

Data Change Form (DCF) FAQ's

Please submit the Data Change Form (DCF) to humanresources@ucanr.edu

What is a Data Change Form?

A Data Change Form (DCF) is used to make corrections and/or updates to an employee's job appointment. **NOTE: Any funding changes will need to be reviewed and signed by the Financial Control Point.**

Frequently Asked Questions

1. What happens if I don't know the employee's ID number in UCPATH?
 - A. It is important to obtain the employee's ID number for validation purposes. If the Initiator/Requestor does not know the employee's ID number they may contact their HR Recruiter.

2. Do I need to complete all the fields on the Data Change Form?
 - A. No, you do not need to complete all the fields. You are only required to complete the fields you wish to change. However, we recommend for you enter as much information as you can.

3. What is employee classification?
 - A. Employee Classification is an employee categorization field in UCPATH and will be used to identify the appointment type.

4. What is employee representation code?
 - A. The Employee Representation Code indicates whether the predominant appointment of an individual is eligible to be represented, for collective bargaining purposes. The representation code also derived from the employee relations code.

The codes: C - Covered
 U - Uncovered
 S - Supervisor (Uncovered)

5. What is a union code?
 - A. The union code in UCPATH identifies an employee's affiliation to a specific bargaining unit.

6. What should I do if I don't know what "code" to select from the drop down?
 - A. If you're not sure what code to select, please contact your HR recruiter.

7. What is ER Code?

- A. The ER Code refers to the Employee Relations Code (ERC). The ERC indicates the designation of an individual for purposes of collective bargaining.

Please see the following codes:

- A - Manager, Not Confidential
- B - Manager, Confidential
- C - Supervisor, Not Confidential
- D - Supervisor, Confidential
- E - All Others, Not Confidential
- F - All Others, Confidential
- G - Not covered by HEERA (out of state)
- H - Student in academic title, covered by HEERA
- I - Student in academic title, not covered by HEERA

8. Am I required to obtain all signatures on the form?

- A. The Supervisor, Director and Staff HR/Academic HR signatures are required for appointment changes. If the change is pay impacting, all signatures are required, with the exception of Statewide Program Director.

9. How long will it take for the data change to reflect in UCPath?

- A. The timing depends on the situation/circumstance and how quickly signatures are obtained. On average, it takes about 3 business days for the change to reflect in UCPath, but it can take up to a week.

10. I have an employee who is changing their compensation, what rate code should I use?

- A. Please contact your HR Recruiter and they will assist you with selecting the correct rate code.