From: UCPath, University of California
Subject: UCPath Update: FR.137 Position & Job Data Update Form
Date: Tuesday, June 21, 2022 2:04:54 PM

UCPath Update: FR.137 Position & Job Data Update Form

To: General UCPath Communications distribution

UCPath combined the Job Data Update form and Position Update form into one consolidated form. The newly created FR.137 Position & Job Data Update form includes all applicable position and job data fields needed for correction requests. UCPath will discontinue previous versions of the forms and will no longer accept them after August 31, 2022.

Note:

- Effective immediately, begin using the newly created Position and Job Data Update form located in the UCPath online forms library.
- To locate the Position and Job Date Update form in UCPath, click the following options: Forms Library > Human Resources > Position & Job Update
- To request a correction to an employee's position or job data record, fill out and complete the Position & Job Data Update form. Then submit the form by logging in to UCPath and clicking on "Ask UCPath." Use the following options when creating your inquiry:
    - **Topic**: Select "Workforce Administration"
    - **Category**: Select "Submit Form – Workforce Administration"

Additional Resources:

- Submit an Inquiry on Behalf of Employee (SOBO) to UCPath
- Position & Job Update Form

Thank you,

UCPath
(855) 982-7284
Monday - Friday from 8:00 a.m. - 5:00 p.m.
ucpath.universityofcalifornia.edu