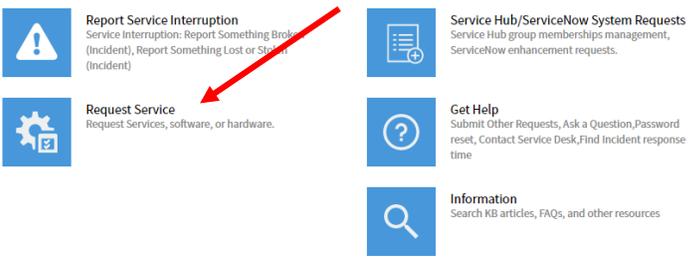
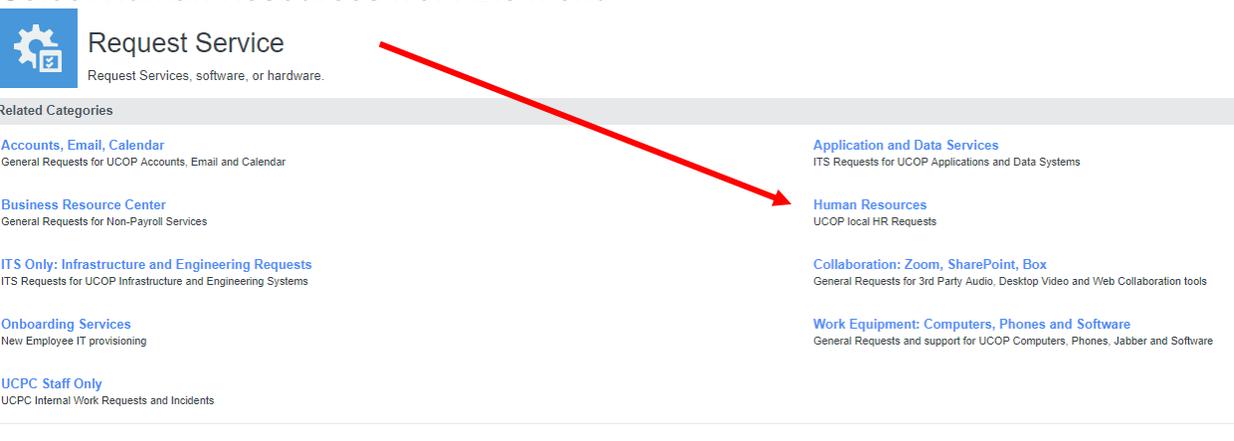


All position recruitments must complete the Position Control approval process unless the position has been updated and classified by the Compensation team in the last 3 years and there are no changes being made to the position. This includes all proposals for TOPS positions with a duration longer than 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	<p>Navigate to Service Now: https://ucop.service-now.com</p> <p><i>For the best result, please use the Chrome or Firefox browser.</i></p>
2	<p>Select Request Service from the menu</p>  <p>The screenshot shows the ServiceNow menu with several options. A red arrow points to the 'Request Service' option, which is described as 'Request Services, software, or hardware.' Other options include 'Report Service Interruption', 'Service Hub/ServiceNow System Requests', 'Get Help', and 'Information'.</p>
3	<p>Select Human Resources from the menu</p>  <p>The screenshot shows the 'Request Service' sub-menu. A red arrow points to the 'Human Resources' category, which is described as 'UCOP local HR Requests'. Other categories include 'Accounts, Email, Calendar', 'Business Resource Center', 'ITS Only: Infrastructure and Engineering Requests', 'Onboarding Services', 'UCPC Staff Only', 'Application and Data Services', 'Collaboration: Zoom, SharePoint, Box', and 'Work Equipment: Computers, Phones and Software'.</p>
4	<p>Select HR – Position Request (For Managers)</p>  <p>The screenshot shows the 'Human Resources' sub-menu. A red arrow points to the 'HR - Position Request (For Managers)' option, which is described as 'POSITION REQUEST'. Other options include 'UCOP local HR Requests' and 'Staff Appreciation and Recognition (STAR) Form'.</p>

5 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.

POSITION REQUEST

Before submitting your request, create or update job description in [Job Builder](#).

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

User Information

Requested by
 ⓘ

Your phone

* Requested on behalf of (yourself or someone else)
▶ More information

Users Watchlist
▶ More information

Your office number

Your department



7 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.

Request Information

* Request type
▼ More information
Attach the following documents if applicable:
1. Organizational chart
2. Decision memo
3. Memorandum of Understanding (MOU)

New Position
 Contract Extension
 Refilling Existing Position
 Repurposing Existing Position

* Position Number
▼ More information

* Provide the rationale for this position

Career Tracks Job Title

* Working title

* Career tracks title

* Job Grade

* Salary Range (Mid-Min-Max)

* FTE (1.00 Max)

* Reports To Name (Direct Supervisor)

* Department code

Department name

Sub division

Division

- Indicate the employee type
- FAU for background check
- FAU distribution for position salary

Employee Type

- Career
- Contract
- Rehired Retiree
- TOPS (Floater)
- Student Intern
- Non-Student Intern

* Please provide a FAU for background check

Provide the FAU distribution based on the funding approved for this new hire

▼ More information

Please ensure FAU percentages total 100 percent. Atleast one row is mandatory.

FAU distribution for this position request (please select sub 03)

Add

Remove All

Actions

FAU

Percentage

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?

-- None --

Do you need additional space for this hire?

-- None --

Attachment

Use the paperclip  to attach any documents