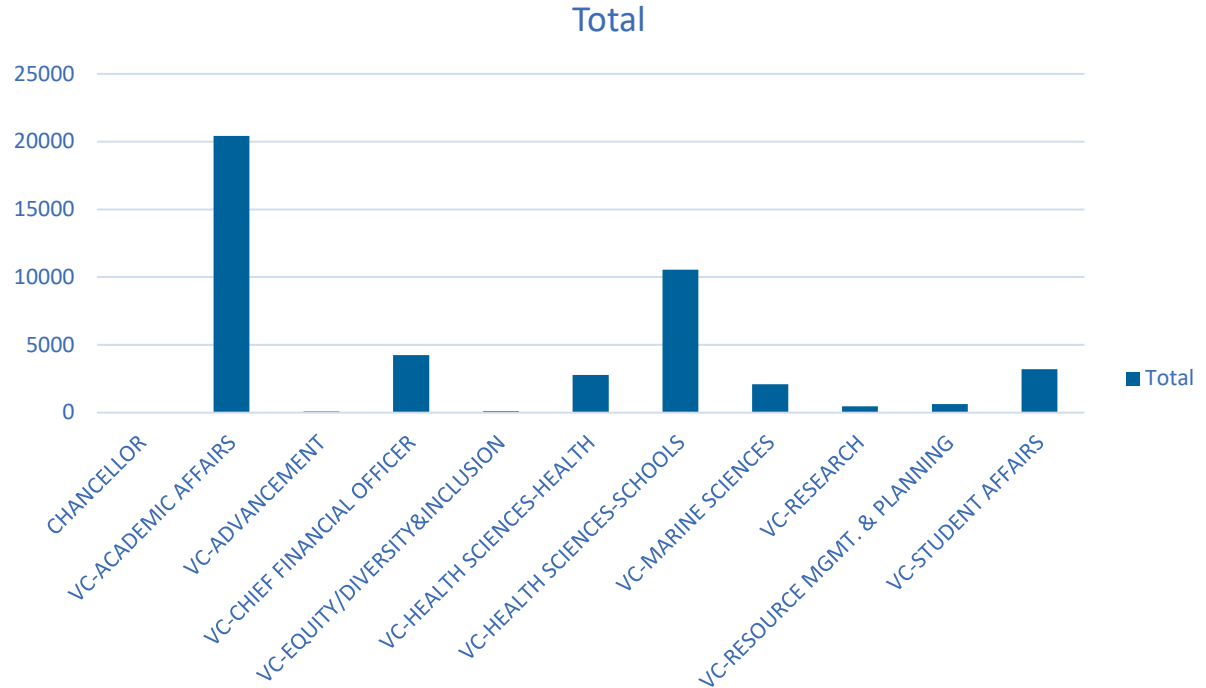
# Today's Topics

1. Current State
2. Take Action (3 Phases)
3. Position Management Review
4. Finding Vacant Positions
5. When to Freeze Positions
6. Best Practices
7. Resources

