

The purpose of the Position Update Form is to submit position related corrections to UCPath and update the position data (and/or incumbent job data, if applicable) in UCPath. Click to access [form instructions](#).

SECTION 1. KEY INFORMATION

*Indicates Required Fields

Type of Update*	Position #*	Effective Date* (mm/dd/yyyy)	Reason Code*

SECTION 2. POSITION INFORMATION

Business Unit*		Department #		Location	
Full / Part Time		Reports To Position #	Job Code		Union Code
Fixed	Variable				
Classified Indicator		FLSA Status		Salary Admin Plan	
		Exempt	Non-Exempt		
Salary Grade		Standard Hours		FTE	
Adds to FTE Actual Count		Max Head Count		Health Certificate	
Yes	No				
Signature Authority		Worksite		Employee Relations Code	

SECTION 3. INCUMBENT INFORMATION

Update Incumbents				Include Salary Plan/Grade							
Yes		No		Yes		No					
Empl ID# (8 Digits)				Last Name				First Name			

SECTION 4. INITIATOR COMMENTS

Type Comments Below

SECTION 5. BUSINESS UNIT APPROVAL

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

SECTION 6. UCPATH INTERNAL USE ONLY

Processed By	Completion Date (mm/dd/yyyy)