UC San Diego
UC Path

Position Management

L3: Academic Affairs Updated Best Practices for UCPath

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Organization Effectiveness - Campus Human Resources

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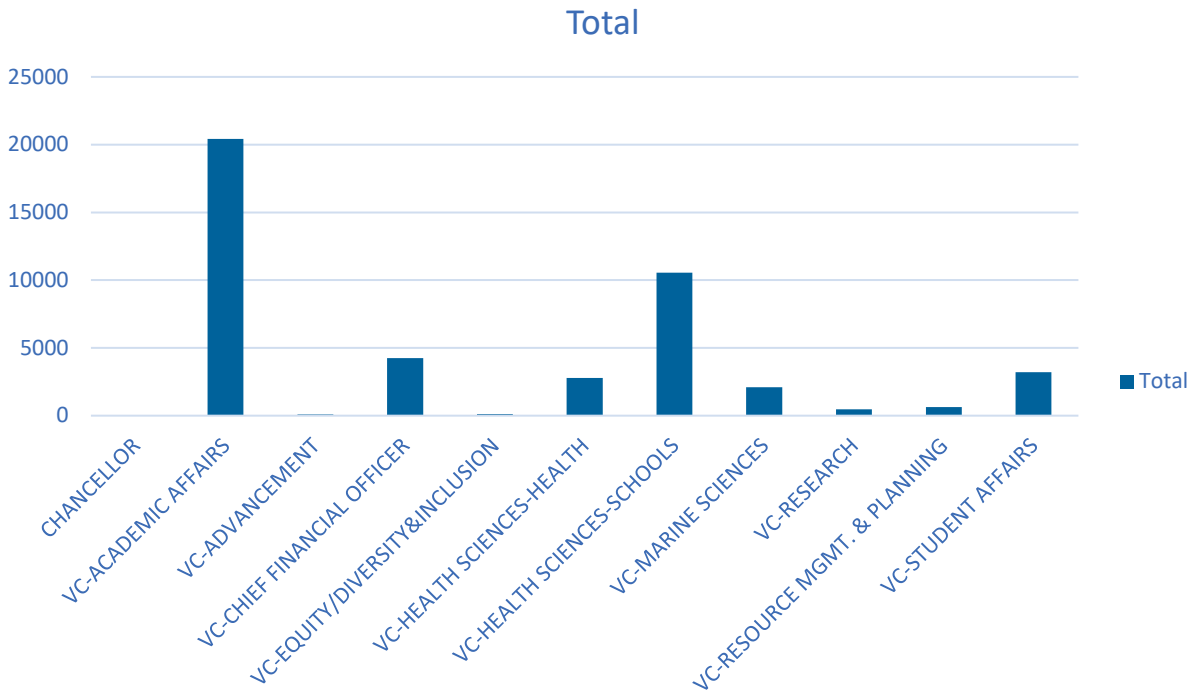
Today's Topics

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

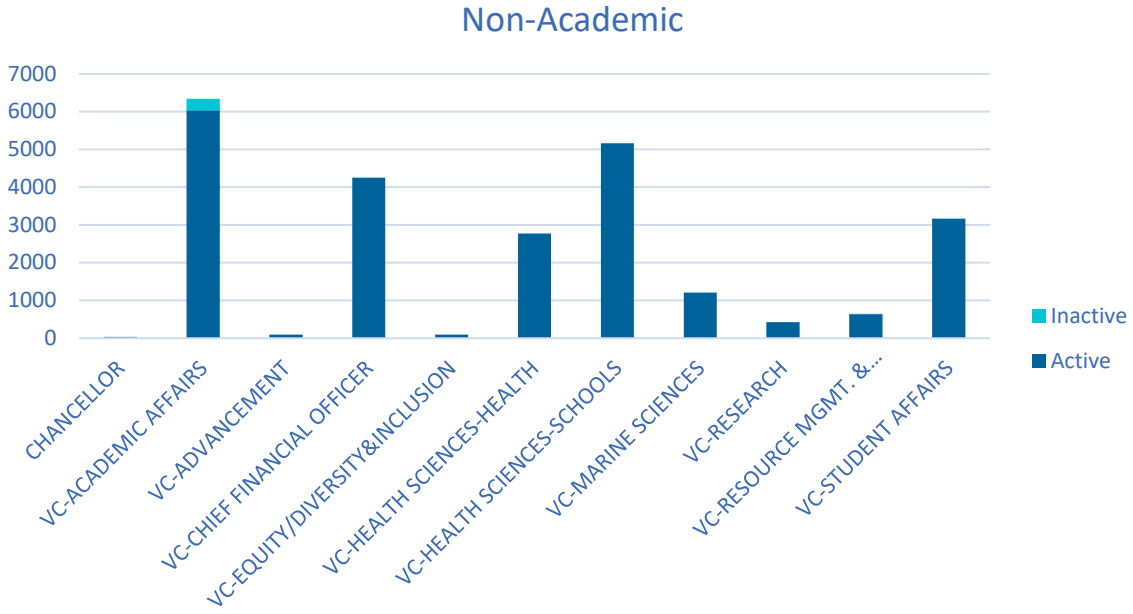
Total of **44,699** vacant positions in UCPath

