

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 Campus HR representatives to designate Classified positions as covered or exempt from the Partnership Act in HCM. The code that is selected should reflect that the position is covered by the Partnership Act or, if exempt, 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.

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_PA_DESIG**.
5. Click **Search**.

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.