

# Data Change Request FAQs

## What is a Data Change Form?

A Data Change Request is used to make corrections and/or updates to an employee's job appointment. It can also be used to request such actions as a stipend or reclassification.

## Frequently Asked Questions

1. How do I get access to the Data Change Request?
  - A. To access the request form, you must first accept an email invitation from the Workflow Automation application. If you did not receive one, please email [support@ucanr.edu](mailto:support@ucanr.edu) with your name, work email, and employee ID (8-digit number). In the email invitation, you will receive further instruction to access the form.
2. What happens if I don't know the employee's ID number in UCPath?
  - A. The employee ID (EID) number is a required field. Supervisors have access to their direct report information in UCPath, including the EID. It is recommended that frequent submitters keep a list of employee data for reference. If the Initiator/Requestor cannot locate the EID, they may contact [humanresources@ucanr.edu](mailto:humanresources@ucanr.edu).
3. Do I need to complete all the fields on the Data Change Request?
  - A. No, you do not need to complete all the fields. You are only required to complete the fields that are mandatory (with an asterisk) as well as the fields you wish to change. However, we recommend you enter as much information as you can.
4. What should I do if I am not sure what "code" to select from the Geo Group or Represented Location drop down?
  - A. Geo Codes refer to the Career Tracks geographic locations of our non-represented positions and Represented Locations refer to the positions in a bargaining unit. Please refer to the <https://ucanr.edu/sites/ANRSPU/files/315830.pdf> or, in the Staff Personnel Unit website, under Supervisor Resources > Compensation > Resources > UCPath – Salary Groups – Location Reference – 10.01.19. For a non-represented position, i.e. CES 2, look up your location and refer to the CT group. For a represented position, i.e. an Ag Tech, go the second page and look up your location. You would use the code that corresponds with the UC campus where your rate is aligned. i.e. Davis = 3  
If you're still not sure what code to select, please contact [humanresources@ucanr.edu](mailto:humanresources@ucanr.edu).

5. What is EMPL Class?
  - A. Employee Classification is a categorization field in UCPATH used to identify the appointment type. It is a drop down field on the request and includes such options as Career and Limited.
  
6. Am I required to obtain all signatures on the form?
  - A. The online form uses an automated workflow so it will automatically forward to the next approval in line. If the change is pay impacting, it will forward to the Fiscal Officer and Resource, Planning, and Management (RPM) as well. They will get email notifications to approve your request.
  
7. How long will it take for data changes to reflect in UCPATH?
  - A. The timing depends on the situation/circumstance and how quickly the request moves through the approval process. Once HR receives it, if it is a simple change, it takes about 3 business days for the change to reflect in UCPATH; however, if it is a process that requires analysis and further approvals, it can take much longer. Your HR Generalist will be in contact with you if it's a lengthy procedure.

If you have questions at any time regarding completion of the Data Change Request, please email [humanresources@ucanr.edu](mailto:humanresources@ucanr.edu). If you have system-related issues, please contact [support@ucanr.edu](mailto:support@ucanr.edu).