(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.

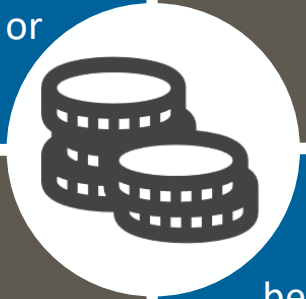
Personal Data refers to an employee's biographical data stored in UCPath.

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.

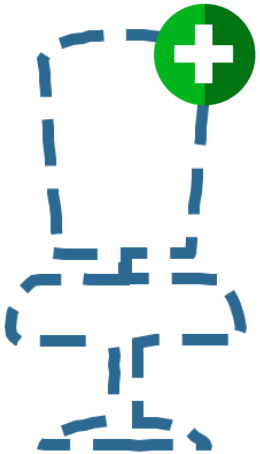
Budgeting for positions involves departments estimating salary expenditures and comparing estimates with actual expenditures.



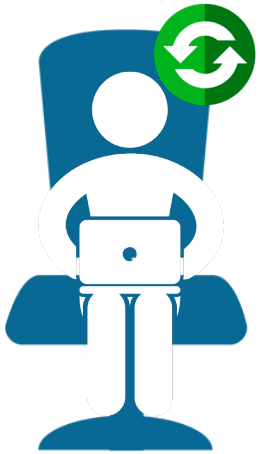
Funding refers to the assignment of the account(s) that pays for a position.

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



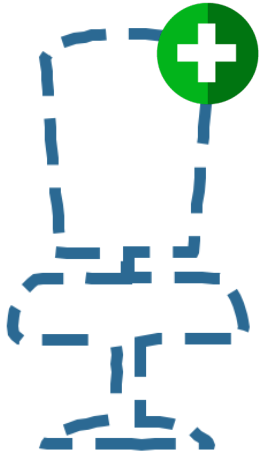
Update a Filled Position using PayPath

Update a Vacant Position Using Position Management

Freeze a Position Using Position Management

Creating a New Position

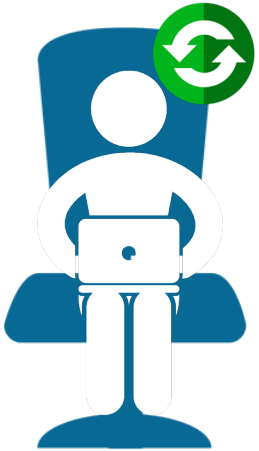
- New positions can be created in UCPath when a department identifies a need for a new position and approval is granted
- For most staff positions, a job description must be approved before the position can be created
- For academic positions the best practice is to complete the recruitment process and 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

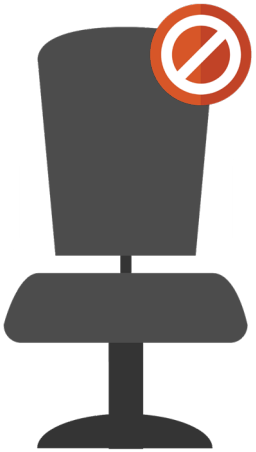
Update a Vacant Position

- 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).

