The Work Authorization Re-Verification processes begin when reports are generated which detail employees whose I-9 or work authorization is pending expiration. (The monitoring process of I-9s or Work Authorizations varies by location.) From here, location HR/APO must work with the employee to update their I-9 and work authorization records. Once this is done, Location HR/APO works with Glacier and the UCPath Center to update UCPath records.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Context/Information/Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date = job end monitoring date, visa expiring date</td>
</tr>
<tr>
<td></td>
<td>Task = Schedule session with employee, collect and review documents</td>
</tr>
</tbody>
</table>
Start / End

Shows the start and end of a process. The text should indicate the trigger action or condition that puts the process flow in motion or indicates that it is complete.

Task/Activity

Captures a specific task or activity. Written starting with a verb (“Prepare Form”). A box should reflect a single role and tool to complete a specific output.

Automatic Process

Represents a process, task, or activity that is accomplished through a system or program. For example, “Upload Data (Nightly)”.

Off-page reference

Shows the continuation of the flow on another page. Label the inside of the symbol with a capital letter and number (e.g., “A/2” indicates look for point A on page 2).

One way connection

Connection arrows show the direction that the process flows.

Roles and Tools

These annotation boxes are placed below task/activity boxes or decision points to clarify the generic role that performs the step (e.g., “Manager”) and/or to clarify the functionality or tool that supports it, e.g., Workflow, PPS. These boxes are not required for each step.

UCPath Central Process

Color indicates processes performed by UCPath as defined on related Central FSPD Maps (cannot be revised on local map)

UCPath Local Process

Color indicates processes performed by Local Campus as defined on related Central FSPD Maps (cannot be revised on local map)

On-page Reference

On page connectors link one point in a process flow diagram to another. They help reduce flow lines that cross other shapes and lines. They are labeled with capital letters to show matching jump points.

Subprocess

Indicates another process or set of processes formally defined elsewhere. For example, “Perform Background Check” as part of the Onboarding process.

Decision

Indicates divergent paths for process; typically phrased in Yes/No format. For example, “Approve Leave”.

Or Connector

Shows when processes diverge, usually for more than two branches. Can be helpful in indicating variations (e.g., one path for Faculty, one for Staff, one for Students).

Consultation/Collaboration

Consultation/collaboration lines link two task/activity boxes that are performing the same function together or in consultation with each other. Not used for formal reviews or approvals.

Annotation

Provides comments or clarification to a task, connector, or subprocess. Helpful to indicate where there is variability or inefficiency or where complex rules may apply to how a particular task is completed.