# Current State

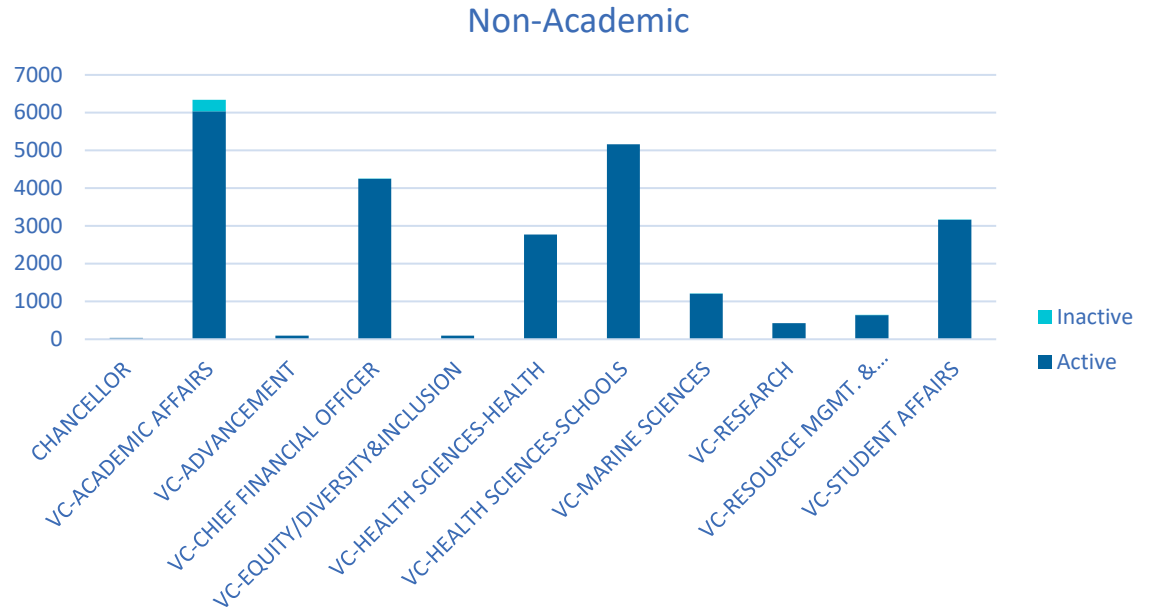
Total of **44,699** vacant positions in UCPATH

(not including the **15,631** frozen positions)



# Current State

Total of **24,209** vacant non-academic positions in UCPATH



**The number of vacant positions in UCPath should reflect the number of vacancies in your department**

# Take Action

## Phase 1: Review

Run the Vacant Positions report in BAH and review all vacant positions in your department to determine:

1. Will be used again after hiring freeze
2. Will not be used again

## Phase 2: Staff & Non-Academics

Update the status in UCPATH:

1. Temporary Freeze (Will be used again after hiring freeze)
2. Regular Freeze (Will not be used again)

\*More details to come on mass status changes for more than 50 positions in your department

## Phase 3: Academics (including students)

- More details to come!



# Position Management Review

- Position and Position Data in UCPATH
- Managing Position in UCPATH
- Scenarios

# What is a Position in UCPath?

- A position represents a role in a department and exists independent of an employee
- Positions bind together job, funding and organizational data, creating the foundation of UCPath
- A position is like a chair; positions can be filled or vacant, have different characteristics and have different people sitting in them at different times
- Contingent Workers (CWRs) who supervise others must be hired with a position; CWRs who do not supervise others do not require a position



Vacant



Filled



# Types of Data in UCPath

POSITION



Independent of employee

**Position Data**

Department, Job Code, FTE, etc.

PERSON



An employee

**Personal Data**

Name, Date of Birth, Address, etc.

JOB



The joining together of a position and person

**Job Data**

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

Position + Job + Personal Data

**Position Data** establishes key data elements and establishes departmental structure. Position Data is maintained whether a position is filled or vacant.

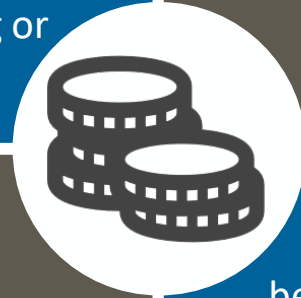
**Personal Data** refers to an employee's biographical data stored in UCPath.

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

# Position Funding & Departmental Budgets

Take position funding and department budgets into consideration when creating a new position or updating an existing position. That is, determine whether the funding or budget also require updates.

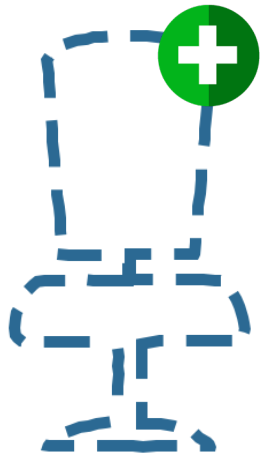
Budgeting for positions involves departments estimating salary expenditures and comparing estimates with actual expenditures.



Funding refers to the assignment of the account(s) that pays for a position.

When a position is vacated, it should be evaluated based on the department's overall budget; it can be inactivated or remain active if there are plans to refill it.