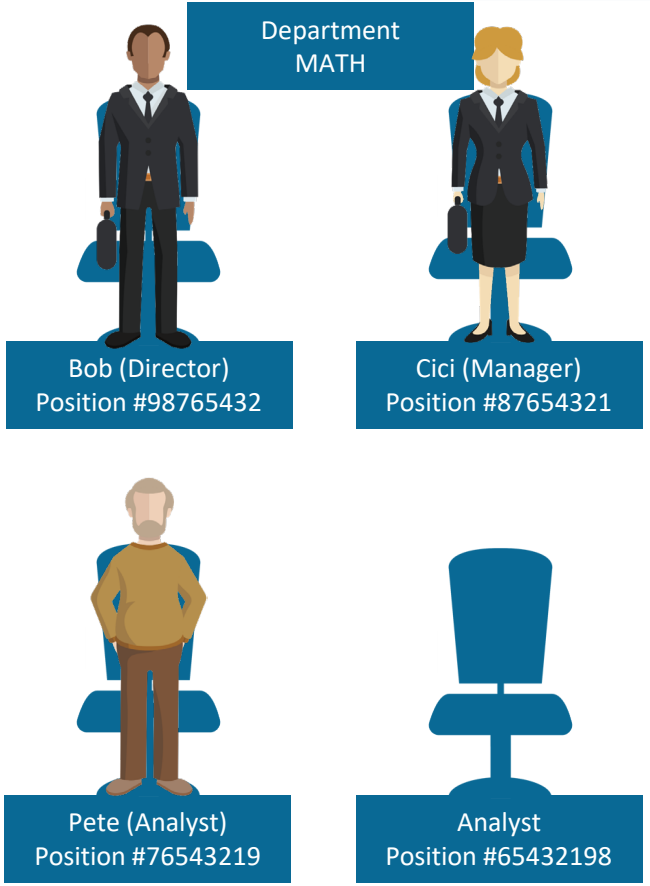
Scenario 2: Reusing Positions

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

Scenario 2: Reusing Positions

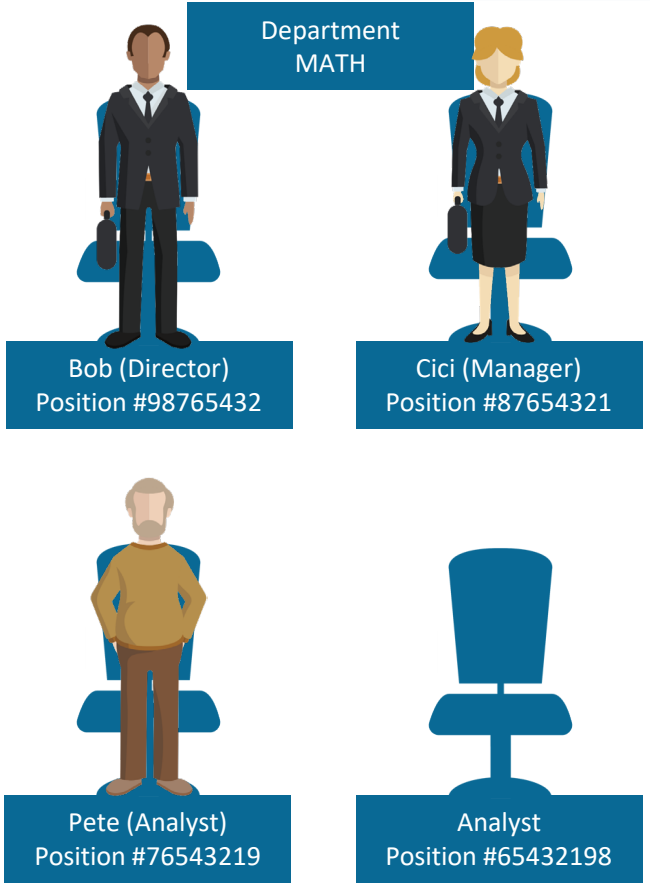
But wait a minute, what happens to the position in the Math department that Del is transferring from?

