The purpose of the Job Data Update Form is to submit job data related corrections to UCPath to have the job data updated in UCPath. Click to access form instructions.

SECTION 1. KEY INFORMATION   *Indicates Required Fields

Employee ID #* (8 Digits)	Last Name*	First Name*

Type of Update*	Empl Record #*	Job Indicator*	Effective Date* (mm/dd/yyyy)	Effective Sequence*

Action*	Reason*

Submitter Name*	Submitter Email*	Date Submitted* (mm/dd/yyyy)

SECTION 2. JOB DATA

Business Unit*	Department #	Position #	Reports To Position #

Employee Pay Type	Job Code	Union Code
Hourly Salary		

Empl Class # / Code	Standard Hrs	FTE

Expected Job End Date (mm/dd/yyyy)	End Job Automatically	Classified Indicator	FLSA Status
	Yes No		

Probation End Date	Probation Code	PY Career Duration	Academic Duration of Appt

Comp Frequency	Salary Step	Trial Employment End Date	ERIT Phased Retirement End Date

Eligibility Group Override	Pay Group Override	Salary Admin Plan	Salary Grade
Yes No	Yes No		

Job Earnings Distribution

Earnings Distribution Type	Earnings Code	Compensation Rate	Percent of Distribution

Compensation

1)	Reason	Rate Code

Seq	Comp Rate	Frequency	Apply to Future Rows
			Yes No

The retention schedule for this form can be found at http://recordsretention.ucop.edu/.

2)	Reason			Rate Code		
	Seq	Comp Rate	Frequency		Apply to Future Rows	
					Yes No	
3)	Reason			Rate Code		
	Seq	Comp Rate	Frequency		Apply to Future Rows	
					Yes No	

SECTION 3. SHORT WORK BREAK / RETURN FROM SHORT WORK BREAK

Expected Return Date (mm/dd/yyyy)	Date Returned to Work (mm/dd/yyyy)

SECTION 4. TERMINATION / RETIREMENT

Last Date Worked (mm/dd/yyyy)	Date of Death, (if applicable) (mm/dd/yyyy)	Survivor Information, (if applicable)

SECTION 5. INITIATOR COMMENTS

Type Comments Below

SECTION 6. BUSINESS UNIT APPROVAL

Approval #1 Type/Print Name*	Approval #1 Signature*	Date Approved* (mm/dd/yyyy)
Approval #2 Type/Print Name	Approval #2 Signature	Date Approved (mm/dd/yyyy)
Approval #3 Type/Print Name	Approval #3 Signature	Date Approved (mm/dd/yyyy)

UCPATH INTERNAL USE ONLY

Processed By	Completion Date (mm/dd/yyyy)

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