The Data Change process begins with the decision to update an employee’s job data and ends with notifications (to the AWE initiator, AWE Approver and employee) that the desired changes were made in UCPath. This process applies to both staff and academic employees. Types of data changes include (not exhaustive):

- Voluntary Changes in Percent Time
- Temporary Augmentation of Appointment (Unit 18 only)
- Continuing Lecturer Quarter/Semester Change (Unit 18 only)
- Active Service Modified Duties (Ladder Rank Faculty Only)
- Extension of Job End Date
- Academic Reappointment 78 (Academic)
- Change from Limited to Career Status (Staff Only)
- Change in Tax Location
- Etc.
Data Changes (WFA.03) - Staff/Academic

1. Determine the need for job data change
   - Department/Org
   - Email/other

2. Process requested action
   - E.g., extension of job end date
   - Employee's job data
   - Department/Org
   - ServiceNow

3. For phase 1 and any Partner remain as is today

4. Update ServiceNow request status & notify Department/Org
   - Position Administrator
   - ServiceNow

5. Requested action is recorded in UCPath
   - UCPath Center
   - UCPath
<table>
<thead>
<tr>
<th>Process Name</th>
<th>UCPC Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCPath</td>
<td></td>
</tr>
<tr>
<td>External</td>
<td></td>
</tr>
</tbody>
</table>
1. Types of data changes include (not exhaustive):
   - Voluntary Changes in Percent Time
   - Temporary Augmentation of Appointment (Unit 18 only)
   - Continuing Lecturer Quarter/Semester Change (Unit 18 only)
   - Active Service Modified Duties (Ladder Rank Faculty Only)
   - Extension of Job End Date
   - Academic Reappointment 78 (Academic)
   - Change from Limited to Career Status (Staff Only)
   - Change in Tax Location
   - Etc.

2. (2) Job data change request is raised via Data Change Template in ServiceNow. How Position Notify Feature and Mass Position Updates are initiated? Answer: Position Notify and Mass Position Updates are not in scope for this process. They will be included in the Position Management process.

3. Refer step 5 of the Central process - WFA.03: Data Changes (as of 5/26/16)

4. Appropriate fields to be created in ServiceNow.

5. Refer to the Job Data Matrix in UCPath-7170 for fields

6. Personal Data Changes, Short Work Break, Job Earnings Distribution, Probationary Status and Trial Employment, Pay Rate Changes, Leave Administration, Academic Advancement, and Retroactive Pay are not part of the this data change

7. Assumption is made that currently ServiceNow is not directly linked to Peoplesoft

8. Refer step 6-8,14 of the Central process - WFA.03: Data changes (as of 5/26/16)

9. Refer step 15-20, 22-23 of the Central process - WFA.03: Data changes (as of 5/26/16)

General
For notifications it was agreed to use ServiceNow default notifications unless otherwise specified.

Added Note on 8/26/2016: 1.) The data change and SWB templates are decommissioned. Also, Comp.03 Academic Advancement has been decommissioned. The central maps will be updated but they are behind on the updates since they are focused on testing.
2.) Staff will use PayPath E-102 along with Academics to make data changes and payrate changes.
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.