- 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

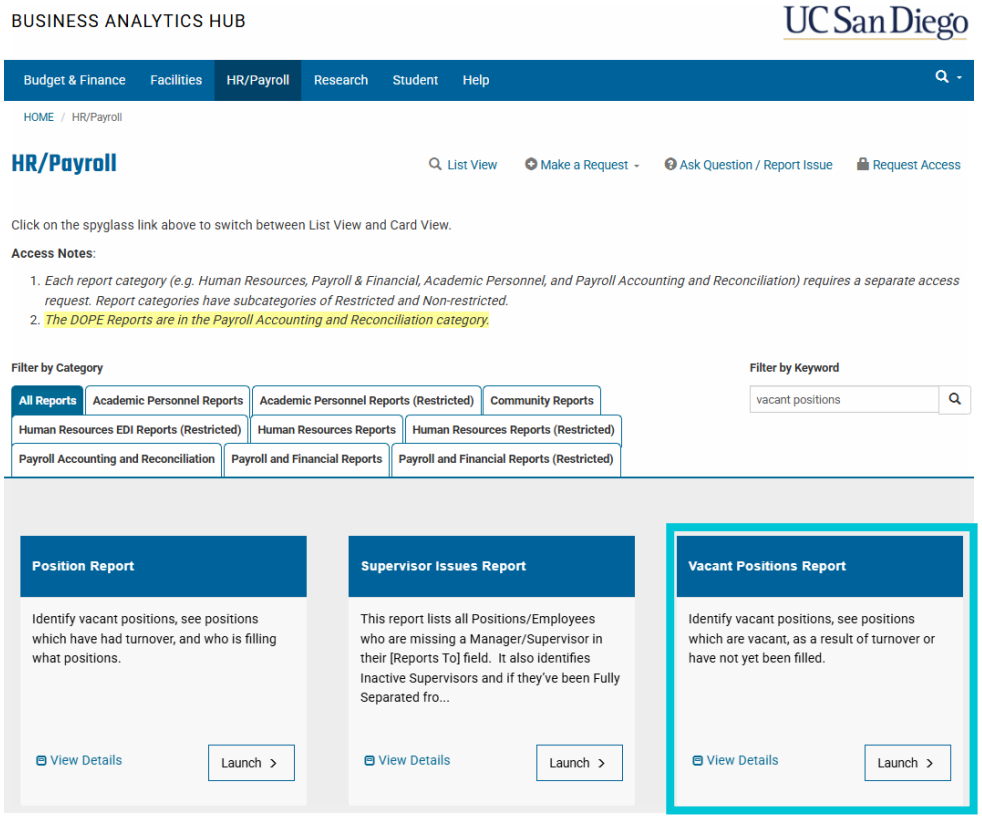
Finding Vacant Positions

- Using the **Vacant Positions Report**

BAH | Vacant Positions Report

Business Analytics Hub > HR/Payroll

- Vacant Positions Report

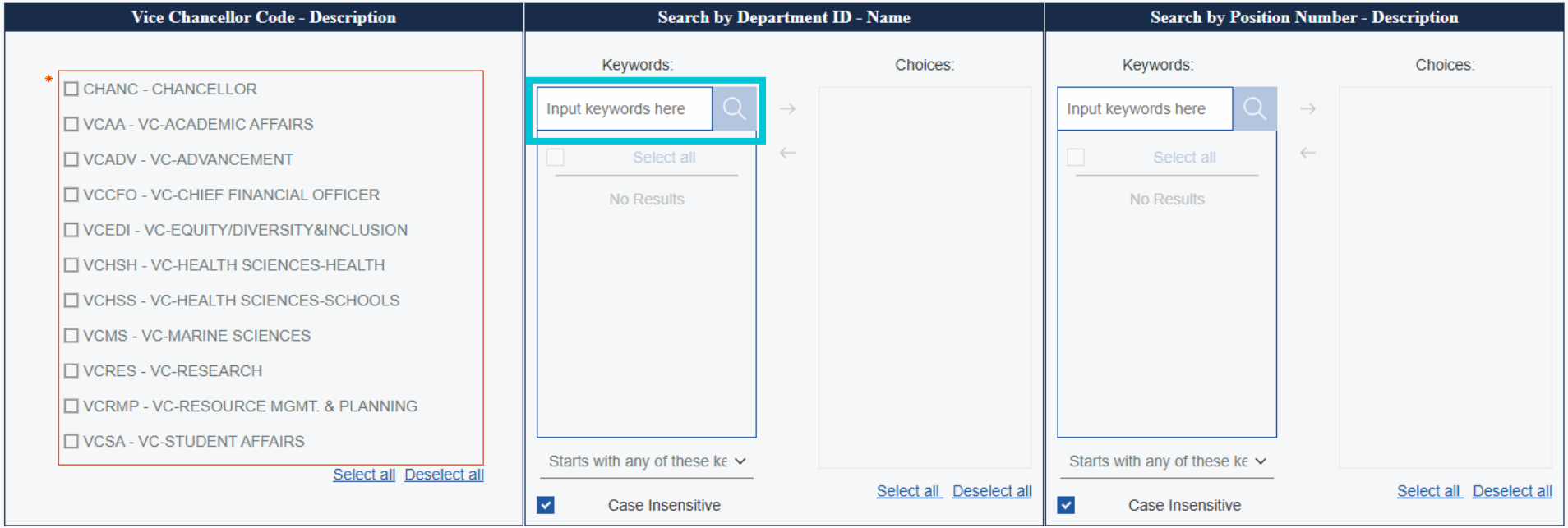


BAH | Vacant Positions Report

UC San Diego

Vacant Positions Report

UC Path



When to Freeze Positions

- Position Status
- How to Freeze Positions

