All position recruitments must complete the Position Control approval process unless the position has been updated and classified by the Compensation team in the last 3 years and there are no changes being made to the position. This includes all proposals for TOPS positions with a duration longer than 30 days.

For NON-TOPS POSITIONS: Before accessing Service Now to submit a request, please complete a job description using JobBuilder. If you have questions about this process, contact your HR Business Partner.

1. Navigate to Service Now: [https://ucop.service-now.com](https://ucop.service-now.com)

   *For the best result, please use the Chrome or Firefox browser.*

2. Select Request Service from the menu

3. Select Human Resources from the menu

4. Select HR – Position Request (For Managers)
Before submitting the request, a job description created or updated in Job Builder must be completed. Share the job description with your HR Business Partner in the Job Builder system.

Your user information will populate automatically. There is a watchlist feature if you want additional individuals to be aware of the request.

Enter the requested information and attach applicable documents using the paperclip feature at the bottom of the page. Any field with a red asterisk (*) is mandatory. Refer to the position number and Career Tracks title for the employee you are replacing in your UCPath dashboard.
- Indicate the employee type
- FAU for background check
- FAU distribution for position salary
Completing this information will generate a notification to Building Services so they can maintain a current map of the space utilized by each department.

Attach any documents and submit

New Hire Space Allocation Details

The new hire will be located at: Please indicate building and office/work station number

Is this space currently allocated to your department? Do you need additional space for this hire?

– None –  

Attachment

Use the paperclip  to attach any documents