# Managing Positions in UCPATH



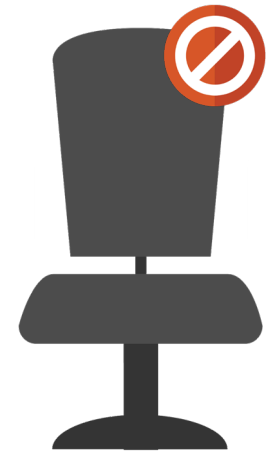
Create a  
New Position  
using Position  
Management



Update a  
Filled Position  
using PayPath



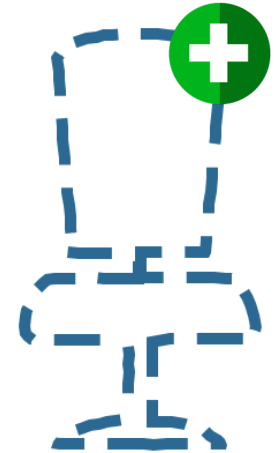
Update a  
Vacant Position  
Using Position  
Management



Freeze  
a Position  
Using Position  
Management

# Creating a New Position

- New positions can be created in UCPATH when a department identifies a need for a new position and approval is granted
- For most staff positions, a job description must be approved before the position can be created
- For academic positions the best practice is to complete the recruitment process and then create the position
- New positions are entered into UCPATH using Position Management and will not go through an approval routing



Create a  
New Position  
using Position  
Management

# Update a Filled Position

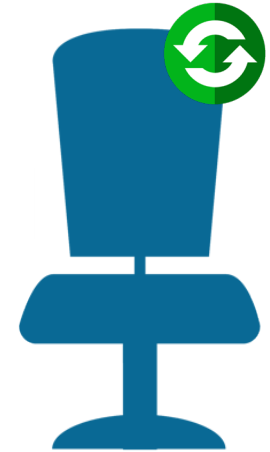
- Filled positions can be updated if there are approved changes to a position's data, such as who an employee reports to
- Position changes will cascade directly to the incumbent's job data and may occur concurrently with other job, compensation, or additional pay changes
- Reclassifications occur when the job code or salary grade on an existing position is changed
- Updates to filled positions are made in PayPath



**Update a  
Filled Position  
using PayPath**

# Update a Vacant Position

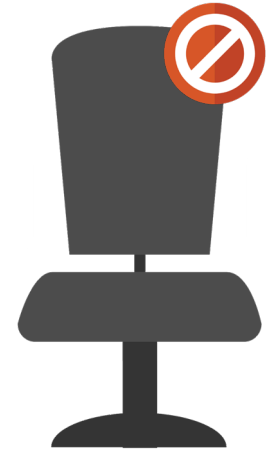
- Vacant positions can be updated whenever a department needs to change the data on a position
- Updates to vacant positions will be transacted using the Position Management Add/Update Info components page
- Since there is no incumbent, there are fewer downstream effects when updating a vacant position
- Fields that can be updated include: Department, Job Code, Grade, Salary Plan, FLSA Status, 'Reports To', FTE



**Update a  
Vacant Position  
Using Position  
Management**

# Freeze a Vacant Position

- Positions can be frozen when the department decides there are no plans to recruit for that vacant position
- Only vacant positions can have status of 'Frozen'



**Freeze  
a Position  
Using Position  
Management**

# Scenario 1: Creating New Positions

A brand-new department “CAMPING” was created and there is an approved budget for 4 positions.

Job Descriptions have been created and job postings have been posted, at this time the transactor can create these 4 new positions (and set up funding) in the new department.





# Scenario 1: Creating New Positions

After interviewing candidates, you have selected the 4 people you want to hire for the 4 positions.

- The Director, Alex is coming from another UC so you do an interlocation transfer so they don't have a break in service.
- The Manager Bea and Analyst Colin are coming from outside UC so you do a full hire.
- The Assistant Del is coming from the Math department at UC San Diego so you do an intralocation transfer (the one that creates a new empl record).



# Scenario 2: Reusing Positions

But wait a minute, what happens to the position in the Math department that Del is transferring from?



# Scenario 2: Reusing Positions

But wait a minute, what happens to the position in the Math department that Del is transferring from?