Position Status

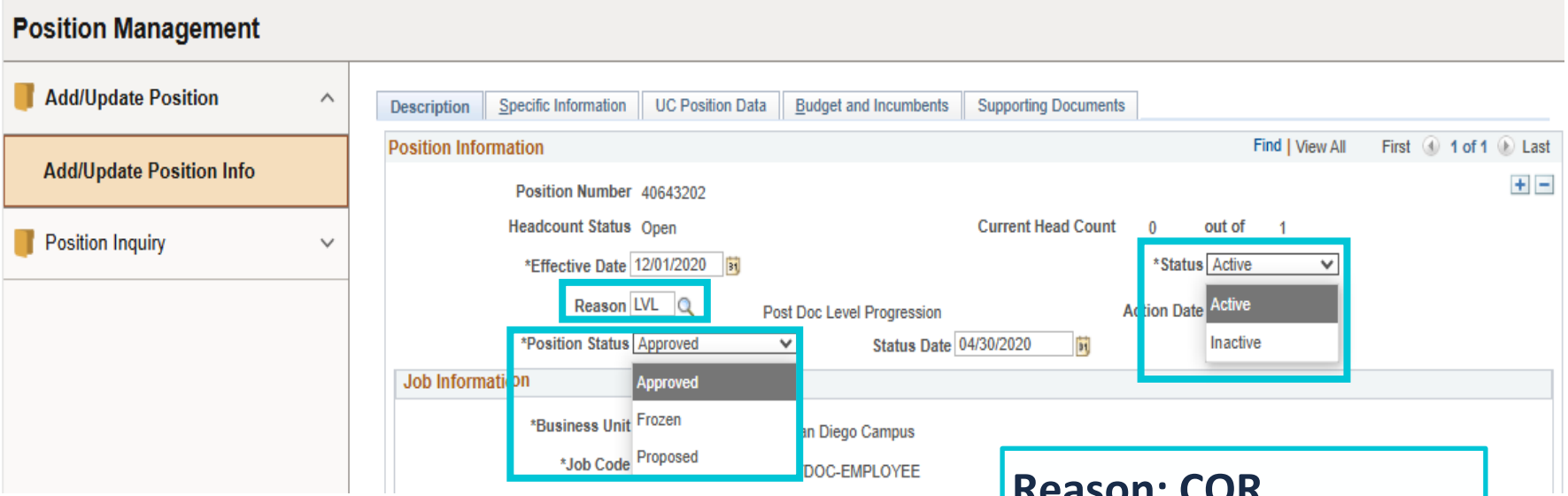
APPROVED POSITION
Vacant or filled positions with established funding.
(Active – Approved)

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

FROZEN POSITION
Inactive positions for future recruitment.
(Inactive – Frozen)

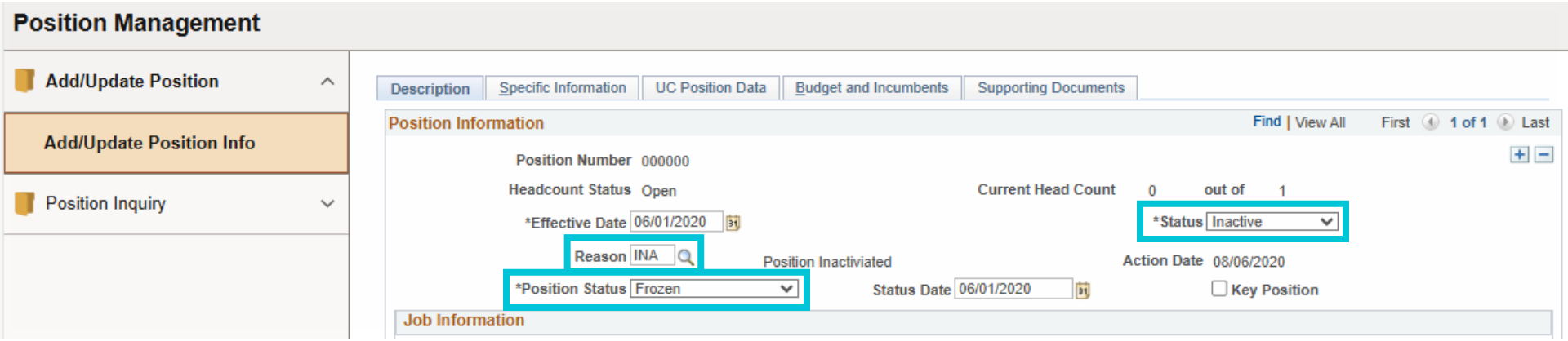
Use Temporary Freeze (**Status: Active** + **Position Status: Frozen**) for positions that will be used again after hiring freeze is lifted

