

Human Capital Management (HCM): Step-by-Step Guide

Union Code Field in Position Data

This guide describes using the Union Code field in Position Data, and describes how to audit position data to monitor the use of the field and ensure it is being used for its intended purpose.

Campus HR Use Only

The Union Code field in Position Data should only be used by Camps HR representatives to designate Classified positions that are exempt from the Partnership Act in HCM. The code that is selected should reflect the reason the position has been deemed exempt from the Partnership Act. Because the Union Code field is on the Description tab in Position Data, it is visible to all HCM users with access to Position Data and can be edited by any user that has edit access in Position Data. Therefore, a PS query is available to Campus HR representatives and should be used periodically to help ensure the field is being used for its intended purpose.

Before You Begin

Before you begin, you should have the following information:

- Position Number
- Effective Date of your change
- Reason for exemption from Partnership Act

Updating the Union Code Field

To designate a position as Partnership Act Exempt, navigate to Add/Update Position Info.

Navigation: Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

The Union Code field is on the Description tab in Position Data in the Job Information section.

- 1. Insert a new row.
- 2. Enter or select the Effective Date.
- 3. In the Reason field, enter OTH.

4. In the **Union Code** field, enter the appropriate value, or select it from the lookup.

Note: Alternately, you can remove (or clear) the value from the Union Code field so it is blank in order to remove the Partnership Act Exempt designation from a position.

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Position Information Find View All First 🚯 1 of 2 💽	Last
Position Number 00507590	F —
Headcount Status Filled Current Head Count 1 out of 1	
*Effective Date 10/01/2020 🛐 *Status Active 🗸	
Reason OTH C Other - Comment Required Action Date 10/01/2020	
Position Status Proposed Status Date 06/11/2014	
Job Information	
*Business Unit USYS Q System Administration	
Job Code G3A3XX 🔍 Admin Assistant II	
*Reg/Temp Regular *Full/Part Time Full-Time	
*Regular Shift Not Applicable V Union Code PA3 Q PA Exempt-Managerial EE	
Title Admin Assistant II Short Title AdmAsstII Detailed Position Description	

- 5. Click Save.
- 6. Click Submit.

The entry is routed for approval based on your campus workflow requirements for Position updates.

Auditing the Union Code Field Using PS Query

You can run a query that returns data for Classified positions that have a Union Code value and incumbent information, if the position is currently filled.

To run the query from the HCM Community Users dashboard:

- 1. Click the HCM WorkCenter tile.
- 2. Click the **Resources** tab.
- 3. Click Query Manager.
- 4. In the begins with box, type CUES_HR_CLASSIFIED_NON_CVRD.
- 5. Click Search.

Query Manager	
Enter any information you have and click Search. Leave fields blan	nk for a list of all values.
Find an Existing Query Create New Query	
*Search By Query Name begins	with CUES_HR_CLASSIFIED_NON_CVRD
Search Advanced Search	

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- 6. From the Search Results, click the checkbox to the left of the query.
- 7. Click the HTML or Excel link to run the query and view the results.
- 8. Ensure that only those positions that should be designated as Partnership Act exempt appear in your results and that the Union Code accurately reflects the reason for exemption.