- The position is now vacant
- The department will now need to recruit and fill this position (#65432198)
- Once they find a person to fill this position, they will make any necessary updates to the position (#65432198) and funding and then hire the person into Del's old position



# Scenario 3: Reusing Positions

But what if the Math department decides they don't need another Analyst and got approval to hire an Engineer instead?



# Scenario 3: Reusing Positions

But what if the Math department decides they don't need another Analyst and got approval to hire an Engineer instead?

- The position is still vacant
- The department will now need to update this position (#65432198) to become an Engineer and update the funding as needed
- Once they find a person to fill this position, they can hire the person into the new Engineer chair (Del's old position number)



# Scenario 4: Freezing Positions

What if there is currently a hiring freeze and the Math department did not get approval to fill Del's position.

- The position is still vacant
- The department will now need to update this position (#65432198) to a Frozen Status
- When the hiring freeze is over and if the Math department gets approval to fill Del's position, you can unfreeze the position and make any necessary updates to the position and funding before filling





# Finding Vacant Positions

- Using the **Vacant Positions Report**

# BAH | Vacant Positions Report

Business Analytics Hub > [HR/Payroll](#)

- Vacant Positions Report

BUSINESS ANALYTICS HUB UC San Diego

Budget & Finance   Facilities   **HR/Payroll**   Research   Student   Help Q -

HOME / HR/Payroll

**HR/Payroll** Q List View   ⚙ Make a Request   🗨 Ask Question / Report Issue   🔒 Request Access

Click on the spyglass link above to switch between List View and Card View.

**Access Notes:**

1. Each report category (e.g. Human Resources, Payroll & Financial, Academic Personnel, and Payroll Accounting and Reconciliation) requires a separate access request. Report categories have subcategories of Restricted and Non-restricted.
2. *The DOPE Reports are in the Payroll Accounting and Reconciliation category.*

Filter by Category Filter by Keyword

<b>All Reports</b>	Academic Personnel Reports	Academic Personnel Reports (Restricted)	Community Reports
Human Resources EDI Reports (Restricted)	Human Resources Reports	Human Resources Reports (Restricted)	
Payroll Accounting and Reconciliation	Payroll and Financial Reports	Payroll and Financial Reports (Restricted)	

vacant positions Q

**Position Report**

Identify vacant positions, see positions which have had turnover, and who is filling what positions.

[View Details](#) Launch >

**Supervisor Issues Report**

This report lists all Positions/Employees who are missing a Manager/Supervisor in their [Reports To] field. It also identifies Inactive Supervisors and if they've been Fully Separated fro...

[View Details](#) Launch >

**Vacant Positions Report**

Identify vacant positions, see positions which are vacant, as a result of turnover or have not yet been filled.

[View Details](#) Launch >



# BAH | Vacant Positions Report

Vice Chancellor Code - Description	Search by Department ID - Name	Search by Position Number - Description
<p>* <input type="checkbox"/> CHANC - CHANCELLOR</p> <p><input type="checkbox"/> VCAA - VC-ACADEMIC AFFAIRS</p> <p><input type="checkbox"/> VCAADV - VC-ADVANCEMENT</p> <p><input type="checkbox"/> VCCFO - VC-CHIEF FINANCIAL OFFICER</p> <p><input type="checkbox"/> VCEDI - VC-EQUITY/DIVERSITY&amp;INCLUSION</p> <p><input type="checkbox"/> VCHSH - VC-HEALTH SCIENCES-HEALTH</p> <p><input type="checkbox"/> VCHSS - VC-HEALTH SCIENCES-SCHOOLS</p> <p><input type="checkbox"/> VCMS - VC-MARINE SCIENCES</p> <p><input type="checkbox"/> VCRES - VC-RESEARCH</p> <p><input type="checkbox"/> VCRMP - VC-RESOURCE MGMT. &amp; PLANNING</p> <p><input type="checkbox"/> VCSA - VC-STUDENT AFFAIRS</p> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p>	<p>Keywords: <input type="text" value="Input keywords here"/> <input type="button" value="🔍"/></p> <p>→</p> <p><input type="checkbox"/> <a href="#">Select all</a></p> <p>←</p> <p>No Results</p> <p>Starts with any of these ke <input type="button" value="v"/></p> <p><input checked="" type="checkbox"/> Case Insensitive</p> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p>	<p>Keywords: <input type="text" value="Input keywords here"/> <input type="button" value="🔍"/></p> <p>→</p> <p><input type="checkbox"/> <a href="#">Select all</a></p> <p>←</p> <p>No Results</p> <p>Starts with any of these ke <input type="button" value="v"/></p> <p><input checked="" type="checkbox"/> Case Insensitive</p> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p>