Temporary Freeze



Reason: COR
Status: Active
Position Status: Frozen

Regular Freeze



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

Submit an inquiry:

https://support.ucsd.edu/esc

1:1 Appointments

- **UCPath HR Transactions**
- **Payroll Financial Management**

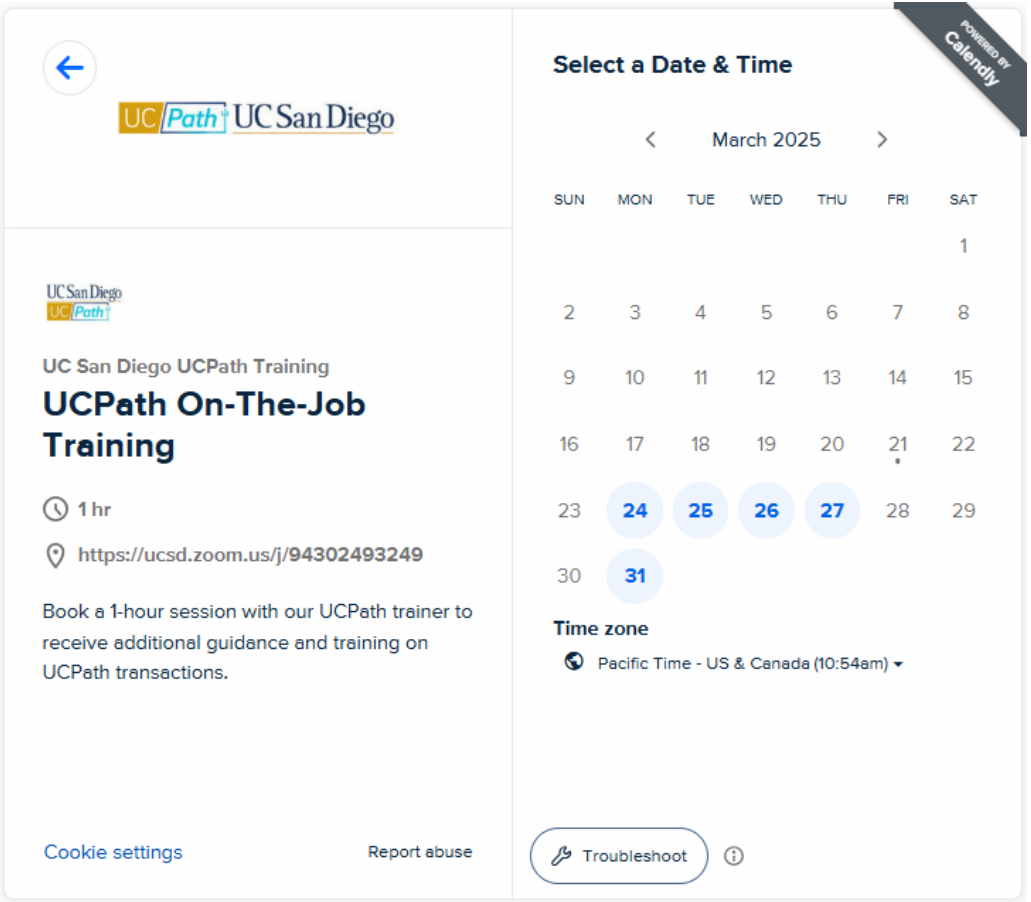
Office Hours

Monthly (1st Thursday) 9am-10am

Register Here

Teams Channel

UCPath Community of Practice | General | Microsoft Teams



Need Additional Training?

Book a 1:1 On-The-Job Training Session

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