

JOB DATA CHANGES

JOB DATA CHANGE process allows a requester to make one or many changes to an employee's job record, such as: FTE, employee classification, probation or trail employment status, job end dates, recurring or one-time additional compensation*, pay rate, job earnings distribution and short work break.

*See Additional Compensation infographic for more information.

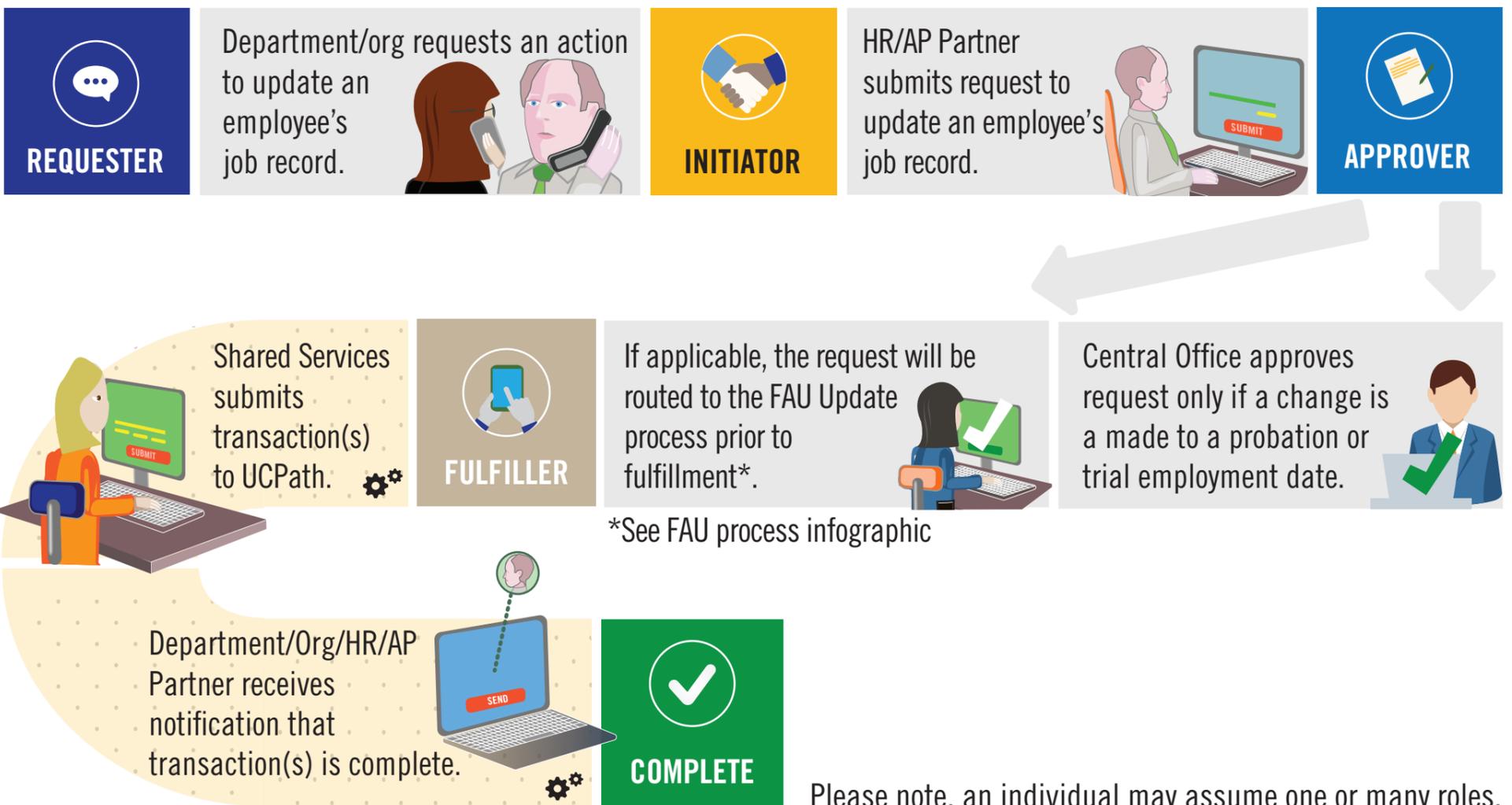
AS-IS PAIN POINTS	IMPROVEMENTS	BENEFITS
<ul style="list-style-type: none"> Data changes are currently made directly to PPS with no tracking for requests or approvals 	<ul style="list-style-type: none"> Multiple UCPath processes and transactions will be available on a single simplified ServiceLink request form. The user will only be presented with the fields applicable to the particular change they want to make 	<ul style="list-style-type: none"> Standardized and streamlined experience for employees Reduced risk of non-compliance

ROLES FOR JOB DATA CHANGES

REQUESTER (OPTIONAL)	INITIATOR (REQUIRED)	APPROVER (CONDITIONAL)	FULLFILLER (REQUIRED)	INQUIRER (REQUIRED)
<p>Department/org can request an action to update an employee's job record.</p>	<p>HR/AP Partner can review items submitted by requester or submit a request to update the employee's job record.</p>	<p>If a change is made to a probation or trial employment date, the Central Office will approve the change. If an FAU update is required due to a compensation related change, the request will be routed through the FAU update process prior to fulfillment.</p>	<p>SSC will submit one or many UCPath transactions to fulfill the Job Data Change request.</p>	<p>Monitors overall request and communicates with Job Data Change stakeholders as required to ensure timely completion.</p>

JOB DATA CHANGES MAP

Roadmap represents the most common business case.



LEGEND	
SSC	Shared Services Center
	System Actions
	People Actions

DID YOU KNOW?
You can apply one or many Job Data Changes in the same request (for a single job) as long as the effective date is the same for each change.

THE PROCESS IS SUCCESSFUL IF...
✓ An update(s) has been made to the employee's job data