



All Managers and Supervisors  
Human Resources Advisory Group  
Academic Divisional Coordinators  
The larger HR community

From: Amy Kile | Assistant Manager, Talent Acquisition

Greetings, everyone.

The [Position Control Request](#) form, in ServiceNow, is available for use! We are excited to offer this critical SHR process within a tool that allows for an improved user experience over PDFs. Also, by using ServiceNow, we add transparency in the process that makes it easier for clients to track the progress of their request.

First of all, I want to extend my thanks to those of you who have patiently waited while we worked through an unanticipated delay during this unprecedented level of systems change. The cause of the delay has been worked out and we're back on track. I know this has been an inconvenience for you and, again, I thank you for your patience.

Now, I will highlight important information that was sent out via attachment in an earlier email.

## Positions

As of January 2nd, all employees have been assigned a position number, in addition to their employee ID. Positions contain data about a job that is independent from the employee (for example, classification information, department, location, supervisor information, and job description). If an employee has multiple jobs on campus, they would have multiple positions.

For those of us already working at the University when UCPath goes live, we will have a position number created for us automatically. For all new staff recruitments, a position number will be needed before the recruitment can be started.

## Positions are Reusable

If an employee leaves a position, the position is still available and can be reused for a new recruitment. You can make changes to the position if needed before starting a new recruitment.

## Before you Start a Recruitment

To start a new staff recruitment, you will need a position that will be vacant by the anticipated hire date.

If you do not have a vacant position applicable to the staff recruitment you wish to start, you will need to request a new position via the ServiceNow Position Control Request form. (See next section for exceptions.)

If you already have a vacant position available, but need changes made to the position, you will need to request an update to the position via the ServiceNow Position Control Request form. Even if you do not anticipate the need for any changes to the position, you should review the job description for the position to verify that it is up to date. If any updates to the job description are needed, you will need to submit the updated job description via the ServiceNow Position Control Request form prior to starting a new recruitment.

## If You have Already Initiated a Recruitment in RMS

If you have initiated a recruitment prior to January 2nd, 2020, and are in any of the following stages:

- You have submitted an RMS Worksheet to begin a recruitment
- You have an active recruitment in RMS
- You are in the process of initiating a job offer

You do not need to request a new position. Talent Acquisition and Compensation are coordinating on these open requests, and positions will be created for you.

## Starting a Recruitment in RMS

Once you have a position number, and the position is up to date, you are ready to start a recruitment. To initiate a recruitment, you will submit an RMS Worksheet, a PDF form, just as you did before UCPath.

The RMS Worksheets have been revised, removing all fields related to classification, as that information is now captured in the ServiceNow Position Control Request. Job descriptions will no longer be submitted along with RMS Worksheets, as the job description will be submitted via the ServiceNow Position Control Request form when a new position is requested, or when an existing position is updated.

**Please be sure to use the new RMS Worksheets found on [shr.ucsc.edu](http://shr.ucsc.edu), and do not rely on any old versions of these forms you may have saved locally on your computer.**

If you have any questions about position management, the ServiceNow Position Control Request form, or the new RMS Worksheets, please don't hesitate to reach out to us for help.

The fastest way to get help is to email [SHRhelp@ucsc.edu](mailto:SHRhelp@ucsc.edu).

Thank you for your collaboration and patience during this time of transition for the campus. If you have any questions, please feel free to reach out to me: [ackile@ucsc.edu](mailto:ackile@ucsc.edu).

To ask questions or to consult about your recruitment, [please contact your TAC](#).

Best wishes, Amy Kile | Assistant Manager, Talent Acquisition