# When to Freeze Positions

- Position Status
- How to Freeze Positions

# Position Status



## APPROVED POSITION

Vacant or filled positions with established funding.  
(Active – Approved)



## TEMPORARY FROZEN POSITION

Vacant positions for future recruitment post hiring freeze.  
(Active – Frozen)



## FROZEN POSITION

Inactive positions for future recruitment.  
(Inactive – Frozen)

Use Temporary Freeze (**Status: Active + Position Status: Frozen**) for positions that will be used again after hiring freeze is lifted

# Temporary Freeze

**Position Management**

- Add/Update Position ^
- Add/Update Position Info**
- Position Inquiry v

Description | Specific Information | UC Position Data | Budget and Incumbents | Supporting Documents

**Position Information** Find | View All First 1 of 1 Last

Position Number 40643202

Headcount Status Open Current Head Count 0 out of 1

\*Effective Date 12/01/2020

Reason LVL Post Doc Level Progression

\*Position Status Approved

\*Business Unit Frozen

\*Job Code Proposed

Status Date 04/30/2020

Action Date Active

\*Status Active

Inactive

**Job Information**

San Diego Campus

DOC-EMPLOYEE

**Reason: COR**  
**Status: Active**  
**Position Status: Frozen**

# Regular Freeze

**Position Management**

- Add/Update Position ^
- Add/Update Position Info**
- Position Inquiry v

[Description](#) | [Specific Information](#) | [UC Position Data](#) | [Budget and Incumbents](#) | [Supporting Documents](#)

**Position Information** Find | View All First 1 of 1 Last

Position Number 000000  
 Headcount Status Open Current Head Count 0 out of 1  
 \*Effective Date 06/01/2020 \*Status Inactive  
 Reason INA Position Inactivated Action Date 08/06/2020  
 \*Position Status Frozen Status Date 06/01/2020  Key Position

**Job Information**

**Reason: INA**  
**Status: Inactive**  
**Position Status: Frozen**

# Best Practices

## Creating Positions

- Positions in UCPATH should reflect the approved positions in your department
- Don't create new positions unnecessarily
- No one person should have more than one position on a given job code

## Freezing Positions

Freeze positions if they will not be used again:

1. **Temporary Freeze** =  
Status: Active +  
Position Status: Frozen
2. **Regular Freeze** =  
Status: Inactive +  
Position Status: Frozen

## Finding Vacant Positions

- Look for vacant positions before you create a new one
- BAH: Vacant Positions Report
- One time clean up effort and after that manage on a quarterly basis

# Resources

- Job Aids: [Position Management Job Aids and Quick References](#)
  - [How to Change Position Status on Vacant Positions](#)
  - [How to Copy an Existing Position](#)
- [UCPath CORE Training](#)

# Need Help?

## Employee Center

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Submit an inquiry:

<https://support.ucsd.edu/esc>

## 1:1 Appointments

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- [UCPath HR Transactions](#)
- [Payroll Financial Management](#)

## Office Hours

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Monthly (1st Thursday) 9am-10am


[Register Here](#)

## Teams Channel


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[UCPath Community of Practice | General | Microsoft Teams](#)



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UC San Diego UCPATH Training

## UCPath On-The-Job Training

🕒 1 hr

📍 <https://ucsd.zoom.us/j/94302493249>

Book a 1-hour session with our UCPATH trainer to receive additional guidance and training on UCPATH transactions.

[Cookie settings](#)      [Report abuse](#)

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Calendly

### Select a Date & Time

< March 2025 >

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Time zone**  
🌐 Pacific Time - US & Canada (10:54am) ▾

Troubleshoot

# Need Additional Training?

[Book a 1:1 On-The-Job Training Session](#)

